1-1-1955

General Academic Catalog (1955-56, 1956-57)

University of Omaha

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General Catalog

For the Academic Years

1955-56

1956-57

VOLUME XVIII, 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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September 8 (Men)
September 9 (Women)

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

September 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 12 (Women)
September 13, 14 (Men)

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

September 12, 13
September 14, 15
September 15, 16
September 15
September 19
September 19
September 21, 22

Universe Faculty Meetings.
Counseling and registration for former students.
Counseling and registration for new students.
General assembly at 10:00 a.m.; required of all new and transfer students.
Classes begin, day school.
Late registration, day school.
Counseling and registration for College of Adult Education.
Classes begin, College of Adult Education.

September 22
September 30

Last day for adding credit classes to a day school schedule.

October 1
October 7
October 12

Late registration for College of Adult Education.
Founders' Day Convocation.
Last day for adding credit classes to an Adult Education schedule.

November 18

Midsemester scholastic report due in Dean's Office by 5:00 p.m.

November 18
November 23
November 28
December 16
December 17
January 4
January 9 - 14
January 21 - 27
January 30, 31

President's Reception.
Thanksgiving recess begins at 9:40 p.m.
Classes resume at 8:00 a.m.
Christmas Convocation at 10:00 a.m.
Christmas vacation begins at 12:00 noon.
Classes resume at 8:00 a.m.
Registration for second semester, 1955 - 56.
Final Examinations.
Vacation for students who attended the first semester.
SECOND SEMESTER

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

Physical examinations for new students. Examination hours are 8:00 a.m. and 9:00 a.m.; note: students not present for examinations at scheduled time will be charged late reporting fee.

Counseling and registration for new students.

General Assembly at 10:00 a.m.; required of all new and transfer students.

Classes begin for day school.

Late registration, day school.

Counseling and registration for College of Adult Education.

Classes begin, College of Adult Education.

Late registration for College of Adult Education.

Last day for adding credit classes to a day school schedule.

Last day for adding credit classes to an Adult Education schedule.

Easter Convocation at 10:00 a.m.

Spring vacation begins at 9:40 p.m.

Classes resume at 8:00 a.m.

Midsemester scholastic reports due in Dean’s Office by 5:00 p.m.

Ma-iae Day — student holiday.

Registration for Summer School, and first semester 1956-57.

Final Examinations.

Memorial Holiday.

Baccalaureate.

Forty-seventh Commencement.

SUMMER, 1956

Intersession.

Registration for day and evening classes.

First term.

Evening term.

Holiday.

Second term.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 4 (Men)</td>
<td>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.</td>
</tr>
<tr>
<td>September 5 (Women)</td>
<td>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.</td>
</tr>
<tr>
<td>September 6, 7 (Men)</td>
<td>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.</td>
</tr>
<tr>
<td>September 10, 11</td>
<td>University Faculty Meetings.</td>
</tr>
<tr>
<td>September 12, 13</td>
<td>Counseling and registration for former students.</td>
</tr>
<tr>
<td>September 13</td>
<td>General assembly at 10:00 a.m.; required of all new and transfer students.</td>
</tr>
<tr>
<td>September 13, 14</td>
<td>Counseling and registration for new students.</td>
</tr>
<tr>
<td>September 17</td>
<td>Classes begin, day school.</td>
</tr>
<tr>
<td>September 17</td>
<td>Late registration, day school.</td>
</tr>
<tr>
<td>September 19, 20</td>
<td>Counseling and registration for College of Adult Education.</td>
</tr>
<tr>
<td>September 20</td>
<td>Classes begin, College of Adult Education.</td>
</tr>
<tr>
<td>September 27</td>
<td>Late registration for College of Adult Education.</td>
</tr>
<tr>
<td>September 28</td>
<td>Last day for adding credit classes to a day school schedule.</td>
</tr>
<tr>
<td>October 11</td>
<td>Last day for adding credit classes to an Adult Education schedule.</td>
</tr>
<tr>
<td>October 12</td>
<td>Founders' Day Convocation.</td>
</tr>
<tr>
<td>November 16</td>
<td>Midsemester scholastic report due in Dean's Office by 5:00 p.m.</td>
</tr>
<tr>
<td>November 16</td>
<td>President's Reception.</td>
</tr>
<tr>
<td>November 21</td>
<td>Thanksgiving recess begins at 9:40 p.m.</td>
</tr>
<tr>
<td>November 26</td>
<td>Classes resume at 8:00 a.m.</td>
</tr>
<tr>
<td>December 14</td>
<td>Christmas Convocation at 10:00 a.m.</td>
</tr>
<tr>
<td>December 15</td>
<td>Christmas vacation begins at 12:00 noon.</td>
</tr>
<tr>
<td>January 2</td>
<td>Classes resume at 8:00 a.m.</td>
</tr>
<tr>
<td>January 7 - 12</td>
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</tr>
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<td>January 19 - 26</td>
<td>Final Examinations.</td>
</tr>
<tr>
<td>January 28, 29</td>
<td>Vacation for students who attended the first semester.</td>
</tr>
</tbody>
</table>
UNIVERSITY OF OMAHA

SECOND SEMESTER

January 21, 22

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

January 23 (Men)
January 24 (Women)

Physical examinations for new students. 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 28, 29

Counseling and registration for new students.

January 29

General Assembly at 10:00 a.m.; required of all new and transfer students.

January 30

Classes begin for day school.

January 30

Late registration, day school.

January 30, 31

Counseling and registration for College of Adult Education.

January 31

Classes begin, College of Adult Education.

February 7

Late registration for College of Adult Education.

February 12

Last day for adding credit classes to a day school schedule.

February 20

Last day for adding credit classes to an Adult Education schedule.

April 3

Midsemester scholastic reports due in Dean's Office by 5:00 p.m.

April 17

Easter Convocation at 10:00 a.m.

April 17

Spring vacation begins at 9:40 p.m.

April 24

Classes resume at 8:00 a.m.

May 10

May 13 - 19

Registration for Summer School, and first semester 1957-58.

May 23 - 31

Final Examinations.

May 30

Memorial Day.

June 2

Baccalaureate.

June 3

Forty-eighth Commencement.

May 20 - June 7

Intersession.

June 7 (1 - 4 p.m.)

Registration for day and evening classes.

June 8 (9 - 12 noon)

First term.

June 10 - July 12

Evening term.

June 11 - August 1

Holiday.

July 4

Second term.

July 15 - August 17
UNIVERSITY OF OMAHA

ADMINISTRATION

THE BOARD OF REGENTS

OFFICERS

GEORGE C. PARDEE ............................................ President

THE HONORABLE ROMAN HRUSKA .................................. Vice-President

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Term Expiring July 1, 1955

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W. Dean Vogel, United States National Bank

Term Expiring July 1, 1956

Milton Petersen, P. F. Petersen Baking Company

Louis Somberg, Natelson's, Inc.

Term Expiring July 1, 1957

The Honorable Roman Hruska, United States Senator

MRS. A. C. R. Swenson

Term Expiring July 1, 1958

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Clarence Kirkland, Omaha Industries

Thomas C. Quinlan, Attorney

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S. V. WILLIAMS, M.E. ........................................ Faculty Representative, Applied Arts and Sciences

HOLLIE BETHEL, M.S. ........................................ Faculty Representative, Education

LETA HOLLEY, M.Sc. ........................................ Faculty Representative, Business Administration

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

PAUL L. BECK ........................................ History and Social Sciences
M.A., University of Chicago, 1949; Assistant Professor of History and
Social Sciences

HERBERT BERRY ...................................... English
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neering

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and Literatures

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Administration

REX V. CALL ....................................... Business Administration
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ness Administration

LLOYD CARDWELL .................................. Athletics
B.Sc., University of Nebraska, 1953; Football Coach; Instructor of
Physical Education for Men

EDWIN L. CLARK .................................... Speech and Dramatics
Ph. D., State University of Iowa, 1951; Assistant Professor of Speech
and Dramatics

RODERIC BAIRD CRANE ................................ Economics
M.B.A., University of Chicago, 1941; Professor and Head, Depart-
ment of Economics; Chairman, Social Sciences

PAUL CROSSMAN .................................... Business Administration
M.Sc., University of Illinois, 1950; C.P.A.; Professor of Business Ad-
ministration and Head, Department of Accounting
<table>
<thead>
<tr>
<th>Name</th>
<th>Field</th>
<th>Education/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANLEY E. DAVIS</td>
<td>Education</td>
<td>Ph.D., Ohio State University, 1953; Assistant Professor of Education; Director of Reading Improvement Laboratory</td>
</tr>
<tr>
<td>HURFORD H. DAVISON</td>
<td>Retailing</td>
<td>M.B.A., Harvard Graduate School of Business Administration, 1924; Professor and Head, Department of Retailing</td>
</tr>
<tr>
<td>RUSSEL C. DERBYSHIRE</td>
<td>General Sciences</td>
<td>Ph.D., Iowa State College, 1938; Assistant Professor of Zoology and Anatomy</td>
</tr>
<tr>
<td>HODGE W. DOSS</td>
<td>Mathematics and Physics</td>
<td>M.A., University of Missouri, 1949; Assistant Professor of Mathematics and Physics</td>
</tr>
<tr>
<td>WILLIAM H. DURAND</td>
<td>Engineering</td>
<td>B.S.M.E., University of Colorado, 1951; Assistant Professor of Engineering</td>
</tr>
<tr>
<td>JAMES M. EARL</td>
<td>Mathematics</td>
<td>Ph.D., University of Minnesota, 1928; Professor and Head, Department of Mathematics</td>
</tr>
<tr>
<td>CLIFFORD L. ELLIS</td>
<td>Journalism</td>
<td>M.A., Indiana University, 1950; Assistant Professor and Head, Department of Journalism</td>
</tr>
<tr>
<td>DONALD EMMER</td>
<td>Education</td>
<td>Ph.D., State University of Iowa, 1949; Associate Professor of Education and Dean of the College of Adult Education and Summer Sessions</td>
</tr>
<tr>
<td>CHRISTOPHER S. ESPINOSA</td>
<td>Foreign Languages</td>
<td>Ph.D., University of Rome, Italy, 1924; Professor and Head, Department of Foreign Languages and Literatures</td>
</tr>
<tr>
<td>LESLIE N. GARLOUGH</td>
<td>General Sciences</td>
<td>Ph.D., University of Minnesota, 1931; Head, Department of General Sciences; Professor of Biology; Chairman, Natural Sciences</td>
</tr>
<tr>
<td>SALLIE A. GARRETSON</td>
<td>Home Economics</td>
<td>B.S., Iowa State College, 1952; Instructor of Home Economics</td>
</tr>
<tr>
<td>ROBERT D. GASKILL</td>
<td>Music</td>
<td>M.A., State University of Iowa, 1947; Assistant Professor of Music and Director of Band</td>
</tr>
<tr>
<td>MILDRED M. GEARHART</td>
<td>English</td>
<td>M.A., State University of Iowa, 1928; Associate Professor of English</td>
</tr>
<tr>
<td>FRANK H. GORMAN</td>
<td>Education</td>
<td>Ph.D., University of Missouri, 1931; Professor of Education and Dean of the College of Education</td>
</tr>
<tr>
<td>ERNEST GORR</td>
<td>Physical Education</td>
<td>M.Sc., University of Omaha, 1954; Assistant Professor of Physical Education for Men; Track Coach</td>
</tr>
<tr>
<td>WILLIAM E. GREEN</td>
<td>Business Administration</td>
<td>Ph.D., Ohio State University, 1954; Assistant Professor of Business Administration</td>
</tr>
<tr>
<td>ROBERT D. HARPER</td>
<td>English</td>
<td>Ph.D., University of Chicago, 1949; Associate Professor of English</td>
</tr>
</tbody>
</table>
CARL W. HELMSTADTER ......................... Business Administration
Ph.D., State University of Iowa, 1936; Professor of Business Administration and Dean of the College of Applied Arts and Sciences

DUANE W. HILL ............................. History and Political Science
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JOHN G. McMillan .............................................. General Sciences
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M.A., University of Missouri, 1935; Assistant Professor of Education and Counselor in the College of Adult Education.

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Frank M. Paulsen .............................................. English
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Wilfred Payne .................................................. Philosophy
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James B. Peterson ............................................. Music
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Donald J. Pfalsterer .......................................... Physical Education
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Stephen J. Polchert .......................................... Art
M.F.A., Cranbrook Art Academy, 1953; Instructor of Art, College of Adult Education

James C. Porterfield ......................................... Education
M.A., University of Denver, 1949; Assistant Professor of Education
UNIVERSITY OF OMAHA

CHERYL H. PREWETT ................................................... Engineering
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partment of Physical Education for Women

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Languages and Literatures

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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

ALFRED SUGARMAN ..................................................... Speech
M.A., University of Washington, 1951; Assistant Professor of Speech

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 Edu-
cation

RICHARD S. THOMAN .................................................. Geography
Ph.D., University of Chicago, 1953; Associate Professor and Head,
Department of Geography

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

RAYMOND W. TRENHOLM .............................................. Music
M.M., University of Michigan, 1942; Assistant Professor of Music

JAMES D. TYSON ....................................................... Speech
Ph.D., University of Denver, 1954; Associate Professor of Speech
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

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

S. V. WILLIAMS ............................. Engineering  
M.E., Carnegie Institute of Technology, 1927; Professor and Head, Department of Engineering; Director of Technical Institute

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

GARLAND S. WOLLARD ...................... Education  
Ed.D., University of Missouri, 1954; Assistant Professor of Education

JACK WRIGHT ............................... Art  
M.F.A., New York State College of Ceramics, Alfred University, 1951; Instructor of Art

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

MARY PADOU YOUNG ......................... English  
M.A., Columbia University, 1927; Associate Professor of English and Associate Dean of Student Personnel
AIR FORCE ROTC DETACHMENT 470

LT. COL. ALLEN H. WOOD ........................................... Air Science
M.S., University of Omaha, 1954; Professor of Air Science

LT. COL. JOHN E. ASP .................................... Air Science
B.S., University of Illinois, 1931; Associate Professor of Air Science;
Director of Instruction

MAJOR JOHN J. BURNETT, JR .................................. Air Science
B. of G.E., University of Omaha, 1955; Associate Professor of Air
Science; Commandant of Cadets

CAPTAIN BERNARD THOMPSON ................................ Air Science
B.S., Superior State College, 1948; Assistant Professor of Air Science;
Adjutant and Personnel Officer

1ST LT. JOHN W. PLANTIKOW ................................... Air Science
B.A., University of Nebraska, 1949; Assistant Professor of Air Science;
Assistant Commandant of Cadets

1ST LT. NORMAN C. THOMAS .................................... Air Science
B.A., Cornell College, 1949; Assistant Professor of Air Science; Assistant
Director of Instruction

M/Sgt. ALFRED W. BUCKNER .................................... Air Science
Sergeant Major

M/Sgt. LEO A. POUTRE .......................................... Air Science
Assistant to the Commandant of Cadets

M/Sgt. ASHFORD L. ROUND ............................. Air Science
Personnel Sergeant Major

M/Sgt. JOHN O. YOUNG ........................................ Air Science
Assistant to the Director of Instruction

T/Sgt. ERNEST N. QUIST ...................................... Air Science
Personnel Sergeant
PART-TIME FACULTY

MARION MARSH BROWN .............................................. English
M.A., University of Nebraska, 1930; Instructor of English

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

TONY GRECO ...................................................... Art
B.F.A., University of Omaha, 1949; Instructor of Art

JOE KENNEDY ..................................................... Ethics and Religion
B.D., College of the Bible, 1942; Instructor of Ethics and Religion

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

RUTH MOLINE ...................................................... Visual Education
B.A., University of Nebraska, 1947; Instructor of Visual Education

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

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

LARRY ANNIS .................................................... Director, Food Services
B.S., Michigan State College, 1949

ALDEN AUST ..................................................... Superintendent, Buildings and Grounds
B.S., University of Wisconsin, 1938

S. A. BARROW .................................................... Purchasing Agent
B.A., Grinnell College, 1950

HARLAN CAIN ..................................................... Director, Auxiliary Services
B.Sc., University of Omaha, 1954

THELMA ENGLE .................................................. University Hostess

HAROLD KEEFOVER ................................................ Accountant
B.S., University of Omaha, 1952

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

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

RUTH MOLINE ..................................................... Director, Teaching Aids
B.A., University of Nebraska, 1947

JAMES C. PORTERFIELD ........................................ Director, Teacher Placement
M.A., University of Denver, 1949

GENEVIEVE PRICE ................................................ Assistant Registrar
B.A., University of Omaha, 1943

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

VELMA TITZELL .................................................. Cashier

THOMAS N. TOWNSEND ................................. Executive Secretary, Alumni Association
B.A., 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
TONY F. GRECO, B.F.A., University of Omaha, 1949
STEPHEN J. POLCHERT, M.F.A., Cranbrook Art Academy, 1953
ROBERT C. ROGAN, M.F.A., University of Iowa, 1950

BUSINESS ADMINISTRATION
CLARENCE G. AVERY, B.Sc., University of Omaha, 1953
CARL W. BRESKE, LL.B., Detroit College of Law, 1951
LESLIE D. CARTER, LL.B., University of Nebraska, 1940
WILLIAM COMSTOCK, LL.B., University of Nebraska, 1935
KENNETH C. FLINT, B.A., Miami University, 1934
ROWLAND HAYNES, LL.D., University of Omaha, 1948
GEORGE M. LACEY, B.Sc., University of Omaha, 1950
CECIL F. McGEE, B.A., Morningside College, 1938

ECONOMICS
ALBERT VAN LUND, M.A., University of Nebraska, 1930

EDUCATION
MARY CONNER, M.A., University of Omaha, 1953
EDNA FAGAN, B.Sc., University of Omaha, 1944
GWEN GEER, M.A., University of Omaha, 1953
S. MARGERY JARMON, B.Sc., University of Pennsylvania, 1949

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

ENGLISH
MARION MARSH BROWN, M.A., University of Nebraska 1930
GLENN D. DESMOND, M.A., University of Omaha, 1949
MARGARET M. MILLER, B.A., Ohio Wesleyan University, 1930
HELEN PAYNE, M.A., University of Wisconsin, 1922

FRENCH
MICHEL BEILIS, M.A., Columbia University, 1951

GENERAL SCIENCES
S. RALPH AUSTIN, A.B., Cornell College, 1931
PAUL W. NELSON, B.Sc., Iowa State College, 1932

HISTORY & GOVERNMENT
ROBERT CHRISTIE, B.A., University of Omaha, 1949

HOME ECONOMICS
MARJORIE FLOERCHINGER, B.Sc., Iowa State College, 1945
IONE D. FREDERICKSON, B.Sc., Iowa State College, 1952
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
Sidney Brooks, M.H.L., Hebrew Union College, 1946
Myers S. Kripke, M.H.L., Jewish Theological Seminary, 1937
Glenn Marshall, B.A., Nebraska Wesleyan University, 1930

SOCIOLOGY
Mervin N. Lemmerman, M.S., Columbia University, 1953

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

TECHNICAL INSTITUTE
Kelley Clark, Building Contract Estimating
Dennis Robinson, Food Processing and Technology
E. N. Seiler, Heating and Air Conditioning
M. B. Crabill, Quality Control
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 took office in 1948. The University now has five full colleges, a Graduate Division, and Correspondence Department.

In 1949 the $750,000 Fieldhouse, Stadium and playing fields were completed, providing facilities in all sports. In the city election of May, 1951, Omaha citizens voted authority to the University to levy up to two mills. In June, 1951, an Air Force ROTC unit was established. Construction on the $840,000 Library was begun in June, 1954.
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 ad­
mission requirements for freshman standing, but who present an equivalent
academic training, or who have otherwise acquired adequate preparation
for collegiate courses, may be admitted, upon approval, to adult special
classification. An applicant under twenty-one years of age will not be
considered.

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

ADMISSION OF RETURNED VETERANS

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

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

Veterans returned from the armed forces who are not high school
graduates will be encouraged to build up their records to high school
equivalency. This may be done 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 Serv­
ice, 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 pro-
grams.
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 Library is a communications center of books, periodicals, documents, films, filmstrips, recordings, and other material of learning. The book collection of over 100,000 volumes has been carefully chosen by the library staff with the cooperation of faculty members to meet the reading needs of students in all curricular fields. A broad general collection is maintained to encourage independent reading.

The library currently subscribes to 500 magazines and newspapers. For reference and research use, some of these are preserved in bound files, others are on microfilm. The library, as a U.S. Government document depository, maintains complete files of the major government publications.

The new library building (to be completed during the academic year 1955-56) is designed in accordance with the principles of modern functional library planning. All books are to be on open shelves with adjacent reading areas creating study facilities for each subject field. Located on either side of the main circulation desk on the first floor will be the general reading room and the reference room. The Bureau of Teaching Aids which provides a complete inventory of the most modern audio-visual material will also be on this floor to implement coordinated service between books and other materials of learning. The second floor will provide space for seminar rooms, a curriculum laboratory, and a library science department, in addition to the general reader and stack area.

One wing of the new library building has been designed for adult education workshops and conferences. An auditorium seating 350 persons, a lounge, and four conference rooms will provide facilities for special groups to meet and study in close proximity to the materials of communication.
STUDENT PERSONNEL SERVICES

J. B. MacGregor, Dean

COUNSELING PROGRAM

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

All 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 advisor 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.

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.

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.

TESTING AND GUIDANCE

The Bureau of 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 educational problems is available on a fee basis to citizens of metropolitan Omaha who are not students at the University.

BUREAU OF TEACHING AIDS

The services of this bureau, located in the Library, are designed to assist faculty and students in procurement, distribution, utilization, and evaluation of audio-visual materials and equipment. All films, film strips, slides and recordings are listed in the Library card catalog. 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.
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 and P. L. 894 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 cashier at any time. Students may bring guests occasionally, but the practice is not encouraged.

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

PLACEMENT SERVICE

All students desiring employment should register in the Placement Office, Room 274. Placement Office personnel help students and graduates get full time, part time or summer jobs. Seniors and juniors will find available dozens of brochures describing job openings in all types of American business. Senior interviews are arranged with companies which recruit college graduates on a national basis. Approved Personal Data Sheets are supplied registered seniors without charge.

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.

Teacher Placement: See page 124.
STUDENT ACTIVITIES

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.

ORGANIZATIONS

GOVERNING BODIES
- Student Council
- Panhellenic Council
- Interfraternity Council

SCHOLASTIC HONOR SOCIETIES
- Alpha Lambda Delta (freshman women), founded at the University of Illinois, 1924
- Phi Eta Sigma (freshman men), founded at University of Illinois, 1923
- Corinthian Society, founded at the University of Omaha, 1948

LEADERSHIP HONOR SOCIETIES
- Omicron Delta Kappa (senior men), University of Omaha Circle, 1950
- Waokiya (senior women), founded at the University of Omaha, 1950

HONORARY CLUBS
- 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)
- Kappa Delta Pi, Eta Omega Chapter (education, men and women)
- The Club (English)
RELGIOUS CLUB
Omaha University Christian Fellowship

SERVICE CLUBS
Feathers (Phi Sigma Chi, women)
Pinfeathers (freshman women)
Warriors (Omicron Pi Omicron, men)
Alpha Phi Omega (scouting, men)
Interpep Council
Omaha University Red Cross College Activities

PROFESSIONAL FRATERNITIES
Delta Sigma Pi (business administration, men) Gamma Eta Chapter, 1949
Phi Theta Chi (business administration, women) 1951
Sigma Rho Sigma (real estate) 1954

ATHLETIC CLUBS
"O" Club (honorary, men)
Omaha University Women's Intramural (open to all women students)
Physical Education Majors Club (men)
Physical Education Minors Club (women)
Watersports Club (men and women)

SOCIAL CLUBS
Independent Student Association, 1935
Sororities
Alpha Xi Delta, Gamma Delta Chapter, 1950
Chi Omega, Zeta Delta Chapter, 1949
Sigma Kappa, Beta Omega Chapter, 1950
Zeta Tau Alpha, Gamma Mu Chapter, 1950
Fraternities
Phi Epsilon Pi, Alpha Chi Chapter, 1950
Lambda Chi Alpha, Iota Delta Zeta Chapter, 1952
Sigma Pi Epsilon, Nebraska Beta Chapter, 1951
 Theta Chi, Delta Zeta Chapter, 1950
 Pi Kappa Alpha, Delta Chi Chapter, 1952
 Phi Beta Chi, 1954

STUDENT PUBLICATIONS
Gateway (newspaper)
Tomahawk (yearbook)
Student Directory
Grain of Sand (literary magazine)
UNIVERSITY OF OMAHA

SPECIAL INTEREST GROUPS

Angel's Flight
Arnold Air Society, Earl S. Hoag Squadron, 1952
National Headquarters, 1954-55
Association for the Study of Group Dynamics
Band, marching and concert
Brush and Easel Club
Chemistry Club
Choirs
Debate
French Club
Future Teachers of America
German Club
Home Economics Club
Omaha University Rifle Club
Orchestras, modern dance
Orchestra
Pre-Med Club
Press Club
Retailing Club
Sabres
Sociology Club
Spanish Club
Student Affiliate, American Chemical Society
University Players

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.

ATHLETICS

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, and golf. 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.
SCHOLARSHIPS AND AWARDS

J. B. MacGregor, Chairman

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 the remission of tuition for the freshman year, and are renewable upon maintenance of a superior grade record.

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.
FOR ENTERING FRESHMEN

Ray R. Ridge Scholarship (business administration)
S. H. Elwood Scholarship
Associated Retailers of Omaha Scholarships in Retailing

FOR SOPHOMORES AND JUNIORS

Chi Omega Alumnae of Omaha Scholarship (sophomore girl)
George B. Lake Memorial Awards (American history)
Panhellenic Scholarship (elementary education, women)
Omaha Real Estate Board Award (junior man)

FOR JUNIORS AND SENIORS

World-Herald Retailing Scholarships
Zeta Delta Chapter, Chi Omega (social science, senior girl)
Gilbert M. Hitchcock Scholarship (junior, history and government)
Omaha Advertising Club Scholarship (communication arts, senior)
Nebraska Real Estate Association Scholarship (senior)
Jenkins Memorial Scholarship, University Alumni Association (senior)
National Association of Manufacturers, Omaha Education Committee (business administration, senior)
Berthe H. Mengedoht Art Awards
Nebraska Real Estate Appraisal Award
Nebraska-Iowa Real Estate Board Award

FOR ALL CLASSES

Arthur Brandeis Scholarships (retailing)
Hinky-Dinky Scholarships in Food Distribution
W. H. Schmoller Music Award
Home Economics Club Award
Work Fellowship in Business Administration, Women's Division, Omaha Chamber of Commerce
Philip Sher Essay Prize
Alumni Varsity Fund Award

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 Women'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.

ALUMNI ASSOCIATION

All former students of the University of Omaha — whether graduates or undergraduates — are members of the University of Omaha Alumni Association. This organization exists to preserve college friendships and to work for a finer University.

A Board of Directors elected by alumni governs the Association. A fulltime executive secretary and his assistant carry on the work of the Association in the Alumni Office, Room 151.

The Alumni Association has no dues. It does sponsor an annual Alumni Fund campaign. Through voluntary contributions to this Fund, alumni and friends can share in University development projects and support the work of the Association.

The Office keeps records on and sends mailings to all alumni for whom addresses are available — now more than 4000. The mailings include a monthly newsletter and special publications.

The Alumni Association founded and supports the Daniel E. Jenkins Scholarship, "to recognize high scholastic achievement and noteworthy service to the University." Among social events sponsored by the Association are the annual Achievement Day Banquet, at which a distinguished alumnus receives a Citation; the annual Homecoming, class reunions, and a spring get-acquainted session for seniors. The Alumni Office is headquarters for the Quarterback Club, and is co-sponsor of the University's annual Institute on World Affairs.
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.
Academic Classification | Range in Semester Hours | Minimum Quality Points
---|---|---
Freshman | 0 through 26 | 26
Sophomore | 27 through 57 | 40
Junior | 58 through 90 | 104
Senior | 91 through 124 | 182

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 38.

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 scheduled time, otherwise late fee is charged. See page 43 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—A student may not change from audit to credit registration after the second week of a course (after the third week in the College of Adult Education).

Examinations—During the semester 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.

Special Examination for Credit—Individuals desiring to earn credit by special examination shall pay the special examination fee and the tuition for the number of credit hours covered prior to taking a special examination. The Dean of the College concerned will determine whether a special examination may be taken and will arrange for the examination to be prepared, and he will set the time and place for the administration of it. Except as provision is made for granting credit by the General Educational Development Tests, the number of credits earned by special examination shall not exceed twenty-five semester hours.

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—A student who has met the requirements for a baccalaureate degree must complete a minimum of 30 additional semester hours at the University of Omaha for a second baccalaureate degree. A plan of study for the additional hours, approved by the department head and dean(s) primarily concerned, must be filed in the office of the registrar by the completion of the fifteenth additional hour. Two baccalaureate degrees may be awarded simultaneously when the student becomes eligible to receive them.

Graduate Study—See page 169.
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 45) 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 45) ........... 4.00

REGULAR FEES

Activity Fee: Payable each time a student registers

- Day school ................................................................. 9.00
  Payable 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 by every ROTC student ................................... 2.00

College of Adult Education and Graduate Division .......................... 0.50

Summer Sessions ......................................................... 1.00

Guidance and Placement Tests: (at regular scheduled times) ............. 3.00

Health Service: Payable each time a student registers

- Day school ................................................................. 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

<table>
<thead>
<tr>
<th>Department</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day school</td>
<td>$3.00</td>
</tr>
<tr>
<td>College of Adult Education, Graduate, or Summer Session</td>
<td>$1.00</td>
</tr>
<tr>
<td>Correspondence Study Department</td>
<td>$1.50</td>
</tr>
</tbody>
</table>

### Uniform Deposit:

<table>
<thead>
<tr>
<th>Department</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band</td>
<td>$15.00</td>
</tr>
<tr>
<td>ROTC</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

### LABORATORY FEES

#### ART:
- Materials fee, per course (except Art 231, 232, 341, 342, 441, 442)...
- Kiln fee, per course (131, 132, 261, 262, 263, 264, 351, 352, 451, 452)...

#### BIOLOGY:
- Equipment and supplies, per course (except 312, 325, 415, 417)...

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

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

#### EDUCATION:
- Arts and Crafts, courses 202 and 336, materials...
- Student Teaching, courses 333, 334, 343, 344, 357, 358...
- Library Science, course 357...

#### HOME ECONOMICS:
- Foods, courses 101, 102, 201, 301 (for nurses), supplies, per course...
- Clothing and Textiles, courses 103, 104, 106, 202, 303, 304, machines and supplies, per course...

#### JOURNALISM:
- Journalism 311, Newspaper Photography...

#### MUSIC:
- Applied, per semester hour credit in course...

#### NATURAL SCIENCE:
- Apparatus and supplies, per course...

#### PHYSICS:
- Apparatus and supplies, per course (except 312, 375, 376)...

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

#### SHOP:
- Engineering 110, 111, 155, 214, 215, 310, 311, 315, 316, per course...
- Surveying 200...

UNIVERSITY OF OMAHA

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.

MISCELLANEOUS FEES

*Audit fee, per course .......................................................... $2.00
Change of schedule card .................................................. 1.00
Deferred payment, per semester ..................................... .50
Late registration for day school, first week ....................... 3.00
Additional charge, each succeeding week ......................... 1.00
Guidance and placement tests and physical examinations taken at times not regularly scheduled ........................................... 5.00
Late registration for Adult Education students and Summer Sessions students ................................................. 1.00
Locker fee ........................................................................ 1.00
Postage fee, payable for each Correspondence Study Course .......... 1.30
Special examination, final, proficiency, or credit by examination ...... 2.00
Special examination, other than final .................................... 1.00
Thesis binding fee .............................................................. 10.00
Transcript (one copy furnished free), each additional copy .......... 1.00
Duplicate copies of transcript requested at the same time as original . .25

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.

*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. Regular tuition fees are charged all audit students in the College of Adult Education.
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:

### Day School

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

### Summer Sessions

<table>
<thead>
<tr>
<th>Period of Withdrawal</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal during first three days</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal during remainder of first week</td>
<td>80%</td>
</tr>
<tr>
<td>Withdrawal during second week</td>
<td>60%</td>
</tr>
<tr>
<td>Withdrawal during third week</td>
<td>40%</td>
</tr>
<tr>
<td>Withdrawal after third week</td>
<td>0%</td>
</tr>
</tbody>
</table>

### College of Adult Education

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

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

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

<table>
<thead>
<tr>
<th>Period of Withdrawal</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal before first class meeting</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal after first class meeting</td>
<td>0%</td>
</tr>
</tbody>
</table>

### 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 challenges assessment of the non-resident fees. Payment of such fees may not be postponed pending decision of any case, but fees shall be refunded to the student if it is later found that they have been collected through error. Willful misstatement or concealment of any facts to influence the decision of a non-resident case is cause for immediate dishonorable dismissal from the University.
The 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 147), art, chemistry, economics, English, foreign languages and literatures, history and government, mathematics, music, 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, 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 sixty-two credit hours in art or forty credit hours or more in music
   designated as appropriate by the faculty in those fields. Every student
   contesting for the Bachelor of Fine Arts degree with the major in art must
   meet the thesis requirement.

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 for the degree Bachelor of Arts, 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.

GENERAL PRE-MEDICAL PROGRAM

<table>
<thead>
<tr>
<th>First Semester</th>
<th>First Year</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Mathematics (College Algebra or College Algebra and Trigonometry)</td>
<td>3-5</td>
<td>*Mathematics (Trigonometry or College Algebra and Analytical Geometry)</td>
</tr>
<tr>
<td>Biology 113</td>
<td>4</td>
<td>Biology 114</td>
</tr>
<tr>
<td>Chemistry 111 or 181</td>
<td>5 or 4</td>
<td>Chemistry 112 or 182</td>
</tr>
<tr>
<td>English</td>
<td>3</td>
<td>English</td>
</tr>
<tr>
<td>*Physical Education</td>
<td>2-1</td>
<td>*Physical Education</td>
</tr>
<tr>
<td>Electives</td>
<td>16-18</td>
<td>Electives</td>
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</tbody>
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<table>
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<tr>
<th>Second Year</th>
<th>16-18</th>
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</thead>
<tbody>
<tr>
<td>*Chemistry 213</td>
<td>4 or 5</td>
</tr>
<tr>
<td>Modern foreign language</td>
<td>5</td>
</tr>
<tr>
<td>*Physics 111 or 211</td>
<td>4 or 5</td>
</tr>
<tr>
<td>*Physical Education</td>
<td>2-1</td>
</tr>
<tr>
<td>Electives</td>
<td>16-18</td>
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<tr>
<th>Third Year</th>
<th>16-18</th>
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<tr>
<td>Modern foreign language</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>16-18</td>
</tr>
</tbody>
</table>

*Five hour courses if majoring in chemistry.
†Male students may elect Air Force ROTC.
COURSES OF INSTRUCTION

NOTE: On the following pages are listed the courses of the regular DAY and SUMMER school. Courses are offered as indicated: I, first semester day school; II, second semester day school; S, summer; 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.

Courses offered by other Colleges which are acceptable toward degrees in the College of Arts and Sciences are outlined on page 186.

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

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

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 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
ART

Professor Koch (Head); Instructors Polchert, Wright.

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. Every student contesting for this degree must meet the thesis requirement.

111  Elementary Freehand Drawing: Two two-hour laboratory periods and one lecture period weekly. Prerequisite to all advanced courses. A technical course in drawing, emphasizing the fundamental principles of line and mass relationship. 111 prerequisite to 112.
Credit 3 hours each (I, II, S-I, II, S) ........................................ Mr. Wright

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—I, II, S) ........................................ Mr. Wright

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. Wright

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) ......... Mr. Wright

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. Wright

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. Wright

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 331. 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) .................... Mr. Wright

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) .................... Mr. Wright

Minor Technical Problems: A studio course in which the technical problems depend upon the individual needs of the student. Prerequisite: Art 112, 122, and 132 or 262, and permission of the head of the department. Credit to be arranged (I, II—I, II) .................... Mrs. Koch, Mr. Wright

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
UNIVERSITY OF OMAHA

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

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

442 History of Oriental Art: A study of the painting, sculpture, and architecture of Persia, India, China, and Japan from the prehistoric to the present time.
Credit 3 hours (II) ................................................................. Mr. Wright

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

CHEMISTRY

Professor Ward (Head); Associate Professors Berueffy, Marquardt; Assistant Professor Stageman

A major in chemistry consists of 42-44 hours of courses 111-112 (or 181-182), 211, 212, 213-214, 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.

101 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

102 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

104 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

111 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. Marquardt

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
56 UNIVERSITY OF OMAHA

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—I-II). Miss Ward

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

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

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

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, II, S). Mr. Berneffy

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

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 212; Physics 211 and 212; one year calculus. 349 prerequisite to 350. Credit 4 hours each (I—I-II). Mr. Marquardt

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

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. Berneffy

451 Advanced Analytical Chemistry: Class 2 hours, laboratory 4 hours. Prerequisite: Three years of college chemistry, including Chemistry 212. Credit 3 hours each (I—I-II). Miss Ward

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

111 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

307 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

111 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

12 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

15 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

118 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

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

Credit 3 hours (I, II) ......................................................... Staff

216 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
ECONOMICS

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).

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).

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).

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—III, IV) .

ENGLISH

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

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 or 382
(F) English 283, 285, or 360
(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 English 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.
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 (I, S, C) ............................................. Mr. Wardle

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 (I, C) .............................................. Mr. Harper

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

283 **The Contemporary Novel:** A study of some of the most important ideas, techniques, and authors of the novels of the twentieth century. Prerequisite: English 112 or proficiency.  
Credit 3 hours (I) .......................................................... Mr. Harper

285 **Contemporary British and American Drama:** Readings in British and American plays written since 1900, with emphasis on problems of form and content rather than historical development. Prerequisite: English 112 or proficiency.  
Credit 3 hours (alternate years) ................. Mrs. Gearhart

†Not more than 3 hours of credit may be obtained from English 112 and 114.
Narrative Writing: Discussion of and practice in various types of narrative writing; with permission only. Credit 3 hours (alternate years). 
Mr. Harper

Contemporary Poetry: British and American poetry since 1900. Prerequisite: English 232. Credit 3 hours (II). 
Mrs. Gearhart

The American Novel: A study of the major American novelists from Hawthorne to the present. Prerequisite: English 246. Credit 3 hours (alternate years). 
Mr. Harper

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. Credit 3 hours (I). 
Mr. Harper

Advanced Composition: Critical and creative writing; with permission only. Credit 3 hours each (E). 
Mr. Berry, Mr. Wardle

Romantic Poetry: A study of the Romantic period. Prerequisite: English 232. Credit 3 hours (alternate years). 
Mrs. Gearhart

Victorian Poetry: Poetry of the Victorian period, with emphasis on that of Browning and Tennyson. Prerequisite: English 232. Credit 3 hours (I). 
Mrs. Gearhart

Advanced Studies: Individual study under departmental supervision; with permission of head of department. Credit 6 hours maximum (II). 
Staff

Sixteenth Century Literature: Poetry and prose of the age of Shakespeare. Prerequisite: English 231. Credit 3 hours (I). 
Mr. Berry

Chaucer: A study of the works of Chaucer. Prerequisite: English 231. Credit 3 hours (II). 
Mr. Berry

Shakespeare's Tragedies: A critical study of six tragedies. Prerequisite: English 231. Credit 3 hours (alternate years). 
Mr. Wardle

Shakespeare's Comedies and Histories: A rapid reading of approximately twenty of the plays. Prerequisite: English 231. Credit 3 hours (I). 
Mr. Wardle

Eighteenth Century Literature: Readings in the major authors of the Age of Pope and the Age of Johnson. Prerequisite: English 231 or English 232. Credit 3 hours (II). 
Mr. Wardle

Seventeenth Century Literature: A study of English poetry and prose of the seventeenth century (especially Milton) and the drama of the Restoration. Prerequisite: English 231. Credit 3 hours (I). 
Mr. Berry

English Drama before 1642: A study of the development of the English drama, exclusive of Shakespeare, from the beginnings to 1642. Prerequisite: English 231. Credit 3 hours (alternate years). 
Mr. Berry
Credit 3 hours (alternate years) ..............................................Mr. Berry

History of the English Language: Lectures on the structural development of the English language and readings in various periods of English. Prerequisite: English 231.
Credit 3 hours (alternate years) ..............................................Mr. Harper

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. Prerequisite: graduate standing or permission of head of department.
Credit 3 hours (alternate years) ..............................................Mr. Wardle

American Literary Movements: An analytical study of the major literary movements in nineteenth and twentieth century America as they are expressed in poetry, fiction, drama, and criticism. Prerequisite: graduate standing or permission of head of department.
Credit 3 hours (alternate years) ..............................................Mr. Harper

FOREIGN LANGUAGES AND LITERATURES

Professor Espinosa (Head); Assistant Professors Maxwell, Schmalz; Instructor Budel.

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—I—II, S) ..............................................Mr. Budel

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

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

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

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

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

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

French Civilization: Its development from earliest times to the Age of French Classicism. Conducted in French. Prerequisite: French 313 or permission of instructor. Credit 3 hours (I). (Mr. Budel, Mr. Schmalz)

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. Budel, 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).

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

### 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).

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

### ITALIAN
- **111 Italian:** Elementary conversation, reading, and writing; essentials of grammar; conversational practice supplemented by audio-oral laboratory activities. 111 prerequisite to 112. **Credit:** 5 hours each (I, II).

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

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

### 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—I, II, S).

### Spanish 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—I, II, S).

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

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

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

339 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

349 La actualidad en la America Latina (History in the Making in Latin America): A realistic glance of the manifold 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

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

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

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

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

Credit 3 hours (I) ........................................... Mr. Maxwell

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

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

SWEDISH

111 Swedish: Elementary conversation, reading, and writing; essentials of grammar. 111 prerequisite to 112.
Credit 3 hours each (E) ...................................... Staff
A major in science consists of three of the following: Natural Science 101-102, Chemistry 111-112 (or 181-182 or 101-102), Physics 111-112 (or 211-212), Biology 113-114, 153-154 (chemistry and/or physics must be included), 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

A major in biology consists of Biology 113-114 and Biology 153-154 plus twenty or more hours, at least six of which must be in courses numbered 300 or above. A year of college mathematics and a year of college chemistry 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

153 General Botany: Seed plant anatomy and physiology, and a survey of the great plant groups. Credit 3 hours (I-II) ........... Mr. Trankle

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 Sciences 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

312 Public Health: The nature and control of factors affecting the health of the community. Lecture, demonstration, discussion, quiz. Prerequisite: One year of college biology. 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, S) .................. Mr. Garlough
336 **Advanced General Bacteriology.** Lecture, discussion, laboratory. Prerequisite: grade of "C" or above in Biology 225.
Credit 3 hours (II) .................................................. Mr. Trankle

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

417 **Biometry.** See Psychology 417, Statistical Methods.

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, Mr. Trankle

The following courses may be taken by special permission for graduate credit: Biology 320, 325, 361, 395, 396, 415, 417, 495, 496.

**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, *Static of Engineering*, and Engineering 336, *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
UNIVERSITY OF OMAHA

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

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

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

GEOGRAPHY

211 World Regions: An approach to world geography via eight politically-de-limited regions, with the particular objective of giving the student a better background for understanding current world affairs. The ways of living, key problems, and viewpoint of each region are examined in their relationships to that region's natural and human resources, and its position among the other seven regions. Credit 3 hours each (I, II) ................................................................. Mr. Thoman

215 Natural Resources: A basic study of the natural resources and problems of resource use and conservation within the United States. Credit 3 hours (I, II) ................................................................. Mr. Thoman

319 Economic Geography: An analysis of world geographic patterns of production, transportation, and consumption. (319), products of the fishing ground, natural grassland, forest and farm; (320), products of the mine and factory. Credit 3 hours each (I, II) ................................................................. Mr. Thoman

HISTORY AND GOVERNMENT

PROFESSORS UTLEY (HEAD), ROBBINS; ASSOCIATE PROFESSOR ADRIAN; ASSISTANT PROFESSORS BECK, TIRRELL; INSTRUCTOR HILL.

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. It is recommended that Social Science 101 be included.
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, Mr. Robbins

212 **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

213 **England:** (311), England to 1688; (312), England since 1688; a study of the evolution of British society and the development of responsible government.
Prerequisite: Sophomore standing.
Credit 3 hours each (I, II).......................... Miss Tirrell

215 **A History of Russia:** A survey of Russian history from the beginnings of the Russian nation to the present day. Prerequisite: History 211-212 or Social Science 102.
Credit 3 hours (alternate years) ......................... Mr. Beck

319 **Ancient Greece and Rome:** A survey of the social, economic, religious, and political history of Greece and Rome together with their impact upon subsequent history. Prerequisite: Junior standing.
Credit 3 hours (alternate years) ......................... 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. Prerequisite: Sophomore standing.
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. Prerequisite: Junior standing.
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. Prerequisite: History 211 and 212 or junior standing.
Credit 3 hours (I) ........................................ Mr. Adrian

324 **The Middle Period in America — 1815 to 1860:** An interpretive study of America's efforts to found a strong government, secure democracy, expand and maintain a balance among sectional interests. Prerequisite: History 211.
Credit 3 hours (I) ........................................ 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. Prerequisite: History 211 and 212 or junior standing.
Credit 3 hours each (I—II) .............................. Mr. Robbins
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, and junior standing.
Credit 3 hours (alternate years) ............................ 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, and junior standing.
Credit 3 hours (alternate years) ............................ Mr. Adrian

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. Prerequisite: Junior standing.
Credit 3 hours (alternate years) ............................ 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: Permission of instructor and junior standing.
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. Prerequisite: History 214 or permission and junior standing.
Credit 3 hours (alternate years) ............................ Miss Tirrell

425 Civil War and Reconstruction: A study of the war years and the problems of reshaping the Union in the years that followed. Prerequisite: History 211 or permission and junior standing.
Credit 3 hours (alternate years) ............................ Mr. Robbins

426 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 211 and 212 and junior standing.
Credit 3 hours (II) ............................ Mr. Robbins

455 Representative Americans (455) first semester, 1600-1800; (456) second semester, 1800 to the present. A biographical approach to American history. The representative leaders in each generation; i.e., every fifty or sixty years, will be studied, and an analysis made of their contributions to American civilization. Prerequisite: History 211 and 212.
Credit 3 hours each semester (I—II) ............................ Mr. Robbins

462 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. Prerequisite: History 213 or permission and junior standing.
Credit 3 hours (I) ............................ Miss Tirrell

485 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. Prerequisite: Junior standing.
Credit 3 hours (alternate years) ............................ Miss Tirrell, Mr. Beck

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 and senior standing required.
Credit 1 to 5 hours (I, II, S) ............................ Mr. Adrian, Mr. Robbins
Seminar on Recent America: An introduction to bibliography and methods of historical research in the field of recent American history. Prerequisite: Graduate standing or permission.
Credit 3 hours (I) ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... 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322 **International Government:** A study of the various types of international bodies together with the practical problems confronted in setting up such instruments. Prerequisite: Junior standing. Credit 3 hours (alternate years) ....... Mr. Hill, 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 (alternate years) .... Mr. Hill, Mr. Utley

326 **American Diplomacy:** The conduct and control of American foreign policies in terms of objectives, achievements, and historical background. Prerequisite: Junior standing. Credit 3 hours (alternate years) .... Mr. Hill, Mr. Utley

327 **Contemporary Problems in American Diplomacy:** A course in current major problems of United States foreign policy. Prerequisite: Government 326 and junior standing. Credit 3 hours (alternate years) .... Mr. Utley

333 **American Political Thought:** A brief survey of the dominant ideologies which have colored American thinking from the colonial period to the present day. Prerequisite: Junior standing. Credit 3 hours (alternate years) .... Mr. Robbins, Mr. Utley

391 **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. Prerequisite: Sophomore standing. Credit 3 hours each (I) .... Mr. Beck

418 **Constitutional Law:** A study of the American Constitution as interpreted through the medium of a small and select number of cases. Prerequisite: Government 201 or History 211-212. Credit 3 hours (alternate years) .... Mr. Utley

431 **Political Theory:** Study of the leading political ideals from Greece to the present, with the division with Rousseau. Prerequisite: Government 201 or permission. Credit 3 hours each (alternate years) .... Mr. Hill

490 **Problems in Government:** A seminar for advanced students in government. Organization to be arranged in consultation with members of the government staff. Prerequisite: Senior standing and major. Maximum credit 3 hours (I, II, S) .... Mr. Hill, Mr. Utley

**MATHEMATICS**

**Professor Earl (Head); Associate Professor Rice; Assistant Professor Doss**

Major students who are candidates for the degrees Bachelor of Arts and Bachelor of Science in Education must present the equivalent of at least 15 and 12 semester hours respectively, of work in courses numbered 254 or above. Mathematics 311, a course in higher algebra or Mathematics 304, and Mathematics 324 or 364, are specifically required.

**111A Algebra:** Topics from third semester algebra and from introductory college algebra. Prerequisite: One year each of high school algebra and geometry. Credit 3 hours (I, II, S) .... Mr. Earl and Staff
111B College Algebra: The usual course in college algebra. Prerequisite: Three semesters of high school algebra and two semesters of high school geometry. Credit 3 hours (I, C). Mr. Earl and Staff

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

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

113 College Algebra and Trigonometry: For students of mathematics, science, and engineering; the less advanced topics of college algebra and trigonometry. 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

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 (II). Mr. Earl and Staff

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

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

213 Analytic Geometry and Calculus: The elements of plane and solid analytic geometry and of differential and integral calculus. Prerequisite: Four semesters of algebra and one semester of trigonometry in high school, or the equivalent of Mathematics 111A and 112. Credit 5 hours each (I, II). Mr. Earl and Staff

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

224 Integral Calculus: A sequel to Mathematics 223. Prerequisite: Mathematics 223. Credit 4 hours (I, II, C). 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 5 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

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**MUSIC**

ASSOCIATE PROFESSOR PETERSON (HEAD); ASSISTANT PROFESSORS BREWER, GASKILL, TRENHOLM.

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; 303-304; 311-312; 315-316; 411-412; 415-416; 421-422; and chorus, orchestra, band, and applied music taken in the last two years.

All music majors are required 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 vocal 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 Theory**: Study of all diatonic chordal material entering musical composition; analysis for form and chordal content; elementary projects in original composition; strict counterpoint in two voices; drill in singing and aural recognition of scales, intervals, rest and active tones; sight singing and melodic dictation. 111 prerequisite to 112.
Credit 4 hours each (I—II) ............................... Mr. Brewer

211 **Advanced Theory**: Chromatic chordal material; analysis for form and harmonic content; projects in original composition; strict counterpoint in two and three voices, all species; dictation of four-part harmony through all diatonic chordal material, including modulation to near and remote keys; harmonization of melodies and figured basses, including transposition, at the keyboard. Introduction to contemporary practices. Prerequisite: Music 112; 211 prerequisite to 212.
Credit 4 hours each (I—II) ............................... Mr. Peterson

225 **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—S) ............................... Mr. Trenholm
226 **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–S) ........................................... Mr. Trenholm

301 **Instrumental Techniques and Administration:** 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. Gaskill

303 **Choral and Vocal Techniques:** The voice, its function in the art of singing; the child and youth voice; the organization, administration and development of choral organizations in the high school, college and church. Choral conducting and literature with emphasis on the practical use of all types of choral music. Prerequisite: Music 112 or permission. Required of all vocal or public school music majors.
Credit 2 hours each (I–II) ........................................... Mr. Brewer

311 **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. Peterson

315 **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. Gaskill

316 **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. Gaskill

411 **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. (Given in alternate years with Music 421-422.)
Credit 3 hours each (I–II) ........................................... Mr. Peterson

415 **Orchestration and Conducting:** Designed to give a thorough foundation in the technique of writing for all instruments of the band and orchestra, and to present instruction in the technique of the baton, score reading and conducting of band and orchestra. Emphasis will be placed on practical problems usually met in public school music. Required of all majors in public school instrumental music. Prerequisite: Music 212, 302, or permission. 415 prerequisite to 416.
Credit 3 hours each (I–II) ........................................... Mr. Gaskill

421 **Analysis:** The study of musical styles and systems from the Greek to the present through the analysis of the works of representative composers and study of contemporary theoretical literature as is found in English translation. (Given in alternate years with Music 411-412, Composition). Prerequisite: Music 312 or permission of Department Head. Music 421 prerequisite to 422.
Credit 3 hours each (I–II) ........................................... Mr. Peterson
UNIVERSITY OF OMAHA

MUSIC EDUCATION

151 Elements of Music for Teachers: A course in music fundamentals designed for elementary teachers who are unacquainted with the mechanics and language of music.
Credit 1-3 hours (II, E) ........................................ Mr. Trenholm

251 Methods and Materials of Teaching Music in the Grades: Materials and methods of teaching music in grades one through six. Prerequisite: M.E. 151 or M.E. 152 or proficiency.
Credit 3 hours (I, S) ........................................ Mr. Trenholm

352 Methods and Materials of Teaching Music in the Secondary School: Materials and methods of teaching music in grades seven through twelve; required of music majors or minors who expect to teach music in the junior and senior high school. Prerequisite: M.E. 251 or permission.
Credit 3 hours (II) ........................................ Mr. Trenholm

452 Supervision and Administration of Music in the Public Schools: The nature, principles, and procedures of music supervision with emphasis placed on the practical situation and materials. Prerequisite: M.E. 251 and M.E. 352 or permission.
Credit 3 hours (II) ........................................ Mr. Trenholm

LABORATORY COURSES

A maximum of eight semester hours credit in laboratory courses (band, chorus, madrigal singers, orchestra; singly or in any combination) may be applied toward the Bachelor of Arts or Bachelor of Fine Arts degrees.

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. Five hours of rehearsal per week.
Credit 2 hours (I, II) ........................................ Mr. Brewer

Madrigal Choir: One hour of rehearsal per week.
Credit 1/2 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, S) .......................... Mr. Peterson

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. Five rehearsals per week.
Credit 2 hours per semester (I, II) ............................. Mr. Gaskill
APPLIED MUSIC

May be taken only by permission of the Head of the Department of 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. Failure to take the examination at the time specified by the University will result in failure in the course, unless prior permission is obtained from the Head of the Department of Music. In this case a late fee will be charged. Accreditation for such private study is as follows:

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Credit Hours per Semester</th>
</tr>
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<tbody>
<tr>
<td>Piano</td>
<td>One hour (or two half-hours) of private lessons per week for a semester represents 3 credit hours per semester.</td>
</tr>
<tr>
<td>Cello</td>
<td>One half-hour private lesson per week for a semester represents 1½ credit hours per semester.</td>
</tr>
<tr>
<td>Violin</td>
<td>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.</td>
</tr>
<tr>
<td>Organ</td>
<td></td>
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<tr>
<td>Voice</td>
<td></td>
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<tr>
<td>Orch. Inst.</td>
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</tbody>
</table>

Majors in the field of Education will be granted one credit hour per semester in applied music for work in beginning piano, subject to all of the regulations stated above.

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 AND PSYCHOLOGY

PROFESSORS THOMPSON (HEAD), PAYNE; ASSOCIATE PROFESSOR (TAYLOR); ASSISTANT Professors DAVIS, HURST; INSTRUCTOR KENNEDY.

PHILOSOPHY

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

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

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

214 Utopias: An approach to philosophy through idealistic and romantic literature, from Plato to the romantic utopias of the Victorians. Credit 3 hours (II) .................................................. Mr. Payne
UNIVERSITY OF OMAHA

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

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

RELIGION

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

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

Credit 3 hours each (I, E) Mr. Kennedy, Staff

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

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

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

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

PSYCHOLOGY

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

1. General psychology: Psychology 111, 112, 400, 417, 513
2. Educational psychology: Psychology 281, 385, 402, 427, 480, 483, 510
3. Clinical psychology: Psychology 418, 421, 422, 424, 426, 480

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

111 **Introduction to General Psychology:** 111 is an introductory course and fundamental to all subsequent courses in the department. 112 is a continuation, with special emphasis on fundamental principles and experiments in the general field of psychology. 111 prerequisite to 112.
Credit 3 hours each (I, II, S, C—I, II, S) .......... Mr. Thompson

400 **Minor Problems:** Investigation of minor problems in the various fields of psychology. Prerequisite: Sixteen hours of psychology and permission of the Head of the Department.
Credit 1 or more hours per semester (I, II) .......... Mr. Thompson

417 **Statistical Methods (Biology, Education):** Statistical analysis of type, variation, association, and significance. Prerequisite: Knowledge of elementary algebra.
Credit 3 hours (E, S) ................................. Mr. Davis

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

EDUCATIONAL PSYCHOLOGY

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

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

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

427 **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

480 **Tests and Measurements:** A course covering the administration, construction, and use of group tests of ability and school achievement. Prerequisite: Six hours of psychology and permission.
Credit 3 hours (II, S) ................................. Mr. Davis, Mr. Thompson

483 **Child Psychology:** A study of the growth, behavior, and mental development of the child, including the pre-school period, primary, and elementary grades. Prerequisite: Nine hours of psychology.
Credit 3 hours (E, S) ................................. Staff
510 **Advanced Educational Psychology:** The implication of various schools of psychological thought to the problems of education. Prerequisite: Nine hours of psychology and senior standing. Credit 3 hours (II, S) .................. Mr. Hurst, Mr. Thompson

**APPLIED PSYCHOLOGY**

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

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

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

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

433 **Vocational Psychology:** Psychological principles as they apply to the management and administration of various occupations, trades tests, advertising, rating scales, and other techniques. Prerequisite: Permission of the instructor. Credit 3 hours (I) .......................... Staff

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

**CLINICAL PSYCHOLOGY**

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

418 **Mental Hygiene (Education):** A general survey of principles of mental hygiene; a study of social and emotional adjustments, and personality improvements of children and adults in light of the principles of mental hygiene. Prerequisite: Six hours of psychology. Credit 3 hours (E, S) ........................................... 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. 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. 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. 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); Associate Professor Wilber; Assistant Professors Peck, Somny.

An undergraduate major in sociology consists of a total of twenty-four semester hours, including Sociology 215, 451, 490. Majors in sociology for the degree Bachelor of Science in Education are required to take Sociology 304 in addition.

Students who desire pre-professional training in social work should confer with the Head of the Department on or before the date of registration.

215 Introductory Sociology: A general treatment of the basic phases of social relations, social control, concepts, problems, and social adjustment.
Credit 3 hours (I, II, S, C) ...............................Mr. Somny, Mr. Wilber

Credit 3 hours (II, C) ......................................Mr. Peck

306 Community Organization: A treatment of the background, principles, and procedures in community organization, and techniques to follow in community analysis and treatment. Prerequisite: Sociology 215.
Credit 3 hours (I) .........................................Mr. Sullenger

310 Rural Sociology: A study of rural life, with emphasis on its contributions to modern society and its problems. Prerequisite: Sociology 215.
Credit 3 hours (II, C) .................................Mr. Peck

312 General Anthropology: A history and survey of development of institutions and cultures of man; a picture of primitive man and his development. Prerequisite: Sociology 215.
Credit 3 hours (E) ...........................................Staff
Introduction to Social Anthropology: A study of social organization and origins of social institutions and cultural diffusion. Prerequisite: Sociology 312. Credit 3 hours (E). Staff

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 215. Credit 3 hours (I). Staff

Sociology of Personality and Leadership: Sociological factors in the formation of personality, attitudes, and leadership will be considered in this course. Prerequisite: Sociology 215. Credit 3 hours (II). Mr. Sullenger

Contemporary Social Problems: An analysis of economic and cultural sources of social disorganization and a general view of present-day social problems. Prerequisite: Sociology 215. Credit 3 hours (alternate years). 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 215. Credit 3 hours (I, II, 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 215. Credit 3 hours (I, II). Mr. Sullenger


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 215. Credit 3 hours (I). Mr. Wilber

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: Six hours of sociology. Credit 3 hours (E). Staff

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: Six hours of sociology. Credit 3 hours (II). Mr. Wilber

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

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: Six hours of sociology. Credit 3 hours (II). Mr. Wilber
438 **Elements of Social Case Work:** This course deals with the fundamentals and techniques of interviewing in different types of social and community welfare work, and some basic principles of social case work. **Prerequisite:** Six hours of sociology. Credit 3 hours (I)..........................*Staff*

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

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:** Nine hours of sociology and permission. Credit 3 hours each (I—II)..........................Mr. Sullenger, Mr. Wilber

453 **Research Seminar:** Special projects; open only to advanced students in the department. **Prerequisite:** Twelve hours of sociology and permission. Credit 1 to 6 hours (I—II)..........................Mr. Sullenger, Mr. Wilber

490 **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:** Twelve hours of sociology and permission. Credit 3 hours (I)..........................Mr. Sullenger

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, sociology, and psychoanalysis. **Prerequisite:** Open only to graduate students. Credit 3 hours (II)..........................Mr. Wilber

517 **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. **Prerequisite:** Open only to graduate students. Credit 3 hours (E)..........................Mr. Wilber

**SPEECH**

**ASSOCIATE PROFESSORS LINTON, TYSON; ASSISTANT PROFESSORS CLARK, SUGARMAN.**

A major in the Department of Speech consists of a minimum of 27 hours, 15 hours of which must consist of the "core curriculum." Students who wish to major in speech should choose one or more fields of special interest in public speaking, theatre, radio and television, or education at the beginning of the junior year. The suggested program is listed below.

Students who wish to teach speech in secondary schools may follow the major program and complete requirements for the Nebraska Secondary School Certificate or they may major in the College of Education, in which case they must take the core curriculum plus 3 hours of work in their area of special interest. Students may take a combined major of speech and journalism. (See the College of Applied Arts listings.)

**CORE CURRICULUM:** Speech 111, 225, 301, 341, and 311 or 312. (to be taken by all speech majors)

**GENERAL SPEECH:** CC (core curriculum), 112, 302, 311, 312, 326.

**PUBLIC SPEAKING:** CC, 215, 216, 311, 312, 315.

**THEATRE:** CC, 112, 302, 321 or 322, 326. (English 368 recommended.)

**RADIO-TELEVISION:** CC, 112, 302, 325 or 326, 425 or 436. (Economics 211-212, and Bus. Ad. 331 recommended.)

**EDUCATION:** (BA with certificate) CC, 302, 311, 312, 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. Sugarman and Staff*

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)  
*M. Clark*

201 **Speech for Business and Industry**: Training in effective oral communication by considering and practicing the fundamentals of speech in the context of business or industry situations. Credit 3 hours (I, II, S)  
*Mr. Sugarman, Mr. Tyson, and Staff*

215 **Persuasive Speech**: A study of the application of persuasive speaking to certain speech situations such as debate, judicial proceedings, and political campaigns. Prerequisite: Speech 111 or 201. Credit 3 hours (I, S)  
*Mr. Sugarman*

216 **Persuasion in Discussion Groups**: Discussion techniques in committee hearings, panels, symposiums, and other small group activities. Prerequisite: Speech 111 or 201. Credit 3 hours (II, S)  
*Mr. Sugarman*

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: Speech 111 or 201. Credit 3 hours (I, S)  
*Mr. Linton, Mr. Tyson, Mr. Sugarman*

225 **Introduction to Television and Radio**: A basic study of the broadcasting industry; its history, organization and social significance, and the operation of equipment. Prerequisite: Speech 111 or 201. Credit 3 hours (I, II, S)  
*Mr. Linton*

301 **Play Production**: An introduction to all phases of theatre art: production, acting, stage design. Prerequisite: Permission. 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. Credit 3 hours (II, S)  
*Mr. Clark*

311 **Studies in Public Address**: American history as interpreted and shaped by great persuasive speakers; preparation and delivery of public address. (311) Colonial to Civil War times; manuscript reading and expository speaking. (312) Civil War to modern times; persuasive speaking. Prerequisite either course: Permission. Credit 3 hours each (I, S—II)  
*Mr. Tyson*

315 **Intercollegiate Debate**: This course is designed for those who wish to participate in intercollegiate debate. Credit 1 to 3 hours (I)  
*Mr. Sugarman*

321 **Theatre Workshop**: A study of the theory and technique of acting. Prerequisite: Speech 301-302. Credit 3 hours (I)  
*Mr. Clark*

322 **Advanced Theatre Workshop**: A study of technical theatre production. Prerequisite: Speech 302. Credit 3 hours (II)  
*Mr. Clark*
Techniques of Broadcasting: (325) Radio and television announcing and continuity writing. (326) Production problems in radio, with emphasis on music production. Prerequisite: Speech 225. 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. Attention is given to individual speech problems. Prerequisite: 111 or permission. Credit 3 hours (I) ........................................ Mr. Tyson

Speech Techniques for Teachers: Designed to help teachers meet the problems of speech development in young people as well as to work out problems of their own speech. Credit 3 hours (I, II, S) ........................................ Mr. Tyson

Advanced Projects in Speech: The opportunity for students to pursue special research in a particular field of speech. Prerequisite: Permission. Credit 1 to 3 hours each (I, II, S) ............................... Mr. Linton, Staff

Radio and Television Program Planning: The techniques of planning, selling, and placing various types of programs on different stations. Using advertising in the broadcasting medium. Prerequisite: Speech 225 or permission. Credit 3 hours (II) .................. ..................

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 (I) ........................................ 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 fraternity. See Mr. Sugarman or Mr. Tyson.

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

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 fraternity 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 123.
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

Student must:
1. meet entrance requirements of this section.
2. pass a proficiency test in English or complete 6 or 7 hours in English 109 and 111 or English 111 and 112.
3. present a minimum of 64 credit hours with an average grade of "C" or above.
4. 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 offered by other Colleges which are acceptable toward degrees in the College of Applied Arts and Sciences are outlined on page 186.
To meet the need for an increasing number of engineers, both two- and four-year programs of undergraduate studies are offered in the upper and lower divisions of the College of Applied Arts and Sciences.

The Two-Year Program in Engineering outlined below leads to the Associate Title in Applied Arts and Sciences. The fundamental studies, basic to the first and second year for all branches of engineering, are required. The students completing any portion of the program are accepted for transfer by other engineering schools with credit for grade "C" or above. Likewise, they are accepted for continuation in our four-year program. For those finding it necessary to finance their own education, this program improves their earning ability, thus giving proof of the greater value of a four-year degree.

The Four-Year Program in Engineering leads to the degree of Bachelor of Science in Engineering-Business Administration. The University and College faculties are used most effectively to make this program broad enough to meet the general requirements of American industry and create a wholesome attitude toward life. The sequence of subjects outlined below are fundamental and basic to our industrial society, and gives the student a choice in electives that strengthen his natural ability. Graduates with this preparation are trained for positions in production, distribution or research in American industry.

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

Mr. Williams, Mr. Prewett, Advisers

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td><strong>SECOND YEAR</strong></td>
</tr>
<tr>
<td><em>English 109 or 111, Elementary Composition</em></td>
<td>B.A. 128, Introduction to Business</td>
</tr>
<tr>
<td>Math. 113, College Algebra and Trigonometry</td>
<td>Math. 114, College Algebra and Analytic Geometry</td>
</tr>
<tr>
<td>Engineering 121, Engineering Drawing</td>
<td>Engineering 122, Descriptive Geometry</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>15</td>
</tr>
<tr>
<td><strong>17-16</strong></td>
<td><strong>Second Semester</strong></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
<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics 111 or 211, General Physics 4-5</td>
<td>Physics 112 or 212, General Physics 4-5</td>
</tr>
<tr>
<td>B.A. 355, Industrial Organization and Management 3</td>
<td>B.A. 324, Business Law 3</td>
</tr>
<tr>
<td>B.A. 323, Business Law 3</td>
<td>Electives 3</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics 3</td>
<td>16-17</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>THIRD YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
</tr>
<tr>
<td>Physics 112 or 212, General Physics 4-5</td>
</tr>
<tr>
<td>B.A. 324, Business Law 3</td>
</tr>
<tr>
<td>Engineering 235, Properties of Materials 3</td>
</tr>
<tr>
<td>B.A. 323, Business Law 3</td>
</tr>
</tbody>
</table>

†Male students may elect Air Force ROTC.

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

**A total of 8 hours of electives must be chosen from engineering courses and 6 hours from business administration courses.

A candidate for the four-year degree Bachelor of Science in Engineering and Business Administration may choose one of several areas of concentration by electing electives:

(a) Real Estate (d) Industrial Management
(b) Accounting (e) Advanced ROTC
(c) Industrial Arts Teaching (f) Advanced Engineering

For example, students interested in becoming builders, contractors, or subdividers should follow certain required courses in real estate together with appropriate electives.

<table>
<thead>
<tr>
<th>RECOMMENDED ELECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engr. 224, Architectural Drafting ... 3</td>
</tr>
<tr>
<td>Engr. 324, Architectural Drafting ... 3</td>
</tr>
<tr>
<td>Engr. 424, Architectural Drafting ... 3-6</td>
</tr>
<tr>
<td>B.A. 335, Salesmanship ... 2</td>
</tr>
<tr>
<td>B.A. 345, Real Estate Management ... 2</td>
</tr>
<tr>
<td>B.A. 347, Urban Land Use and City Planning ... 3</td>
</tr>
<tr>
<td>B.A. 374, Property Insurance ... 3</td>
</tr>
<tr>
<td>B.A. 407, Income Tax Accounting and Procedure ... 3</td>
</tr>
<tr>
<td>B.A. 451-452, Business Administration Laboratory (Real Estate) ... 2</td>
</tr>
</tbody>
</table>

For other areas student and counselor should consult Dean of Applied Arts College.
TWO-YEAR PROGRAM IN ENGINEERING

MR. BROWN, MR. DURAND, MR. PREWETT, MR. WILLIAMS, Advisers

First Semester

Mathematics 113, College Algebra and Trigonometry 5
Chemistry 111 or 181 4-5
Engineering 121, Engineering Drawing 3
Engineering 100, Orientation 1
†Physical Education

14-15

Second Semester

Mathematics 114, College Algebra and Analytic Geometry 5
Chemistry 112 or 182 4-5
Engineering 122, Descriptive Geometry 3
Engineering 103, Engineering Problems 2
†Physical Education 1

15-16

First Semester

English 109 or 111, Elementary Composition 4-3
Mathematics 223, Differential Calculus 4
Physics 211, General Physics 5
Engineering 123, Engineering Drawing 3
†Physical Education 1

17-16

Second Semester

English 111 or 112 Composition 3
Mathematics 224, Integral Calculus 4
Physics 212, General Physics 5
Engineering 230, Statics 3
†Physical Education 1

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

103 Engineering Problems: Applications of basic algebra and of trigonometry; engineering forms and standards; development of computing skills and orderly methods of solving problems; 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 (I, II) Mr. Brown, Mr. Durand, Mr. Prewett

105 Slide Rule and Computing Methods: Development of computing skills and orderly methods of solving problems; instruction and drill in the uses of the slide rule, logarithms, tables, graphs, cut-longhand, and nomography. Precision in arithmetical calculation. For students not enrolled in engineering. Not a substitute for Engineering 103 and 104. Prerequisite: Credit or registration in Mathematics 111A or 113 or equivalent, or permission of the instructor. One three-hour laboratory per week.
Credit 1 hour (I, II) Mr. Williams

110 Wood Shop: Bench work, care and use of bench tools; operation of power-driven woodworking machinery; introduction to carpentry; introduction to pattern-making; course is designed to apply towards state requirements for teachers in Nebraska and Iowa.
Credit 3 hours (S) Mr. Prewett
111 Shop and Manufacturing Processes: An introduction to 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)  

121 Engineering Drawing: The care and use of drafting instruments, instrument exercises; engineering lettering; applied geometry; orthographic projection; drawing to scale; free-hand sketching; auxiliary projection; sectional views; inking; dimensioning: threads and fasteners; detail assembly and pictorial drawing; blue-printing. Credit 3 hours (I, II, S)  

122 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)  

123 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)  

124 Architectural Drafting: Problems in architectural drafting, involving the use of standard symbols in detailing the assembly and erection of materials common to the building trades, including study of the kinds, grades, and nominal and actual sizes of construction materials, architectural lettering and dimensioning. Prerequisite: Engineering 121 or equivalent. Credit 3 hours (I, II, S)  

155 Wood Finishing: Manufacture, characteristics, and methods of application of the more common wood finishes, such as paints, enamels, stains, varnishes, and lacquers, metal finishes; hand and spray-gun application; industrial methods. Prerequisite: Engineering 110. Credit 3 hours (II)  

200 Elementary Surveying: Theory and practice of surveying; care, use, and adjustment of tape, level, and transit; calculation of areas and plotting of maps. Prerequisite: Mathematics 112, concurrent enrollment in Mathematics 112, or permission of instructor. Credit 3 hours (II)  

214 Metal Fabrication: Acetylene and electric welding theory and practice, including welding jigs and cutting; sheet-metal tools and equipment, layouts, and work in sheet-metal construction; fabrication of sheet-metal by means of punch-press; study of pipe, pipe joints, and fittings. Credit 2 hours (I, II)  

215 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)
UNIVERSITY OF OMAHA

221 Technical Sketching and Illustrating: Freehand technical sketches, and technical illustrations drawn with instruments. Orthographic, perspective, and other pictorial methods. Patent-office drawings. The use of the pencil, ink, graphite, air brush, stippling and other shading means. Details, assemblies, exploded views, and cut-away views. Prerequisite: Engineering 123. Credit 3 hours (II) ................Mr. Durand

224 Architectural Drafting and Design: Design of and preparation of preliminary sketches and working drawings for a small house; consisting of foundation and floor plans, elevations, sections, and details; showing solution to such problems in an accepted manner from the standpoint of good construction practice, appearance and economy. Prerequisite: Engineering 124. Credit 3 hours (E) ................ Mr. Hill

230 Statics of Engineering: Fundamental conceptions of forces; moments; vectors; couples; dimensional equations; equilibrium of force systems; friction; centroids; and first and second moments of area. Prerequisite: Credit or registration in Mathematics 224. Credit 3 hours (II) ................Mr. Brown

230A Statics of Engineering: Fundamental conceptions of forces; moments; vectors; couples; dimensional equations; equilibrium of force systems; friction; engineering applications. Offered primarily for students in engineering and business administration. Two-year engineering students must register for 230 in order to meet requirements for the associate title. Prerequisite: Mathematics 112 or 113, or permission. Credit 2 hours ......... Mr. Brown

235 Properties of Engineering Materials: Physical properties and sources of engineering materials, including ferrous and non-ferrous metals and alloys, timber, stone, cements, concrete, clay products, plastics, and others; factors leading to their failure by corrosion, wear, creep, fatigue, and rupture; selection of and specifications for various engineering applications; introduction to testing and strength of materials. Prerequisite: Permission of instructor. Credit 3 hours (I) ........Mr. Williams

250 The General Shop: Manipulation of hand tools: craft work, woodworking; bench metal work; house electrical circuits; maintenance and repair of home equipment; and the technique of teaching general shop courses. Credit 3 hours ................Mr. Brown

311 Advanced Wood Shop: Course to be arranged with instructor. Prerequisite: Engineering 110. Credit 3 hours (II, S) ................Mr. Prewett

315 General Shop Methods (Metal): Teacher training course in metal shop methods; fundamental operations in forging, machine tool practice, sheet metal, and acetylene welding. Prerequisite: Engineering 215. Credit 3 hours (I, S) ................ Staff

316 Advanced Machine Shop: Course to be arranged with instructor. Prerequisite: Engineering 215. Credit 3 hours (II, S) ................Mr. Brown, Mr. Williams

324 Advanced Architectural Drafting: Problems in perspective drawing; sketching and design, introduction to shades and shadows. Course to be arranged with instructor. Prerequisite: Engineering 224. Credit 3 hours (E) ................ Staff
330 Dynamics of Engineering: Kinematics; rotation, translation, relative motion of rigid bodies and of particles; kinetics of a particle; kinetics of translation, rotation and plane motion of bodies; work and power, energy; impulse and momentum; engineering applications. Prerequisite: Engineering 230. Credit 3 hours (II) ........................................... Mr. Brown

331 Theory of Flight: Fundamentals of aerodynamics, airplane performance, and safe practices in aircraft operation. Prerequisite: Trigonometry, physics, or permission of instructor. Credit 3 hours .................................................... Staff

332 Aircraft Structures: Aircraft structural loads, construction features, maintenance and inspection methods, and rigging. Credit 2 or 3 hours .................................................... Staff

333 Aircraft Powerplants: Basic principles of design, construction, operation, testing, and maintenance of complete aircraft powerplants including propeller and jet types. Prerequisites: Algebra and physics, or permission of instructor. Credit 2 or 3 hours .................................................... Staff

334 Air Navigation: Charts, maps, cross-country piloting, dead reckoning problems, radio aids, and use of computers. Preparation for CAA Commercial Pilot proficiency examination. Credit 3 hours .................................................... Staff

335 Advanced Air Navigation: Techniques of long distance navigation. Celestial navigation, radio aids, radar, pressure pattern flying, and polar navigation. Prerequisite: Engineering 334. Credit 3 hours .................................................... Staff

336 Meteorology: An introduction to the weather elements, weather map analysis; problems in applied meteorology and flight planning. Credit 3 hours .................................................... Mr. Durand

337 Flight Information: Civil Air Regulations, radio, facilities, and use of the Airman's Guide for cross-country flight. Credit 1 hour .......................................................... Staff

338 Engineering Aerodynamics: History, nomenclature, theory of flight, parasite resistance, propellers, stability and control, performance computations, constructional details, unconventional aircraft. Prerequisite: Trigonometry. Credit 3 hours .................................................... Mr. Durand

350 Shop Teaching Methods: A study of the methods, techniques and aids used in teaching the various industrial arts subjects, including a study of instruction sheets with particular reference to the general shop. Prerequisite: Minimum of 9 hours of shop work and drawing. Credit 3 hours (I, S) .................................................... Mr. Prewett

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

402 Fluid Mechanics: Theory and application of general principles involved in hydraulic engineering as applied to hydrology, meteorology, hydraulics and sediment transport in open river channels. Prerequisite: Permission of instructor. Credit 3 hours (I) .................................................... Staff
403 **Hydraulics of Open Channel Flow:** Continuation of Engineering 402. Prerequisite: Permission of instructor. Credit 3 hours (II) .................. Staff

405 **Motion and Time Study and Standard Times:** Principles and applications of motion economy in industrial processes; job simplification and standardization by stop-watch and micro-motion methods; time standards, formula and synthetic time values and applications to wage incentive systems; analysis of data and charts; applications of time study to management problems. Prerequisite: Engineering 111 or permission of the instructor; junior standing. Credit 3 hours (II) .................................. Staff

424 **Advanced Architectural Design:** Introduction to architectural design of small buildings, with particular emphasis on elements of planning, composition, and circulation; course to be arranged with instructor. Prerequisite: Engineering 324. Credit 3 to 6 hours (E) .................................. Staff

450 **Industrial Arts Design:** Theory and practice in the design of projects used in shop courses. Prerequisite: Engineering 121. Credit 3 hours (I) .................................. Mr. Durand

451 **History of Industrial Arts:** A study of the history and development of industrial arts and vocational education, with emphasis on its significance for the industrial arts teacher of today. Prerequisite: Junior standing. Credit 3 hours (II) .................................. Mr. Brown
DEPARTMENT OF HOME ECONOMICS

PROFESSOR KILLIAN (HEAD), INSTRUCTOR GARRETSON

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

**FIRST YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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</thead>
<tbody>
<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 104, Clothing Construction</td>
</tr>
<tr>
<td><em>English 109 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</td>
<td>Home Economics 202, Textiles</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FIRST YEAR</strong></th>
<th><strong>SECOND YEAR</strong></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 303, 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><em><strong>Electives</strong></em></td>
<td>Sociology 215, General Sociology</td>
</tr>
<tr>
<td><strong>16-17</strong></td>
<td>Physical Education 212</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th><strong>THIRD YEAR</strong></th>
<th><strong>FOURTH YEAR</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<tr>
<td>Home Economics 301, Nutrition and Dietetics</td>
<td>Home Economics 302, Dietetics in Disease</td>
</tr>
<tr>
<td>Home Economics 201, Meal Planning and Service</td>
<td>Home Economics 204, Home Management</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Economics 212, Principles of Economics</td>
</tr>
<tr>
<td>Biology 225, Bacteriology</td>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td><em><strong>Electives</strong></em></td>
<td><em><strong>Electives</strong></em></td>
</tr>
<tr>
<td><strong>15-16</strong></td>
<td>13-14</td>
</tr>
</tbody>
</table>

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<tr>
<th><strong>15-16</strong></th>
<th><strong>16-17</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOURTH YEAR</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><em><strong>Electives</strong></em></td>
<td><em><strong>Electives</strong></em></td>
</tr>
<tr>
<td><strong>16-17</strong></td>
<td>13-14</td>
</tr>
</tbody>
</table>

16-17

Suggested electives: Demonstration Techniques, Household Mechanics, Physical 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 123.
**HOME ECONOMICS EDUCATION**

Miss Killian, Adviser

The program for the first three years is essentially the same as that for Home Economics page 94.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Fourth Year</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 305, Child Care and Development</td>
<td></td>
<td>Home Economics 306, Interior Decoration</td>
</tr>
<tr>
<td>Education 353, Methods of Teaching High School Subjects</td>
<td>Education 358, Practice Teaching</td>
<td></td>
</tr>
<tr>
<td>Education 357, Practice Teaching</td>
<td>Electives</td>
<td>9-10</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 123.

**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.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Fourth Year</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 307, Quantity Cookery</td>
<td></td>
<td>Home Economics 308, Institutional Management</td>
</tr>
<tr>
<td>Education 353, Methods of Teaching High School Subjects</td>
<td>Electives</td>
<td>11-12</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>16-17</td>
</tr>
</tbody>
</table>

**HOME ECONOMICS — JOURNALISM**

Mr. Ellis, Miss Killian, Advisers

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Fourth Year</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*English 109 or 111, Elementary Composition</td>
<td></td>
<td>*English 111 or 112, Elementary Composition</td>
</tr>
<tr>
<td>Home Economics 101, Food Selection and Preparation</td>
<td>Home Economics 102, Food Selection and Preparation</td>
<td></td>
</tr>
<tr>
<td>Home Economics 103, Clothing Construction</td>
<td>Home Economics 104, Clothing Construction</td>
<td></td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Government 201, American National Government</td>
<td></td>
</tr>
<tr>
<td>Journalism 115, News Writing</td>
<td>Journalism 116, News Editing</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<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.
<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Year</th>
<th>BACHELOR OF SCIENCE IN HOME ECONOMICS with specialization in Retailing</th>
<th>Miss Killian, Mr. Davison, Advisers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td><strong>SECOND YEAR</strong></td>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<tr>
<td>Home Economics 201, Meal Planning and Service</td>
<td>General Biology 102</td>
<td>English 109 or 111, Elementary Composition</td>
<td>English 111 or 112, Composition</td>
</tr>
<tr>
<td>Home Economics 202, Textiles</td>
<td>Home Economics 306, Interior Decoration</td>
<td>Art 121, Elementary Design</td>
<td>Home Economics 205, Costume Design</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Home Economics 203, Non-Textiles</td>
<td>Home Economics 103, Clothing Construction</td>
<td>B.A. 128, Introduction to Business</td>
</tr>
<tr>
<td>Journalism 211, Radio-Television</td>
<td>Economics 212, Principles of Economics</td>
<td>Physical Education</td>
<td>Home Economics 104, Clothing Construction</td>
</tr>
<tr>
<td>News Writing</td>
<td>Physical Education</td>
<td>Electives</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Physical Education</td>
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<tr>
<td>Electives</td>
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</tr>
<tr>
<td><strong>17-16</strong></td>
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<td></td>
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</tbody>
</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th><strong>FIRST SEMESTER</strong></th>
<th><strong>SECOND SEMESTER</strong></th>
<th><strong>FIRST SEMESTER</strong></th>
<th><strong>SECOND SEMESTER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Retailing 205, Retail Salesmanship</td>
<td>Sociology 215, General Sociology</td>
<td>Speech 201, Speech for Business and Industry</td>
<td>Home Economics 106, Clothing Renovation and Repair</td>
</tr>
<tr>
<td>Speech 201, Speech for Business and Industry</td>
<td>Economics 213, Principles of Economics</td>
<td>B.A. 101, Elementary Accounting or B.A. 100, Secretarial Accounting</td>
<td>Economics 212, Principles of Economics</td>
</tr>
<tr>
<td>B.A. 101, Elementary Accounting or B.A. 100, Secretarial Accounting</td>
<td>Physical Education</td>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Economics 213, Principles of Economics</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Physical Education</td>
<td></td>
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<td><strong>15</strong></td>
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**THIRD YEAR**

<table>
<thead>
<tr>
<th><strong>FIRST SEMESTER</strong></th>
<th><strong>SECOND SEMESTER</strong></th>
<th><strong>FIRST SEMESTER</strong></th>
<th><strong>SECOND SEMESTER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 301, Nutrition and Dietetics</td>
<td>Home Economics 204, Home Management</td>
<td>Home Economics 202, Textiles</td>
<td>Home Economics 205, Costume Design</td>
</tr>
<tr>
<td>Home Economics 305, Child Care and Development</td>
<td>Home Economics 106, Clothing Renovation and Repair</td>
<td>Journalism 227, Newspaper Reporting of Public Affairs</td>
<td>B.A. 326, Advertising</td>
</tr>
<tr>
<td>Introduction to the Physical Sciences 101</td>
<td>Home Economics 304, Tailoring</td>
<td>Home Economics 303, Advanced Clothing</td>
<td>Electives 2-3</td>
</tr>
<tr>
<td>Home Economics 303, Advanced Clothing</td>
<td><strong>17</strong></td>
<td><strong>17</strong></td>
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**FOURTH YEAR**

<table>
<thead>
<tr>
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<th><strong>FIRST SEMESTER</strong></th>
<th><strong>SECOND SEMESTER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Journalism 311, Photography</td>
<td>Journalism 422, Feature Writing</td>
<td>*English 109 or 111, Elementary Composition</td>
<td>*English 111 or 112, Composition</td>
</tr>
<tr>
<td>Speech 111 or 201, Fundamentals of Speech</td>
<td>Speech 225, Introduction to Radio</td>
<td>Art 121, Elementary Design</td>
<td>Home Economics 205, Costume Design</td>
</tr>
<tr>
<td>Journalism 400, Journalism Research</td>
<td>Speech 301, Play Production or Speech 325, Radio Broadcasting and T-V</td>
<td>Home Economics 103, Clothing Construction</td>
<td>B.A. 128, Introduction to Business</td>
</tr>
<tr>
<td>Humanities</td>
<td>Humanities</td>
<td>Electives</td>
<td>Electives</td>
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<tr>
<td>Electives</td>
<td><strong>17</strong></td>
<td><strong>17</strong></td>
<td><strong>17</strong></td>
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</tbody>
</table>
Great variety is found in the activities of the music department. In addition to the University Choir and Madrigal Group, an Adult Education Choir meets each week for all adults interested in fine choral music.
The Angels, coal auxiliary of the Arnold Air Society, inspect a jet at Offutt Air Base.
Football fans filled the University Stadium during the 1954 season as the Indians won nine straight games, pushing their winning streak to 13 and earning them a bid to the Tangerine Bowl at Orlando, Florida. The Indians beat Eastern Kentucky, 7-6.
The new Library, valued at $840,000, is completely air conditioned. The two-story structure houses over 100,000 volumes. Open, movable stacks permit maximum use and enjoyment of the Library facilities.

Engineering is one of the most popular areas of specialization on campus because of the good jobs available after graduation. Both two- and four-year programs are offered.
**TWO-YEAR PROGRAMS IN HOME ECONOMICS**

**FOODS AND NUTRITION**

***Miss Killian, Adviser***

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>English 109 or 111, Elementary Composition</td>
<td>English 111 or 112, English Composition</td>
</tr>
<tr>
<td>Chemistry 101 or 111 or 181</td>
<td>Chemistry 102 or 112 or 182</td>
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<td>Home Economics 101, Food Selection and Preparation</td>
<td>Home Economics 102, Food Selection and Preparation</td>
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<tr>
<td>P.E. 111, Physical Education</td>
<td>P.E. 112, Physical Education</td>
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<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>4-3</td>
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<td>3-4</td>
<td>3-5</td>
</tr>
<tr>
<td>15-16</td>
<td>14-17</td>
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**SECOND YEAR**

<table>
<thead>
<tr>
<th><strong>First Semester</strong></th>
<th><strong>Second Semester</strong></th>
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</thead>
<tbody>
<tr>
<td>Home Economics 201, Meal Planning and Service</td>
<td>Home Economics 204, Home Management</td>
</tr>
<tr>
<td>Biology 245, Physiology and Anatomy of Man</td>
<td>Sociology 215, General Sociology</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Economics 212, Principles of Economics</td>
</tr>
<tr>
<td>P.E. 211, Physical Education</td>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td>Home Economics 301, Nutrition and Dietetics</td>
<td>P.E. 212, Physical Education</td>
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<tr>
<td>Electives</td>
<td>Electives</td>
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<td>2-3</td>
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<tr>
<td>2-3</td>
<td>15-16</td>
</tr>
</tbody>
</table>

Recommended electives: Home Economics 103, 104, 202, 204, 303, and 309, bacteriology, psychology, humanities, literature, typing, shorthand, choir, orchestra, 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.*
### UNIVERSITY OF OMAHA

#### CLOTHING AND DESIGN

**Miss Killian, Adviser**

#### FIRST YEAR

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><em>English 109 or 111, Elementary Composition</em></td>
<td>4-3</td>
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<tr>
<td>Home Economics 103, Clothing Construction</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 111</td>
<td>1</td>
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<tr>
<td>Art 121, Elementary Design</td>
<td>3</td>
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<tr>
<td>Electives</td>
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<td><strong>Total</strong></td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td><em>English 111 or 112, Composition</em></td>
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</tr>
<tr>
<td>Home Economics 104, Clothing Construction</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 112</td>
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</tr>
<tr>
<td>Art 122, Elementary Design</td>
<td>3</td>
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<tr>
<td>Electives</td>
<td>6-7</td>
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<tr>
<td><strong>Total</strong></td>
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#### SECOND YEAR

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Home Economics 303, Advanced Clothing, or Home Economics 205, Costume Design</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 202, Textiles</td>
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<tr>
<td>P.E. 211</td>
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<td>Electives</td>
<td>9-10</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Sociology 215, General Sociology</td>
<td>3</td>
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<tr>
<td>Home Economics 204, Home Management</td>
<td>3</td>
</tr>
<tr>
<td>Speech 201, Speech for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 212</td>
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<tr>
<td>Electives</td>
<td>6-7</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16-17</strong></td>
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</table>

#### HOME MAKING

**Miss Killian, Adviser**

#### FIRST YEAR

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><em>English 109 or 111, Elementary Composition</em></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</td>
<td>3</td>
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<tr>
<td>P.E. 111, Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17-16</strong></td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 201, Meal Planning and Service</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 305, Child Care and Development</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 207, Household Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>The humanities, the social sciences</td>
<td>5</td>
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<tr>
<td>P.E. 211, Physical Education</td>
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<tr>
<td>Electives</td>
<td>1-2</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16-17</strong></td>
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#### SECOND YEAR

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 204, Home Management</td>
<td>3</td>
</tr>
<tr>
<td>The humanities, the social sciences, the natural sciences</td>
<td>5</td>
</tr>
<tr>
<td>P.E. 212, Physical Education</td>
<td>7-8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16-17</strong></td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Home Economics 105, Elementary Composition</td>
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<tr>
<td>Home Economics 102, Food Selection and Preparation</td>
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</tr>
<tr>
<td>Home Economics 104, Clothing Construction, or Home Economics 106, Clothing Renovation, Care and Repair</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 108, Home Decoration</td>
<td>3</td>
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<tr>
<td>P.E. 211, Physical Education</td>
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<tr>
<td>Electives</td>
<td>7-8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16-17</strong></td>
</tr>
</tbody>
</table>

**Recommended electives:** Home Economics 101, 102, 106, 301, 302, 309, Business Administration 101, 128, 331, and 338, Journalism 115, psychology, typing, choir, orchestra, shorthand, Chemistry 101 and 102, and humanities.

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

101 **Food Selection and Preparation**: A study of the principles underlying food preparation and table service, including related problems of food selection and nutrition principles essential in menu planning; second semester, nutrition, menu planning, food budgets, and consumer buying. 101 prerequisite to 102. Credit 3 hours each (I—II).  Miss Killian

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

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

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

108 **Home Decoration**: Practical problems in selection, use, and arrangement of colors, furniture, window treatments, wall decorations, and floor coverings in apartments and homes. Credit 3 hours (E). Miss Killian

201 **Meal Planning and Service**: The planning, purchasing, preparation, and service of all types of meals, including both informal and formal service; nutritional needs and dietary standards as well as food habits are emphasized. Prerequisite: H. E. 102. Credit 3 hours (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). Miss Garretson

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). Miss Garretson

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). Miss Garretson

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
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

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) .............................. Miss Garretson

Tailoring: Application of tailoring technique in the making of jackets, suits, and coats. Prerequisite: H. E. 203. Credit 3 hours (E) .............................. Miss Garretson

Child Care and Development: Study of the infant and young child, stressing care, clothing, feeding, and early training. Credit 3 hours (I) .............................. Miss Killian

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

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

Institutional Management: Problems in organization and management of food service in an institution. Prerequisite: H. E. 102 and 201. Credit 3 hours (S) .............................. Staff

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
DEPARTMENT OF JOURNALISM
Assistant Professors Ellis (Head), McGranahan

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 Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
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<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Journalism 100, Orientation</td>
<td>1</td>
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<tr>
<td>*English 109 or 111, Elementary Composition</td>
<td>4-3</td>
</tr>
<tr>
<td><strong>The Social Sciences or Humanities</strong></td>
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<tr>
<td>Journalism 115, News Writing</td>
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</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>†Physical Education</td>
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<tr>
<td>Electives</td>
<td>1-3</td>
</tr>
<tr>
<td><strong>15-14</strong></td>
<td><strong>14-16</strong></td>
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<tr>
<td><strong>SECOND YEAR</strong></td>
<td><strong>SECOND YEAR</strong></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>3</td>
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<tr>
<td>Journalism 227, Newspaper Reporting</td>
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<tr>
<td>***Journalism 245, Practical Journalism</td>
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<tr>
<td>Economics 211, Principles of Economics</td>
<td>3</td>
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<tr>
<td>Natural Science 101 or courses with the science division</td>
<td>3</td>
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<tr>
<td>†Physical Education</td>
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<td>Electives</td>
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<tr>
<td><strong>15-17</strong></td>
<td><strong>15-17</strong></td>
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<tr>
<td><strong>THIRD YEAR</strong></td>
<td><strong>THIRD YEAR</strong></td>
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<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
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<tr>
<td>Journalism 311, Press Photography</td>
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<td>English 231, Introduction to English Literature</td>
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<tr>
<td>Journalism 322, Editorial Writing</td>
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<td>***Journalism 345, Practical Journalism</td>
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<td>Government 201, American National Government</td>
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<td><strong>14-17</strong></td>
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<td><strong>FOURTH YEAR</strong></td>
<td><strong>FOURTH YEAR</strong></td>
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<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
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<td>Journalism 400, Journalism Research</td>
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<td>English 245 or 246, American Literature</td>
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<tr>
<td>***Journalism 445, Practical Journalism</td>
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<td>Journalism 122, Feature Writing</td>
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<tr>
<td><strong>15-17</strong></td>
<td><strong>15-17</strong></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.
BACHELOR OF SCIENCE IN RADIO-TELEVISION-JOURNALISM

Mr. Ellis, Mr. Linton, Advisers

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>English 109 or 111, Elementary</td>
<td>English 112, Inter. Composition</td>
</tr>
<tr>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>Speech 111 or 201 (Speech 221</td>
<td>Journalism 116, News Editing</td>
</tr>
<tr>
<td>if high school experience</td>
<td>3</td>
</tr>
<tr>
<td>Journalism 115, News Writing</td>
<td>Psychology 112, Inter. Psychology</td>
</tr>
<tr>
<td>Psychology 111, Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1-2</td>
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</tbody>
</table>

13-15

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Journalism 211, Radio News</td>
<td>English 240, Expository Writing</td>
</tr>
<tr>
<td>Writing</td>
<td>3</td>
</tr>
<tr>
<td>Speech 225, Introduction to</td>
<td>Speech 301, Play Production</td>
</tr>
<tr>
<td>Radio</td>
<td>3</td>
</tr>
<tr>
<td>Journalism 227, Newspaper</td>
<td>**Journalism 345, Practical</td>
</tr>
<tr>
<td>Reporting</td>
<td>3</td>
</tr>
<tr>
<td>**Journalism 245, Practical</td>
<td>Economics 212, Principles of</td>
</tr>
<tr>
<td>Journalism</td>
<td>Economics</td>
</tr>
<tr>
<td>Economics 211, Prin. of Economics</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
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</tr>
<tr>
<td>1-2</td>
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</table>

15-18

<table>
<thead>
<tr>
<th>Third Year</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Speech 325, Techniques of</td>
<td>Speech 326, Techniques of</td>
</tr>
<tr>
<td>Broadcasting</td>
<td>Broadcasting</td>
</tr>
<tr>
<td>Journalism 345, Practical</td>
<td>3</td>
</tr>
<tr>
<td>Journalism</td>
<td>**Journalism 346, Practical</td>
</tr>
<tr>
<td>English 231, Introduction to</td>
<td>Journalism</td>
</tr>
<tr>
<td>English Literature</td>
<td>1-2</td>
</tr>
<tr>
<td>Government 201, American</td>
<td>Economics 211, American History</td>
</tr>
<tr>
<td>National Government</td>
<td>Government 204, American State</td>
</tr>
<tr>
<td>Electives</td>
<td>and Local Government</td>
</tr>
<tr>
<td>4-6</td>
<td>3</td>
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</table>

14-17

<table>
<thead>
<tr>
<th>Fourth Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Speech 425, Radio Program</td>
<td>Journalism 446, Practical</td>
</tr>
<tr>
<td>Planning</td>
<td>Journalism or</td>
</tr>
<tr>
<td>Journalism 349, Law of</td>
<td>Speech 412, Advanced Projects</td>
</tr>
<tr>
<td>Communications</td>
<td>1-3</td>
</tr>
<tr>
<td>Journalism 445, Practical</td>
<td>Journalism 311, Press</td>
</tr>
<tr>
<td>Journalism or</td>
<td></td>
</tr>
<tr>
<td>Speech 411, Advanced Projects</td>
<td>3</td>
</tr>
<tr>
<td>English 245 or 246, American</td>
<td>Electives</td>
</tr>
<tr>
<td>Literature</td>
<td>9-11</td>
</tr>
<tr>
<td>Journalism 422, Feature Writing</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>13-17</td>
</tr>
</tbody>
</table>

14-18

The following courses are recommended as electives: Social Sciences 101-102, Natural Sciences 101-102, Humanities 101-102, Speech 312, Journalism 415, 322, and Speech 425.

*Students who are qualified to enter English 111 may enroll concurrently in Journalism 115, News Writing.

** Six hours required, 9 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**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Journalism 115, News Writing...</td>
<td>3</td>
</tr>
<tr>
<td>Humanities 101, or Social Sciences 101, or</td>
<td></td>
</tr>
<tr>
<td>3-5 hours of courses within one</td>
<td>3-5</td>
</tr>
<tr>
<td>English 109 or 111</td>
<td>4-3</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>1</td>
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<td>Electives</td>
<td>3-4</td>
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</table>

Total: 16

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journalism 116, News Editing...</td>
<td>3</td>
</tr>
<tr>
<td>Humanities 102, or Social Sciences 102, or</td>
<td></td>
</tr>
<tr>
<td>3-5 hours of courses within one</td>
<td>3-5</td>
</tr>
<tr>
<td>English 111 or 112, Composition</td>
<td>3</td>
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<td>Electives</td>
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Total: 15-16

**Second Year**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Psychology 111, Introduction to</td>
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</tr>
<tr>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td>Journalism 211, Radio-Television News</td>
<td>3</td>
</tr>
<tr>
<td>Writing</td>
<td></td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>American Government 201 or American</td>
<td>3</td>
</tr>
<tr>
<td>History 211</td>
<td></td>
</tr>
<tr>
<td>†Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>3-4</td>
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Total: 16-17

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Psychology 112, Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>Economics 212, Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>American Government 204 or American</td>
<td>3</td>
</tr>
<tr>
<td>History 212</td>
<td></td>
</tr>
<tr>
<td>†Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Total: 16-17

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) ........................................ Mr. McGranahan

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

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

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 ........................................ Mr. Ellis

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

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) ........................................ Mr. Ellis

Practical Journalism: Supervised practice in news writing, reporting, copy reading, proofreading, organization and direction of the editorial staff, selection of copy for news and departmental pages, page makeup, headline writing, preparation of a headline schedule, and preparation of the style book; also administrative procedures for managing editor, city editor, sports editor, society editor, news editor, feature 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) ........................................ Staff

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) ........................................ Mr. Ellis

Journalism Research: A problems course for advanced students; students will select a research project, conduct a thorough investigation, and prepare a term paper. For students with advanced standing.
Credit 3 hours (I) ........................................ Mr. Ellis
415 **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

416 **Typography:** A course to acquaint students with the mechanical side of journalism, including a study of type faces and their uses, the material and processes of printing, and practice in designing and setting up various printed forms.
Credit 3 hours (II) .......................................................... Mr. McGranahan

422 **Feature Writing:** Techniques of building, writing, and marketing articles to magazines, trade journals, and special newspaper supplements. Prerequisites: Journalism 115 and 116, or equivalent.
Credit 3 hours (I) .......................................................... Mr. McGranahan

423 **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

424 **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.

Airmen who wish to emphasize the mechanical educational phase of Aeronautics may substitute the following courses for the Military Science and receive the same degree. It is a matter of choosing the area of specialization the individual desires.

| Engineering 331 | Theory of Flight | 3 cr. hrs |
| Engineering 332 | Aircraft Structures | 2 or 3 cr. hrs |
| Engineering 333 | Aircraft Powerplants | 3 cr. hrs |
| Engineering 334 | Air Navigation | 3 cr. hrs |
| Engineering 335 | Advanced Air Navigation | 3 cr. hrs |
| Engineering 336 | Meteorology | 3 cr. hrs |
| Engineering 337 | Flight Information | 1 cr. hr |
| Engineering 338 | Engineering Aerodynamics | 3 cr. hrs |

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>
</tr>
</thead>
<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>
<td>Physical Education</td>
</tr>
<tr>
<td>Military Science 102</td>
<td>Military Science 102</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Economics 212, Principles of Economics</td>
</tr>
<tr>
<td>Physics 111, or other science</td>
<td>Physics 112, or other science</td>
</tr>
<tr>
<td>Government 201, American National Government</td>
<td>Engineering 111, Shop and Manufacturing Processes</td>
</tr>
<tr>
<td>History 211, American History</td>
<td>History 212, American History</td>
</tr>
<tr>
<td>Sociology 215, General Sociology</td>
<td>Military Science 206, Military Leadership</td>
</tr>
<tr>
<td>Military Science 201</td>
<td>Military Science 202</td>
</tr>
<tr>
<td>Military Science 301, Supply Logistics</td>
<td>Military Science 301, Supply Logistics</td>
</tr>
<tr>
<td>Elective</td>
<td>Military Science 301, Supply Logistics</td>
</tr>
<tr>
<td>Government 323, International Relations</td>
<td>Elective</td>
</tr>
<tr>
<td>Military Science 401, Advanced Administration</td>
<td>Government 326, American Diplomacy</td>
</tr>
<tr>
<td>Elective (200, 300, or 400 courses)</td>
<td>Military Science 402, Staff Functions</td>
</tr>
<tr>
<td></td>
<td>Electives (200, 300, or 400 courses)</td>
</tr>
</tbody>
</table>

15

15
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 elementary English
b) GED Test No. 2 — 6 credits social science
c) GED Test No. 3 — 6 credits in natural science
d) GED Test No. 4 — 6 credits in literature.

DEPARTMENT OF NURSING AND MEDICAL TECHNOLOGY

REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN NURSING

Mr. Helmstadter, Mr. Stageman, Mr. Trinkle, 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.
### UNIVERSITY OF OMAHA

**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>English 109 or 111</td>
<td>English 112</td>
</tr>
<tr>
<td>Chemistry 101, College Chemistry</td>
<td>Chemistry 102, College Chemistry</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Social science</td>
<td>Social science</td>
</tr>
<tr>
<td>History, government, or economics</td>
<td>History, government, or economics</td>
</tr>
<tr>
<td><strong>Total credits</strong>: 16-15</td>
<td><strong>Total credits</strong>: 15</td>
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**SECOND YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
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</thead>
<tbody>
<tr>
<td>Humanities subjects</td>
<td>Humanities subjects</td>
</tr>
<tr>
<td>Biology</td>
<td>Biology</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Sociology</td>
<td>Sociology</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td><strong>Total credits</strong>: 17</td>
<td><strong>Total credits</strong>: 17</td>
</tr>
</tbody>
</table>

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

**FOUR-YEAR PROGRAM IN NURSING**

offered in cooperation with approved hospitals

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science 102, General Biology</td>
<td>Anatomy of Man</td>
</tr>
<tr>
<td>Chemistry 101, College Chemistry</td>
<td>Chemistry 104, Elementary Survey, Organic and Biological Chemistry</td>
</tr>
<tr>
<td>English 109 or 111</td>
<td>English 111 or 112</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td><strong>Total credits</strong>: 15-14</td>
<td><strong>Total credits</strong>: 13</td>
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<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 225, Bacteriology</td>
<td>Sociology 215, Introductory Sociology</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Education 207, Human Growth and Development</td>
</tr>
<tr>
<td>Electives</td>
<td>Home Economics 302, Dietetics in Disease</td>
</tr>
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<td><strong>Total credits</strong>: 12</td>
<td><strong>Total credits</strong>: 12</td>
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<table>
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<tr>
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<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>History 211, American History</td>
<td>History 212, American History</td>
</tr>
<tr>
<td>Sociology (Elective)</td>
<td>Electives</td>
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<tr>
<td><strong>Total credits</strong>: 6</td>
<td><strong>Total credits</strong>: 6</td>
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<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities 101, Introduction to Humanities</td>
<td>Humanities 102, Introduction to Humanities</td>
</tr>
<tr>
<td><strong>Total hours required</strong>: 73</td>
<td><strong>Total hours required</strong>: 73</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 111 or 181, General Inorganic Chemistry</td>
<td>Chem 112 or 182, General Inorganic Chemistry</td>
</tr>
<tr>
<td>Biology (Selection)</td>
<td>Biology (Selection)</td>
</tr>
<tr>
<td>*English 109 or 111, Elementary Composition</td>
<td>*English 112, Intermediate Composition</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Psychology 112, Intermediate General Psychology</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>16</td>
<td>15-16</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 211, Chemical Principles and Semi-Micro Qualitative Analysis</td>
<td>Chem 212, Quantitative Chemical Analysis</td>
</tr>
<tr>
<td>Biology 225, Bacteriology</td>
<td>The Humanities</td>
</tr>
<tr>
<td>Biology 245, Physiology and Anatomy of Man</td>
<td>Physical Education</td>
</tr>
<tr>
<td>The Humanities</td>
<td>**Electives</td>
</tr>
<tr>
<td>Physical Education</td>
<td>**</td>
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<td>**</td>
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<tr>
<td>16</td>
<td>15</td>
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<table>
<thead>
<tr>
<th>THIRD YEAR</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>Physics 111, General Physics</td>
<td>Physics 112, General Physics</td>
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<tr>
<td>The Social Sciences</td>
<td>The Social Sciences</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>17</td>
<td>17</td>
</tr>
</tbody>
</table>

*Electives may be substituted if proficiency is established by examination.
**Mathematics should be taken if mathematics prerequisites for physics are lacking.
The Technical Institute program provides formal training opportunities for those desiring to assume more responsibility in the field of activity in which they are now employed, or a new field in which they would like to work.

The University, through the Technical Institute, desires to encourage and help these individuals, since the ability to be entrusted with more responsibility automatically upgrades the individual. In short, the purpose of the programs offered is to help the individual to help himself, and thus keep the individual of dynamic importance in our way of life.

The program of training is timed so that students are not required to give up their present responsibilities or means of earning a living. Graduation from high school is not required; however, high school graduates who desire training in the special technical and industrial courses offered are automatically accepted.

The program and courses are designed to cover the applied and practical concepts of the subjects. The courses of study are kept current and modern through the mutual cooperation of the local business and industrial executives and the University authorities. The Institute's teaching staff is composed primarily of professional and key industrial and business men of Omaha. This permits a great variety of course offerings and, when there is new interest or need, additional courses may be readily added.

Typical courses are offered as outlined below:

Building Contract Estimating  Time & Motion Study
Food Processing & Technology  Welding — Modern Methods
Foremanship Training  Work Simplification
Heating, Air Conditioning  Woodworking
Quality Control  Insurance — C.L.U. & C.P.C.U.

For more detailed information please ask for a special bulletin on 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 following departments: Elementary Education, Secondary Education, Physical Education for Men, Physical Education for Women, Library Science, Nursing Education, Reading Improvement, and Administration and Supervision.

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: Elementary Education, Secondary Education, Physical Education for Men, Physical Education for Women, Library Science and Nursing Education.

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 recommended programs herein described are in line with 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 senior elementary and the initial secondary.
GENERAL 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 in 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 — 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 — Students must take English 109 and 111 or English 111 and 112, or pass a proficiency test in English and take English 112.

8. The three divisions — In each of the divisions, humanities and social sciences, the requirement is 10 credit hours in survey courses, or 12 credit hours in departmental courses, of which not more than 8 may be from a single department in the division. Each 5 semester hours of credit in a survey course may be presented in lieu of 6 credit hours in depart-
mental courses in the division. In the division of natural sciences, the candidate must present at least 10 credit hours in either survey or departmental courses. The three divisions are defined to include the departments listed below.

**Humanities** — Art, English, foreign languages, music, philosophy, 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 (Students in Elementary Education are expected to include at least one survey course, preferably Biology 102).

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

9. **Majors and Teaching Fields** — Each candidate must complete a major in Education consisting of courses specifically required by the College 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.

**Elementary Education** — All students at the Kindergarten-Primary level or Intermediate-Upper Grade level are required to present a divisional or academic major.

**Secondary Education** — All students in Secondary Education must present an academic major (at least 18 hours) and at least one, preferably 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 requirements of the College.

3. **Basic courses** — The candidate must present credit in the basic courses, Education 111, 207 and 301, and Psychology 111 and 281. Psychology 111 and 281 may be used in meeting requirement 2, and Psychology 281 may also be used in meeting requirements 5 or 6.
4. Major fields in Education—In one of the three fields, kindergarten-primary education, intermediate-upper grade education, and secondary education, the candidate must complete a major consisting of specified courses as follows:

Kindergarten-Primary education — Education 331, 332, 333, 334, 337, and 3 courses selected from Education 202, 336, 418, Music Education 251, and Physical Education 335.

Intermediate-Upper Grade education — Education 341, 342, 343, 344, 337, and 3 courses selected from Education 202, 336, 418, Library Science 373, Music Education 251, and Physical Education 335.


5. Divisional majors—Candidates who choose majors in 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, commercial arts, distributive education, economics, English, French, German, government, history, home economics, industrial arts, journalism, library science, mathematics, military science, music, physical education for men, physical education for women, physics, psychology, science, †social studies, sociology, Spanish, 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, physical education for women, physics, recreational leadership, science, Spanish, sociology, and speech.

*S tudents majoring in music may substitute Music Education 352, those majoring in men's physical education may substitute P.E. 250 and 251, and those majoring in women's physical education may substitute P.E. 249 and 252.

‡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.
8. Students who plan to graduate from the two- or four-year programs in teacher education, or who seek an initial 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.

REQUIREMENTS FOR THE ASSOCIATE TITLE IN EDUCATION

1. Total hours — Each candidate must present at least 64 semester hours of credit.

2. General requirements — Each candidate must meet the general requirements as outlined under General Requirements of the College in paragraphs 1, 3, 4, 5, 6, 7 and in the divisions of natural and social sciences in paragraph 8. The student must also meet the requirements indicated in paragraph 8 under Requirements for the Degree Bachelor of Science in Education.

3. For other requirements see Two-Year Program in Elementary Education outlined on page 122.
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, 353, 458, 461, 471, 472, and 488, Music Education 251 and 352, and Physical Education 243, 305, 348, and 422.

Psychology 281, Educational Psychology, may not be taken prior to Education 207, Human Growth and Development.

**Student Teaching**

Either Education 331 or 332 must be taken prior to Student Teaching (Education 333-34); either Education 341 or 342 must be taken prior to Student Teaching (Education 343-44); and Education 351 must be taken prior to Student Teaching (Education 357-58).

A student may not take Student Teaching while employed in a regular teaching position. Student Teaching must be taken on the basis of a full semester assignment in order to receive credit.

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 an initial teacher’s certificate with or without the Baccalaureate degree must be enrolled in the College of Education and fulfill the requirements as specified. For exception, see page 123.

All students expecting to teach in seventh and eighth grades in an elementary school 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

**Elementary Education**

**Kindergarten-Primary and Intermediate-Upper Grades**

**Miss Holliday, Adviser**

<table>
<thead>
<tr>
<th>First Year</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 109 or 111, 112</td>
<td>Elementary and Intermediate English Composition</td>
<td>4-3</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</td>
<td>5</td>
</tr>
<tr>
<td>Educ. 111</td>
<td>Introduction to Teaching</td>
<td>2</td>
</tr>
<tr>
<td>Psych. 111</td>
<td>General Psychology</td>
<td>3-5</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Choose from Introduction to Social Science 101, 102, or History 211, 212, Government 201, and from second year Social Science courses listed below (American History or Government 201 required for Iowa certificate)</td>
<td>1-3</td>
</tr>
<tr>
<td>Electives</td>
<td>General Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>†P.E. 111, 112</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Social Sciences Humanities</th>
<th>Sociology, Economics or Geography</th>
<th>3</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educ. 207</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. 336</td>
<td>Educational Psychology</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 202</td>
<td>Human Growth and Development</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>P.E. 335</td>
<td>Methods in School Art</td>
<td>1-2</td>
<td>1-2</td>
</tr>
<tr>
<td>Electives</td>
<td>(See section 5, page 114)</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>
</tbody>
</table>

**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 | | |
| a. Speech 342 | Speech Techniques for Teachers | 2 | 3 |
| Educ. 301 | Health Education | | |
| Music Ed. 251 | Materials and Methods of Teaching Music in the Grades | 3 | 3 |
| Electives | (See section 5, page 114) | 1-4 | 4-6 |

**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 | 8-11 | 10-12 |

† Male students may elect Air Force ROTC.

a. May be used to meet requirements in humanities.
### Recommended Four-Year Program

#### Secondary School

**Mr. Johnston, Adviser**

<table>
<thead>
<tr>
<th>First Year</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong> 109 or 111, 112</td>
<td>Elementary and Intermediate English Composition</td>
<td>4-3</td>
</tr>
<tr>
<td>Educ. 111</td>
<td>Introduction to Teaching</td>
<td>2</td>
</tr>
<tr>
<td>Psych. 111</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Natural Science 101 and 102, or 10 hrs. in one of the following fields: Biology, Chemistry, Mathematics, Physics</td>
<td>5</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Introduction to Social Science 101 and 102, or 3 hrs. in each of two of the following: Economics, Government, History, Psychology, Sociology</td>
<td>3-5</td>
</tr>
<tr>
<td>†P. E. 111, 112</td>
<td>General Physical Education</td>
<td>1</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>If Social Science 101 and 102 are not taken, select 3 hrs. in each of two: Economics, Government, History, Psychology, Sociology, or Geography</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Introduction to Humanities: 10 hrs. or at least 6 hrs. in each of two: English, Foreign Language, Music, Art, Philosophy, Religion, Speech</td>
<td>5-6</td>
</tr>
<tr>
<td>Psych. 281</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 207</td>
<td>Human Growth and Development (See 6 and 7, page 114)</td>
<td>3-4</td>
</tr>
<tr>
<td>Electives</td>
<td>General Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>†P. E. 211, 212</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Third Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educ. 351</td>
<td>Secondary Education</td>
<td>5</td>
</tr>
<tr>
<td>Educ. 453</td>
<td>Co-curricular Activities</td>
<td></td>
</tr>
<tr>
<td>†Educ. 418</td>
<td>Mental Hygiene</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 301</td>
<td>Health Education for Teachers (See 6 and 7, page 114)</td>
<td>8</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fourth Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educ. 357, 358</td>
<td>Student Teaching</td>
<td>3</td>
</tr>
<tr>
<td>a. Educ. 353</td>
<td>Special Methods in Teaching High School Subjects (See 6 and 7, page 114)</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>†</td>
<td>Male students may elect Air Force ROTC.</td>
<td></td>
</tr>
<tr>
<td>a. Students majoring in music education will take Music Education 352.</td>
<td></td>
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</tr>
</tbody>
</table>
## UNIVERSITY OF OMAHA
### RECOMMENDED FOUR-YEAR PROGRAM
#### PHYSICAL EDUCATION FOR MEN

**Mr. Brock, Adviser**

<table>
<thead>
<tr>
<th>First Year</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 109 or 111, 112</td>
<td>Elementary and Intermediate Composition</td>
<td>4-3</td>
</tr>
<tr>
<td>Educ. 111</td>
<td>Introduction to Teaching</td>
<td>2</td>
</tr>
<tr>
<td>Psych. 111</td>
<td>Introductory to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Nat. Sci. 102</td>
<td>General Biology</td>
<td>5</td>
</tr>
<tr>
<td>P.E. 177</td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Humanities or Social Sciences</td>
<td>Football Coaching Theory and Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educ. 301</td>
<td>Health Education</td>
<td>4</td>
</tr>
<tr>
<td>Biol. 245</td>
<td>Physiology and Anatomy of Man</td>
<td>3</td>
</tr>
<tr>
<td>Speech 111</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 207</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>Psych. 281</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>P. E. 250, 251</td>
<td>Physical Education Activities</td>
<td>3</td>
</tr>
<tr>
<td>P. E. 179</td>
<td>Basketball Coaching Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>P. E. 376</td>
<td>Baseball Coaching Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Social Sciences</td>
<td></td>
<td>2-3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Year</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Sciences</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>P.E. 243</td>
<td>History and Introduction of Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 335</td>
<td>Plays and Games (See course description)</td>
<td></td>
</tr>
<tr>
<td>or P.E. 322</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educ. 351</td>
<td>Secondary Education</td>
<td>5</td>
</tr>
<tr>
<td>P.E. 303</td>
<td>Organization and Administration of Athletics (See 6 and 7, page 114)</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 348</td>
<td></td>
<td>10-12</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Fourth Year</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educ. 357, 358</td>
<td>Student Teaching</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 305</td>
<td>Principles of Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 378</td>
<td>Track and Field Coaching Theory</td>
<td>2</td>
</tr>
<tr>
<td>P.E. 422</td>
<td>Organization and Administration of Physical Education and Intramurals</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 463</td>
<td>Kinesiology and Correctives</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>(See 6 and 7, page 114)</td>
<td>9-10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
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<tbody>
<tr>
<td></td>
<td>15-16</td>
<td>15-16</td>
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<td></td>
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<td>15-17</td>
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<td></td>
<td>15-16</td>
<td>15-16</td>
</tr>
</tbody>
</table>

**Note:** 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. Majors must complete specific courses in physical education and science as follows: P.E. 243, P.E. 250, P.E. 251, P.E. 303, P.E. 322 or 324, P.E. 422, P.E. 463, Nat. Sci. 102, and Biology 245.

† Male students may elect Air Force ROTC.
RECOMMENDED FOUR-YEAR PROGRAM
PHYSICAL EDUCATION FOR WOMEN

Miss Schaake, Adviser

<table>
<thead>
<tr>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hrs.</td>
<td>Hrs.</td>
</tr>
<tr>
<td>1st Year</td>
<td></td>
</tr>
<tr>
<td>Natural Science 101</td>
<td>Introduction to the Physical Sciences</td>
</tr>
<tr>
<td>Natural Science 102</td>
<td>General Biology</td>
</tr>
<tr>
<td>Education 111</td>
<td>Introduction to Teaching</td>
</tr>
<tr>
<td>English 109 or 111, 112</td>
<td>Composition</td>
</tr>
<tr>
<td>P.E. 111, 112</td>
<td>General Physical Education</td>
</tr>
<tr>
<td>P.E. 223</td>
<td>Beginning Modern Dance</td>
</tr>
<tr>
<td>P.E. 243</td>
<td>History and Introduction of Physical Education</td>
</tr>
<tr>
<td>Psychology 111</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>a. Speech 111 or 342</td>
<td>Fundamentals of Speech or Speech Techniques for Teachers</td>
</tr>
<tr>
<td>* Electives</td>
<td></td>
</tr>
<tr>
<td>Biology 245</td>
<td>Physiology and Anatomy of Man</td>
</tr>
<tr>
<td>Education 207</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>Education 301</td>
<td>Health Education</td>
</tr>
<tr>
<td>Humanities</td>
<td>(English, speech, art, music)</td>
</tr>
<tr>
<td>P.E. 221, 222</td>
<td>Recreational Activities</td>
</tr>
<tr>
<td>P.E. 305</td>
<td>Principles of Physical Education</td>
</tr>
<tr>
<td>P.E. 335</td>
<td>Plays and Games (see course description)</td>
</tr>
<tr>
<td>Psychology 281</td>
<td>Educational Psychology</td>
</tr>
<tr>
<td>Sociology 215</td>
<td>Introductory Sociology</td>
</tr>
<tr>
<td>* Electives</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>15-17</td>
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</table>

<table>
<thead>
<tr>
<th>2nd Year</th>
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<tbody>
<tr>
<td>Education 341 or 342</td>
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<tr>
<td>Education 351</td>
</tr>
<tr>
<td>P.E.</td>
</tr>
<tr>
<td>P.E. 249</td>
</tr>
<tr>
<td>P.E. 323</td>
</tr>
<tr>
<td>P.E. 312</td>
</tr>
<tr>
<td>P.E. 315</td>
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<tr>
<td>P.E. 320</td>
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<tr>
<td>P.E. 321</td>
</tr>
<tr>
<td>Sociology 332</td>
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<td>* Electives</td>
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<table>
<thead>
<tr>
<th>3rd Year</th>
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<tbody>
<tr>
<td>Educ. 343 or 344</td>
</tr>
<tr>
<td>Educ. 357 or 358</td>
</tr>
<tr>
<td>P.E. 422</td>
</tr>
<tr>
<td>P.E. 463</td>
</tr>
<tr>
<td>* Electives</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

a. May be used to meet requirements in humanities.

* Recommended electives: Academic areas for teaching fields and courses as directed by adviser.

Note: All physical education majors must complete thirty credit hours in physical education courses of which 18 hours must be in courses numbered 300 and above. Biology 245 is a required prerequisite for Physical Education 315 and 463. The following physical education courses are required of all women majors: 111, 112, 221, 222, 243, 249, 252, 305, 315, 320, 321, 335, 422.
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></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>English 109 or 111, 112</td>
<td>Elementary and Intermediate English Composition 4-3 3</td>
</tr>
<tr>
<td>Education 111</td>
<td>Introduction to Teaching 2 3</td>
</tr>
<tr>
<td>Psychology 111</td>
<td>Natural Science 101 and 102 or Natural Science 102 and 5 hours in one of the following: Biology, Chemistry, Mathematics, Physics 5 5</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Introduction to Social Science 101 and 102, or 3 hours in each of two: Economics, Government, History, Psychology, Sociology, U.S. History or National Government are required in Iowa 3-5 3-5</td>
</tr>
<tr>
<td>† P. E. 111, 112</td>
<td>General Physical Education 1 up to 2</td>
</tr>
</tbody>
</table>

| Social Sciences | If Social Science 101 and 102 are not taken, select 3 hours in each of two: Economics, Government, History, Psychology, Sociology, or Geography 3 3 |
| Humanities | Introduction to Humanities: 10 hours or at least 5 hours in each of two: English, Foreign Language, Music, Art, Philosophy, Religion, Speech 5-6 5-6 |
| Psychology 281 | Educational Psychology 3 |
| Education 207 | Human Growth and Development 3 |
| Education 202 | Methods in Art 3 |
| or Education 336 | Manual Arts 2 |
| Music Ed. 251 | Materials and Methods of Teaching Music in the Grades 3 3 |
| † P. E. 211, 212 | General Physical Education 1 1 |

| Total | 15-16 15-17 |

In Men’s physical education, P. E. 250 and 251, Physical Education Activities, may be substituted, by P. E. majors only, for P. E. 211 and 212.

<table>
<thead>
<tr>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education 351</td>
</tr>
<tr>
<td>Education 342</td>
</tr>
<tr>
<td>Education 301</td>
</tr>
<tr>
<td>Education 337</td>
</tr>
<tr>
<td>a. Speech 342</td>
</tr>
<tr>
<td>Electives</td>
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| Total | 15-17 15-17 |

<table>
<thead>
<tr>
<th>Fourth Year</th>
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</thead>
<tbody>
<tr>
<td>Education 357, 344</td>
</tr>
<tr>
<td>b. Education 353</td>
</tr>
<tr>
<td>Electives</td>
</tr>
</tbody>
</table>

| Total | 15-17 15-17 |

a. May be used to meet requirements in humanities.
b. Students majoring in music education will take Music Education 352.
† Male students may elect Air Force ROTC.
## UNIVERSITY OF OMAHA

### TWO-YEAR PROGRAM

**ELEMENTARY EDUCATION**

Kindergarten-Primary and Intermediate-Upper Grades

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

<table>
<thead>
<tr>
<th>First Year</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 109 or 111, 112</td>
<td>4-3</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences 101, 102</td>
<td>5</td>
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</tr>
<tr>
<td>Psych. 111</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td><em>Social Sciences</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psych. 111</td>
<td>3-5</td>
<td>3-5</td>
</tr>
<tr>
<td>Ed. 336</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>†P.E. 111, 112</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15-17</strong></td>
<td><strong>16-18</strong></td>
</tr>
</tbody>
</table>

### Second Year

<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Educ. 207</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psych. 281</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educ. 331, 332 or 341, 342</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Speech 342</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 337</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Music Educ. 251 or P.E. 335</td>
<td>2-3</td>
<td>2-3</td>
</tr>
<tr>
<td>Educ. 301</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Educ. 333, 334 or 343, 344</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>†P.E. 211, 212</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16-17</strong></td>
<td><strong>17</strong></td>
</tr>
</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 146.
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 complying with the special regulations on page 116. The specific requirements for the certificate are courses in Education as indicated below and at least 2 and preferably 3 teaching fields. The courses in the teaching fields must be approved by the head of each department concerned and by the Education adviser.

EDUCATION REQUIREMENTS FOR NEBRASKA SECONDARY SCHOOL CERTIFICATE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>JUNIOR YEAR</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educ. 111, Introduction to Teaching</td>
<td>2-3</td>
<td>Educ. 207, Human Growth and Development</td>
</tr>
<tr>
<td>Educ. 301, Health Education for Teachers</td>
<td>2-3</td>
<td>*Psych. 281, Educational Psychology</td>
</tr>
<tr>
<td></td>
<td>4-6</td>
<td>Educ. 351, Secondary Education</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>SENIOR YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educ. 353, Special Methods in High School Teaching</td>
<td>2</td>
</tr>
<tr>
<td>Educ. 357, Student Teaching</td>
<td>3</td>
</tr>
</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.

BUREAU OF TEACHING AIDS

The Bureau of Teaching Aids cooperates with the College of Education by providing training in the use of audio-visual materials. This training comes as part of the education methods course. Each student is required to earn the Bureau’s certificate of proficiency in the operation of the audio-visual equipment.
In addition the Bureau encourages Education students to use its instructional materials and resources. Student teachers find this service particularly helpful.

TEACHER PLACEMENT SERVICE

The Office of Teacher Placement is maintained by the College of Education in room 288. This office endeavors to assist all qualified students and former students in locating and securing teaching positions. This service is available without charge. Undergraduate and graduate students are urged to enroll with the Placement Office before graduating.

School administrators and School Boards are cordially invited to make full use of the services offered by the Office of Teacher Placement in their efforts to secure competent teachers for their schools.

DEPARTMENTS OF INSTRUCTION

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. The 400 courses may be taken for graduate credit by special permission. The 500 courses are open only to graduate students. Course descriptions may be found in the section on Education offerings in the Graduate Catalog.

Courses offered by other Colleges which are acceptable toward degrees in the College of Education are outlined on page 186.

FOUNDATION AND GENERAL COURSES

Professor Gorman; Associate Professor Emery; Assistant Professors Bethel, Davis, Porterfield, Wollard; Instructors (DuBois, Moline).

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, Mr. Wollard

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) ............... Mr. Porterfield

300 In-Service Teacher Education: A series of intensive courses especially for teachers in service — scheduled as needed and conducted as regular classes, seminars, workshops, or special projects, according to purpose. Prerequisite: Consent of Instructor.
Credit variable (E, S) ....................... Mr. Gorman and Staff
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

417 Statistical Methods (Biology or Psychology): Statistical analysis of type, variation, association, and significance. Prerequisite: Knowledge of elementary algebra. Credit 3 hours (E, S)........................................Mr. Davis

418 Mental Hygiene (Psychology): A general survey of principles of mental hygiene; a study of social and emotional adjustments. Prerequisite: 6 semester hours of psychology, including Psychology 281. Credit 3 hours (E, S)........................................Mr. Porterfield

446 Workshop in College Business Management: Designed as an intensive study of problems of college business management, including such phases as: financing, budgeting, purchasing, managing student loans, organizational funds, selecting and directing personnel, conducting auxiliary services and administrative organization. Prerequisite: Senior college standing. Credit 1 hour per week (S).................................Mr. Gorman and Staff

461 Audio-Visual Materials in Education: A study of the selection, care, organization, and utilization of materials and equipment for instruction. Prerequisite: Psychology 281 or permission of instructor. Credit 3 hours (E, S)........................................Staff

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

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

500 In-Service Teacher Education. Credit variable (E, S)........................................Mr. Gorman and Staff

508 Topics in Audio-Visual Education. Credit 3 hours (E, S)........................................Staff

DEPARTMENT OF ELEMENTARY EDUCATION
PROFESSOR HOLLIDAY (HEAD); ASSISTANT PROFESSOR BETHEL

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 (C)........................................Miss Holliday

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

331 Methods and Materials in Kindergarten-Primary Grades: A study of the materials, content, and methods of teaching the various subjects in the elementary school — kindergarten through third grade — and the integration of these subjects, based upon a growing understanding of the child and his environment. Laboratory experiences in planning and making of materials for children's activities and observations of classroom situations are included. Prerequisite: Education 111 and Psychology 281. Credit 5 hours each (I—II, S).................................Miss Bethel, Miss Holliday
Student Teaching in Kindergarten-Primary Grades: Designed to give the student guided experiences in teaching in the kindergarten and primary grades. Time spent in observation, participation, and teaching will be suited to the individual needs of the students. Prerequisite: Permission of instructor. Credit 3 or 5 hours each (I—II, S)..............Miss Bethel, Miss Holliday

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

Literature for Children: An intensive study of literary materials for children, with practice in selection and presentation. Prerequisite: Education 111 and Psychology 281. Credit 3 hours (I, S, C).................................Miss Bethel

Methods and Materials in Intermediate-Upper Grades: A study of the materials, content, and methods of teaching the various subjects in the elementary school — fourth through eighth grade — and the integration of these subjects, based upon a growing understanding of the child and his environment. Laboratory experiences in planning and making of materials for children’s activities and observations of classroom situations are included. Prerequisite: Education 111 and Psychology 281. Credit 5 hours each (I—II, S)......................Miss Bethel, Miss Holliday

Student Teaching in Intermediate and/or Upper Grades: Designed to give the student guided experience in the intermediate and/or upper grades. Time spent in observation, participation, and teaching will be suited to the individual needs of the students. Prerequisite: Permission of instructor. Credit 3 or 5 hours each (I—II, S)......................Miss Bethel, Miss Holliday

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)..............................Miss Holliday

Secondary Education: Place of secondary education in the American educational system; nature and needs of secondary school pupils; curriculum of the secondary school and techniques of high school teaching, guidance, and evaluation. Prerequisite: Education 111 and Psychology 281. Credit 5 hours (I, S)......................................Mr. Wollard

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 351. Must be taken in conjunction with student teaching. Credit 2 hours (I, II, S).................................Mr. Johnston

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 permission of Director of Student Teaching. Credit 3 hours each (I—II, S)..........................Mr. Johnston and 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, E, S)..................................Mr. Pflasterer
DEPARTMENT 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 by male students 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 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 Initial Senior Elementary Certificate may be obtained by majors in Physical Education for Women. The recommended Physical Education Major for Men is listed on page 119, for Women on page 120. Students who desire a major should confer with the head of the department on or before the date of registration.

The student should also qualify in at least one additional teaching field, preferably in two.

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>Courses from which to select</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Techniques of Teaching Sports</td>
<td>P.E. 249, 252, 321, or 335.</td>
<td>3</td>
</tr>
<tr>
<td>and Rhythm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Activities</td>
<td>P.E. 250, 251, 322, or 335.</td>
<td>3</td>
</tr>
<tr>
<td>Recreation</td>
<td>P.E. 318, 322, 324, or 335.</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Philosophy of</td>
<td>P.E. 243 or 305.</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
<td></td>
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<tr>
<td>Organization and Administration</td>
<td>P.E. 320, 348, or 422.</td>
<td>3</td>
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<tr>
<td>of Physical Education</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Teaching field in Recreational Leadership (Men and Women) — P.E. 321, 322, 324, 335, and Education 336.
Physical education majors may not take less than 30 hours or more than 40 hours in physical education courses. Eighteen hours must be in the upper division (courses numbered 300 and above). Majors must complete specific courses in physical education and science as follows: P.E. 243, P.E. 250, P.E. 251, P.E. 303, P.E. 322 or P.E. 324, P.E. 422, P.E. 463, Nat. Sci. 102, and Biology 245. The student should qualify in at least one additional teaching field, preferably in two.

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

211 **Physical Education: Activity course featuring seasonal and individual sports, rules, fundamentals, and daily competition.**
Prerequisites: P.E. 111 and 112.
Credit 1 hour each (I-II) .......................... Mr. Cardwell, Mr. Gorr

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 hours; laboratory 2 hours.
Credit 3 hours (I) ................................. Mr. Cardwell

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 hours; laboratory 2 hours.
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 hours. 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 hours; laboratory 2 hours. Prerequisite: Biology 245.
Credit 3 hours (I) ................................. Mr. Gorr

376 **Baseball Coaching Theory and Practice:** A study of the history, rules, individual and team play, team development, strategy, problems, and correct methods of coaching baseball. Lecture 2 hours; laboratory 2 hours.
Credit 3 hours (II) ............................... Mr. Yelkin

378 **Track and Field Coaching Theory:** A study of history, rules, training methods and techniques of individual events. Lecture 2 hours; laboratory projects to be arranged.
Credit 2 hours (II) ............................... Mr. Gorr
Problems in Physical Education: To provide an opportunity for students to participate in special conferences on problems in the field of Health, Physical Education and Recreation and to further professional improvement and growth beyond the normal four year undergraduate program. Prerequisite: Permission of Dean, College of Education.
Credit 3 hours (S) ............................................................... Mr. Brock

Advanced Physical Education Activities.
Credit 3 hours (S) ............................................................... Mr. Brock

Advanced Organization and Administration of Physical Education, Intramurals and Athletics.
Credit 3 hours (E, S) ............................................................. Staff

COURSES FOR MEN AND WOMEN

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 Nass

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 Niebling

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 Nass

History and Introduction of Physical Education: The history and development of physical education and related areas from ancient times through modern day interpretations. An introduction to scientific bases, objectives, qualifications and preparation for physical education, health education, and recreation as a profession.
Credit 3 hours (I) ................................................................. Mr. Gorr

Principles of Physical Education: A study of principles, objectives and philosophy of physical education as a medium of education. The social, psychological, and biological nature of man's development in society. Practical problems in physical education and athletics confronting education today; open only to students of junior or senior standing who have had P.E. 243, or by permission of instructor.
Credit 3 hours (II) ............................................................... Mr. Gorr

Camp Leadership: This is a camp leadership training course designed for men and women students. The general aims of the course are to provide theoretical aspects of training in camping through class, lecture, and discussion sessions and to provide opportunities for actual training in the skills associated with camp life. Prerequisites: Open to physical education majors of junior standing, or by permission of instructor.
Credit 3 hours (S, II—56) ..................................................... Miss Niebling

Tests and Measurements: The course is designed to acquaint the student with the place and importance of measurement in physical education and to give practical knowledge with the tools of measurement. Prerequisite: Open to physical education majors of junior standing, or by permission of instructor.
Credit 3 hours (S, II—57) ..................................................... Miss Schaake
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 Nass

Playgrounds and Recreation: A study of playground activities, management, equipment, school, and community recreation; open to physical education majors of junior standing or by permission of instructor.
Credit 3 hours (II) ..................... Staff

Recreation Leadership: A practical course in leadership training. It presents club, community, youth, and adult recreation activities for recreation workers.
Credit 3 hours (E) ....................... Mr. Gorr

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 grades and physical education; may be substituted for one semester of sophomore P.E. by above majors with exception of majors in men's physical education.
Credit 2 hours (I) and 3 hours (II) .................... Miss Schaake

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. 243.
Credit 2 hours (II) ....................... Mr. Yelkin

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. 243.
Credit 3 hours (II) ....................... Mr. Brock

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

DEPARTMENT OF PHYSICAL EDUCATION FOR WOMEN
Assistant Professor Schaake (Head); Instructors Nass, Niebling

All physical education majors must complete thirty credit hours in physical education courses of which 18 hours must be in courses numbered 300 and above. Biology 245 is a required prerequisite for Physical Education 315 and 463. The following physical education courses are required of all women majors: 111, 112, 2 hours in any 200 activity course, 243, 249, 252, 305, 315, 320, 321, 335, 422.

The student should choose a good variety of team and individual sports, social, folk, and modern dance. One semester of swimming is required.

General Physical Education: First-year activities consisting of team sports,
Credit 1 hour each (I—II) ....................... Miss Schaake

Restricted Physical Education: For those physically unfit for general physical education. Prerequisite: University Physician's recommendation.
Credit 1 hour each (I—II) ....................... Miss Schaake
Intermediate Physical Education: An activity course for women students designed for the purpose of giving the student above average knowledge and skill in two or more team sports. Prerequisite: 112; 211 prerequisite to 212. Credit 1 hour each (I—II). ..................................... Miss Niebling

Recreational Activities: An activity course for women students designed for the purpose of developing fundamental skills and appreciation of individual and recreational sports activities such as: badminton, archery, golf, deck tennis, horseshoes, shuffleboard, table tennis and others. Credit 1 hour each (I—II). ..................................... Miss Niebling

Beginning Modern Dance: This activity course for women students is designed for the purpose of introducing basic modern dance techniques and acquiring a brief knowledge, understanding, and appreciation of modern dance history, theory, accompaniment, and composition. Prerequisites: P.E. 111 and 112. Credit 1 hour (I) ..................................... Miss Nass

Intermediate Modern Dance: This is an activity course designed for women students. The general aims of the course are the attainments of a moderate degree of skill in advanced modern dance techniques, understanding of modern dance history, theory, accompaniment, and composition. Prerequisite: P.E. 223. Credit 1 hour (II) ..................................... Miss Nass

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. 224. Credit 1 hour (I—II) ..................................... Miss Nass

Techniques of Teaching Sports: The course is designed to give women interested in teaching physical education an opportunity to attain knowledge, skill, and practical experience necessary for the teaching of individual and team sports. May be used with P.E. 252 by Physical Education majors to meet requirements for Special Methods In High School Subjects. Prerequisite: P.E. 222. Credit 3 hours (I) ..................................... Miss Niebling

Techniques of Teaching Sports: Continuation of P.E. 249. May be used with P.E. 249 by Physical Education majors to meet requirements for Special Methods In High School Subjects. Prerequisite: P.E. 249. Credit 3 hours (II) ..................................... Miss Niebling

First Aid: The course is designed to give the student knowledge and skill in administering immediate, temporary treatment in case of accident or sudden illness before the services of a physician can be secured. Prerequisite: Women physical education majors of junior standing and/or by permission of instructor. Credit 2 hours (I—55) ..................................... Miss Niebling

Methods in Modern Dance: The course is designed to give women physical education majors the aims, methods, and evaluation of content and organization for teaching a modern dance course. Prerequisite: P.E. 224. Credit 1 hour (I—56) ..................................... Miss Nass

Physical Diagnosis and Correctives: The course offers a study of faulty posture, the application of exercise to posture problems, techniques of physical examinations, and the study of physical abnormalities and orthopedic conditions which are amendable to treatment through exercise. Prerequisite: Biology 245. Credit 3 hours (I—55) ..................................... Miss Schaaake
The Department of Library Science offers a major in Library Science for students who wish to qualify as school librarians. In addition, it offers recommended programs for students wishing to meet the requirements for teacher-librarians. Courses 373 and 374 or 375 are recommended for students who wish to meet the minimum (6 hours) standard of the North Central Association for teacher-librarians.

To meet the standard (15 hours) for teacher librarians in high schools with enrollments of 200-500, the department recommends the following program: 373, 374, 375, 377, and 376 or 416. For schools with enrollments above 500, 24 hours of library science are required.

Although the library science curriculum is designed primarily for school librarianship, courses 374, 375, 376, and 377 are basic in all fields of library training.

337 Literature for Children: An intensive study of literary materials for children, with practice in selection and presentation. Required of all students who intend to become elementary school librarians or children’s librarians in public libraries. Prerequisite: Psychology 281.
Credit 3 hours (I, E, S) Miss Bethel

357 Practice Work in the School Library: Observation and participation in the actual school library situation. Prerequisite: Completion of a minor or a major in library science.
Credit 3 hours (I, II) Miss Lord and Staff

373 The School Library: School library organization and administration; standards; planning and equipping the school library; reference work and instruction in use of library materials; the function of the school library in the educational program. Prerequisite: Sophomore standing.
Credit 3 hours (I, S) Miss Lord

374 School Library Techniques I: Elementary cataloging and classification. Book selection and ordering, preparation, and mending; the basic library records. Prerequisite: Sophomore standing.
Credit 3 hours (I, S) Mr. Janecek

375 Reading and Book Selection for Young People: Investigation of the reading needs of young people and of the curricular and non-curricular demands to be met by the library. Objectives, principles, selection aids, and standard book materials at the high school level. Prerequisite: Psychology 281.
Credit 3 hours (II, S) Miss Lord

376 School Library Techniques II: Continuation of L.S. 374. Cataloging and classification; with emphasis on subject and analytical processes; special materials. Prerequisite: L.S. 374.
Credit 3 hours (II—56 and alternate years) Mr. Janecek

377 Reference and Bibliography: Study of the various types of reference tools in subject field; bibliography. Prerequisite: L.S. 373.
Credit 3 hours (I, S) Mr. Janecek

Credit 3 hours (E, S) Staff

499 *Special Problem: Concentrated study in a subject or problem in line with the student's needs or interests. Prerequisite: 12 hours in library science.
Credit 3 hours Miss Lord and Staff

*May not be taken for graduate credit.
DEPARTMENT OF READING IMPROVEMENT

Assistant Professors Davis (Head), (Hurst)

97 Reading Improvement: A course for students who need or desire to improve their reading and study skills. Open to all University students.
Credit 1 hour (I, II) .................................................. Mr. Davis, Mr. Hurst

471 Diagnostic and Remedial Instruction: Principles and problems in remedial teaching; intensive study of instruments and techniques of diagnosis, and of material and methods of correction. Prerequisites: Six hours in elementary methods.
Credit 3 hours (E, S) .................................................. Mr. Davis

472 Problems in Teaching Reading: An advanced study of the problems of teaching reading in the elementary and secondary school. For teachers and administrators (Offered first semester for elementary teachers and administrators and second semester for secondary teachers and administrators.) Prerequisite: Psychology 281, courses in methods of instruction, permission of instructor.
Credit 3 hours (E, S) .................................................. Mr. Davis

DEPARTMENT OF NURSING EDUCATION

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 (E, 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 (E, 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 (E, 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 (E, 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 (E, S) .................................................. Staff

509 Organization and Administration of Nursing Education Programs.
Credit 3 hours (E, S) .................................................. Staff

549 Topics in Nursing Education.
Credit 3 hours (E, S) .................................................. Staff
UNIVERSITY OF OMAHA

DEPARTMENT OF ADMINISTRATION
AND SUPERVISION

PROFESSORS GORMAN (HEAD), HOLLIDAY, MACGREGOR; BAIL (PRESIDENT); ASSOCIATE PROFESSOR JOHNSTON; ASSISTANT PROFESSORS NOLTE, PFLASTERER, WOLLARD.

499 *Special Problems in College Business Management.
Credit 1 - 3 hours (E, S) ................................................. Mr. Gorman

501 Introduction to Educational Research.
Credit 3 hours (E, S) ..................................................... Mr. Gorman

502 Principles of School Administration.
Credit 3 hours (E, S) ..................................................... Mr. Johnston

503 Principles of Supervision.
Credit 3 hours (E, S) ..................................................... Miss Holliday

504 Curriculum Principles.
Credit 3 hours (E, S) ..................................................... Mr. Wollard

505 School Business Management.
Credit 3 hours (E, S) ..................................................... Mr. Nolte

506 Topics in Elementary Education.
Credit 3 hours (E, S) ..................................................... Miss Holliday

507 Topics in Secondary Education.
Credit 3 hours (E, S) ..................................................... Mr. Wollard

515 School Law.
Credit 3 hours (E, S) ..................................................... Mr. Nolte

520 Principles of Guidance.
Credit 3 hours (E, S) ..................................................... Mr. MacGregor

521 Problems in Guidance Administration and Service.
Credit 3 hours (E, S) ..................................................... Mr. Pflasterer

522 Counseling Practices.
Credit 3 hours (E, S) ..................................................... Mr. MacGregor

531 Modern Developments in Education.
Credit 3 hours (E, S) ..................................................... Mr. Wollard

532 Social Foundations of Education.
Credit 3 hours (E, S) ..................................................... Mr. Wollard

540 Practicum in Public School Administration and Supervision.
Credit 3 hours (E, S) ..................................................... Mr. Gorman and Staff

545 Administration of Higher Education.
Credit 3 hours (E, S) ..................................................... Mr. Bail

546 Workshop in College Business Management.
Credit 1 hour per week (S) ............................................. Mr. Gorman and Staff

550 Educational Seminar.
Credit 3 hours (E, S) ..................................................... Mr. Gorman and Staff

601 Graduate Thesis.
Credit 3 hours (E, S) ..................................................... Mr. Gorman

*May not be taken for undergraduate credit.
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.

Accounting: A scholarship of $100 has been provided by the Nebraska Society of Certified Public Accountants which is available to a student specializing in Accounting.
Insurance: The Insurers of Omaha, Inc., have established a scholarship of $200 for a male junior or senior specializing in insurance. He must be a Nebraska resident and meet all other requirements prescribed in the scholarship agreement.

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 Finance: The Omaha Mortgage Bankers Association has established a $100 scholarship to be granted to the student majoring in real estate whose accumulative work is of superior quality and who ranks in the highest twenty per cent of the class in Real Estate Finance.

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 Law: The Building Owners and Managers Association of Omaha has established an award of $25 to be presented to the student majoring in real estate whose work in the Real Estate Law course is superior.

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 Management.

Retailing: The Omaha World-Herald has provided four $200 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.

Retailing: The Associated Retailers of Omaha have made available five scholarships of $200 each to entering freshmen with good high school records who are interested in a career in retailing.

Food Distribution: The Hinky-Dinky Stores Company has established four scholarships of $200 each for students interested in food distribution who are enrolled in the College of Business Administration. These scholarships are renewable.

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 (see page 20, 21); 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 courses, including the minimum specialization electives of twelve credit hours. For such courses in which less than a "C" is earned, the student must arrange with the dean for a suitable substitute. Courses selected as substitutes for "D" grades may not be used as specialization electives.

Thirty of the last thirty-six hours must be carried in residence at the University of Omaha.

Students must pass a proficiency test in English, or take English 109 and 111 or English 111 and 112, or 112.

Air Force ROTC freshman and sophomore courses may be substituted on a semester basis for the freshman and sophomore physical education course requirements.

Registration in courses more than one group removed from the student's class standing requires permission of the dean.

Students desiring to take proficiency examinations in typewriting, shorthand or English must do so during the first year of residence.

REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

For adviser see area of specialization

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND SEMESTER</th>
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<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>SECOND SEMESTER</strong></td>
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<tr>
<td><strong>Accounting 101, Elementary</strong></td>
<td><strong>Accounting 102, Elementary</strong></td>
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<td><strong>B.A. 128, Introduction to Business</strong></td>
<td><strong>Mathematics 111, Algebra</strong></td>
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<tr>
<td><strong>Psychology 111, Introduction to Psychology</strong></td>
<td><strong>Sociology 215, Introductory</strong></td>
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<td><em>English 109 or 111, Elementary Composition</em></td>
<td><em>English 111 or 112, Composition</em></td>
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<td><em>B.A. 17, Elementary Typewriting</em></td>
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<td>†Physical Education</td>
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<tr>
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<td><strong>Economics 211, Principles of Economics</strong></td>
<td><strong>Economics 212, Principles of Economics</strong></td>
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<td><strong>B.A. 223, Business Law</strong></td>
<td><strong>B.A. 324, Business Law</strong></td>
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<td><strong>The humanities, the social sciences, the natural sciences</strong></td>
<td><strong>The humanities, the social sciences, the natural sciences</strong></td>
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<tr>
<td><strong>Speech 201, Speech for Business and Industry</strong></td>
<td><strong>B.A. 313, Introduction to Statistics</strong></td>
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<td>Electives</td>
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UNIVERSITY OF OMAHA

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<thead>
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<tbody>
<tr>
<td>B.A. 331, Marketing</td>
<td></td>
<td>B.A. 334, Credits and Collections</td>
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<tr>
<td>B.A. 350, Industrial Organization</td>
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<td>B.A. 351, Personnel Organization</td>
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<td>and Management or B.A. 355</td>
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<td>and Management</td>
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<td>Office Management and Control</td>
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<td>B.A. 320, Business Communications and Reports</td>
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<td>B.A. 319, Business Communications and Reports</td>
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<td>Specialization Elective</td>
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**FOURTH YEAR**

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<tbody>
<tr>
<td>B.A. 325, Corporation Finance</td>
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<td>B.A. 425, Business Cycles</td>
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<tr>
<td>B.A. 446, Government and Business</td>
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<td>B.A. 448, Business Policy and Administration</td>
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<tr>
<td>Economics 311, Money and Banking</td>
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*Electives may be substituted if proficiency is established by examination. See page 137.
**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. See requirements page 137.
‡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, Accounting 201 and 202, in their sophomore year.

The required twelve credit hours minimum in accounting is included in the suggested courses indicated for each area of accounting specialization.

**PUBLIC ACCOUNTING**

**THIRD YEAR**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Accounting 301, Advanced Accounting</td>
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<td>Accounting 305, Cost Accounting</td>
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**FOURTH YEAR**

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<tr>
<th>Course</th>
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<tr>
<td>Accounting 407, Income Tax Accounting</td>
<td>3</td>
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<tr>
<td>Accounting 411, Accounting Systems</td>
<td>3</td>
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<tr>
<td>Accounting 408, Auditing</td>
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<tr>
<td>Accounting 306, Cost Accounting</td>
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**INDUSTRIAL AND COMMERCIAL ACCOUNTING**

**THIRD YEAR**

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<td>Accounting 305, Cost Accounting</td>
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<tr>
<td>Accounting 407, Income Tax Accounting</td>
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<tr>
<td>Accounting 411, Accounting Systems</td>
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<th>Course</th>
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<tr>
<td>Accounting 408, Auditing</td>
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<td>Accounting 410, Budgetary Control</td>
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<tr>
<td>Accounting 407, Income Tax Accounting</td>
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<td>Accounting 411, Accounting Systems</td>
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**GOVERNMENTAL AND INSTITUTIONAL ACCOUNTING**

**THIRD YEAR**

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

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<th>Course</th>
<th>Credits</th>
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<tr>
<td>Accounting 408, Auditing</td>
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<tr>
<td>Accounting 410, Budgetary Control</td>
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**RECOMMENDED ELECTIVES**

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>Econ. 312, Public Finance</td>
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<tr>
<td>B.A. 333, Principles of Retailing</td>
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<tr>
<td>B.A. 344, Real Estate Principles and Practices</td>
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<tr>
<td>B.A. 451-452, Business Administration Laboratory</td>
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<td>B.A. 355, Office Management and Control</td>
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<tr>
<td>B.A. 371, General Insurance</td>
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<tr>
<td>B.A. 374, Property and Casualty Insurance</td>
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<tr>
<td>Accounting 413, Advanced Income Tax Accounting and Procedure</td>
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**FINANCE**

Mr. Green, Adviser

The extensive and complex financial problems resulting from the rapid increase in the size of business units has presented a demand for persons who are qualified to devise solutions. Institutions interested in the employment of persons with a sound education in finance are banks, insurance companies, savings institutions, security dealers and brokers.
The student must register for Math. 254, Mathematics of Finance, in the sophomore year.

On the advice of his adviser the student will select a minimum of twelve credit hours from the group of recommended electives.

**RECOMMENDED ELECTIVES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>B.A. 340</td>
<td>Investment Principles</td>
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<tr>
<td>B.A. 450</td>
<td>Special Problems in</td>
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<td>B.A. 440</td>
<td>Real Estate Finance</td>
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<tr>
<td>Economics</td>
<td>Public Finance</td>
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<td>B.A. 371</td>
<td>General Insurance</td>
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<td>B.A. 355</td>
<td>Office Management</td>
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<td>Accounting</td>
<td>Budgetary Control</td>
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<td>B.A. 438</td>
<td>Industrial Purchasing</td>
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<tr>
<td>Economics</td>
<td>Cycles</td>
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<tr>
<td>B.A. 355</td>
<td>Office Management</td>
</tr>
<tr>
<td>Accounting</td>
<td>Budgetary Control</td>
</tr>
<tr>
<td>B.A. 318</td>
<td>Bargaining</td>
</tr>
</tbody>
</table>

**INDUSTRIAL MANAGEMENT**

Mr. Call, Adviser

Recent developments in the field of management place greater emphasis upon the efficient utilization of manpower. Management must be increasingly aware not only of its technical responsibilities involved in developing and operating a business enterprise, but it must also recognize ethical and social standards. Technical know-how is important but not enough to cope with problems of labor and employment. Provision must be made, therefore, to handle efficiently and effectively the many human relations aspects of modern business.

Students who have a broad background of business subjects, may specialize in the management curriculum and in this manner become better qualified to take advantage of the growing opportunities in Industrial Management.


The required twelve credit hours minimum for the Industrial Management area of specialization are as follows:

**THIRD YEAR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
<td>315, Labor Problems</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 438</td>
<td>Industrial Purchasing</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 355</td>
<td>Office Management</td>
<td>3</td>
</tr>
<tr>
<td>Accounting</td>
<td>430, Budgetary Control</td>
<td>3</td>
</tr>
<tr>
<td>Economics</td>
<td>318, Collective Bargaining</td>
<td>3</td>
</tr>
</tbody>
</table>

**FOURTH YEAR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 402</td>
<td>Supervisory Management</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 435</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 380</td>
<td>Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>
INSURANCE
Mr. Osborn, 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 examinations for the professional designation of Chartered Life Underwriter or Chartered Property and Casualty Underwriter.

The insurance courses required 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. 335, Salesmanship

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 required in the third and fourth years are as follows:

THIRD YEAR
B.A. 331, Marketing ............ 3
B.A. 334, Credits and Collections ... 3
B.A. 335, Salesmanship .......... 2

FOURTH YEAR
B.A. 333, Principles of Retailing or B.A. 432, Sales Management .... 3
B.A. 430, Wholesaling ........... 3
Elective (Marketing) ........... 2

RECOMMENDED ELECTIVES
Ret. 311, Store Service Laboratory
Ret. 405, Retail Advertising and B.A. 430, Wholesaling
Sales Promotion
B.A. 339, Livestock Marketing
B.A. 336, Principles of Advertising B.A. 360, Principles of Transportation
Ret. 401, Retail Merchandising B.A. 438, Industrial Purchasing and

Materials Control
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.


The required twelve credit hours minimum for the Personnel Management area of specialization are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THIRD YEAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Economics 315, Labor Problems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>B.A. 404, Problems in Personnel Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Psychology 333, Industrial Psychology</td>
<td>3</td>
</tr>
<tr>
<td>FOURTH YEAR</td>
<td>Sociology 380, Industrial Sociology</td>
<td>3</td>
</tr>
<tr>
<td>RECOMMENDED ELECTIVES</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.A. 355, Office Management and Control</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Economics 318, Collective Bargaining</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Psychology 433, Vocational Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

REAL ESTATE

Mr. Lewis, Adviser

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

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

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

THIRD YEAR
B.A. 344, Real Estate Principles and Practices .......... 3
B.A. 346, Real Estate Law ..................... 3
B.A. 345, Real Estate Management ................. 2

FOURTH YEAR
B.A. 440, Real Estate Finance .......... 2
B.A. 441, Real Estate Appraisals .......... 3

RECOMMENDED ELECTIVES
Engineering 121, Engineering Drawing
Engineering 124, Architectural Drafting
B.A. 335, Salesmanship
B.A. 336, Principles of Advertising
B.A. 347, Urban Land Uses and City Planning
B.A. 355, Office Management and Control
B.A. 371, General Insurance
B.A. 374, Property and Casualty Insurance
Accounting 407, Income Tax Accounting and Procedure
B.A. 432, Sales Management
B.A. 451-452, Business Administration Laboratory

GENERAL BUSINESS
Mr. Wilson, 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, distributed among the recommended electives.

RECOMMENDED ELECTIVES
B.A. 333, Principles of Retailing
B.A. 340, Investment Principles and Practices
B.A. 344, Real Estate Principles and Practices
B.A. 355, Office Management and Control
Econ. 315, Labor Problems
B.A. 360, Transportation Principles
B.A. 371, General Insurance
Accounting 407, Income Tax Accounting and Procedure
Accounting 410, Budgetary Control
B.A. 430, Wholesaling
B.A. 438, Industrial Purchasing and Materials Control

BUSINESS ADMINISTRATION AND LAW
Mr. Wilson, Adviser

There is a growing recognition of the importance of a business administration background in preparation for the practice of law. Lawyers today are called upon to advise the businessman on his problems concerning taxation, fair trade practices, labor relations, government contracts, and others requiring legal counsel. Such a combination program would be especially useful for those students who desire to affiliate with a corporation.

By following the prescribed program and conditions stipulated, a student may receive the degree, Bachelor of Science in Business Administration with an area of specialization in law.

1. Successful completion of ninety-six hours in the College of Business Administration with an average of "C" or better. The last sixty-six credit hours must be taken at the University of Omaha.
2. Successful completion of the required courses outlined in the curriculum, Business Administration and Law.

3. Successful completion of one full year’s work or a minimum of twenty-nine hours with a grade of “C” or better in each course in any law school recognized and accredited by the American Bar Association.

4. Meet such other requirements prescribed for the degree Bachelor of Science in Business Administration as are applicable. It will be the responsibility of the student to have certified to the Registrar of the University of Omaha the completion of required credits in law school.

The requirements for the Business Administration and Law curriculum are:

<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>Accounting 101, Elementary</td>
<td>Accounting 102, Elementary</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business</td>
<td>Mathematics 111, Algebra</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Sociology 211, Introductory Sociology</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>*English 109 or 111, Elementary Composition</td>
<td>*English 111 or 112, Composition</td>
</tr>
<tr>
<td>3-4</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 17, Elementary Typewriting</td>
<td>Physical Education</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Economics 212, Principles of Economics</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities, social sciences, natural sciences</strong></td>
<td><strong>Humanities, social sciences, natural sciences</strong></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 201, Speech for Business and Industry</td>
<td>B.A. 313, Introduction to Statistics</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>B.A. 331, Marketing</td>
<td>B.A. 334, Credits and Collections</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 350, Industrial Organization and Management or B.A. 355, Office Management and Control</td>
<td>B.A. 319, Business Communications and Reports</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>B.A. 319, Business Communications and Reports</td>
<td>Accounting 407, Income Tax</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Accounting</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 325, Corporation Finance</td>
<td>Electives</td>
</tr>
<tr>
<td>3</td>
<td>17</td>
</tr>
</tbody>
</table>

**FOURTH YEAR**

Successful completion of one full year in an accredited law school with a minimum of twenty-nine hours.

**RECOMMENDED ELECTIVES**

| Mathematics 254, Mathematics of Finance | Government 204, American State and Local Government |
| Accounting 201, Intermediate Accounting | B.A. 344, Real Estate Principles and Practices |
| B.A. 425, Business Cycles | B.A. 351, Personnel Organization and Management |
| B.A. 446, Government and Business | B.A. 371, General Insurance |
| Government 201, American National Government | B.A. 448, Business Policy and Administration |

*Electives may be substituted if proficiency is established by examination. See page 137.*

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

†Male students may elect Air Force ROTC. See page 137.
SECRETARIAL

Miss Holley, 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>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>B.A. 11, Elementary Shorthand</td>
<td>B.A. 12, Intermediate Shorthand</td>
</tr>
<tr>
<td>B.A. 17, Elementary Typewriting</td>
<td>B.A. 18, Intermediate Typewriting</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business Psychology</td>
<td>B.A. 10, Filing and Indexing</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td><em>English 109, Fundamentals of English Composition, or English 111, Elementary English Composition</em></td>
<td>English 111, Fundamentals of Business Administration</td>
</tr>
<tr>
<td>P.E. 111, Physical Education</td>
<td><em>P.E. 112, Physical Education</em></td>
</tr>
<tr>
<td>4-3</td>
<td>1</td>
</tr>
<tr>
<td>16-15</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>Third Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Accounting 101, Elementary Accounting</td>
<td>Accounting</td>
</tr>
<tr>
<td>Accounting 100, Secretarial Accounting</td>
<td>Economics 212, Principles of Economics</td>
</tr>
<tr>
<td>B.A. 29, Advanced Typewriting</td>
<td>B.A. 324, Business Law</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td><strong>The humanities, the social sciences, or the natural sciences.</strong></td>
</tr>
<tr>
<td><strong>The humanities, the social sciences, or the natural sciences.</strong></td>
<td>P.E. 212, Physical Education</td>
</tr>
<tr>
<td>B.A. 323, Business Law</td>
<td>Electives</td>
</tr>
<tr>
<td>P.E. 211, Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>16</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD YEAR</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>B.A. 35, Advanced Shorthand</td>
<td>B.A. 35, Secretarial Practices</td>
</tr>
<tr>
<td>B.A. 355, Office Management and Control</td>
<td>B.A. 351, Personnel Organization and Management</td>
</tr>
<tr>
<td>B.A. 231, Marketing</td>
<td>Sociology 215, Introductory Sociology</td>
</tr>
<tr>
<td>B.A. 371, General Insurance or</td>
<td>B.A. 320, Business Communications and Reports</td>
</tr>
<tr>
<td>B.A. 344, Principles of Real Estate</td>
<td><strong>The humanities, the social sciences, or the natural sciences.</strong></td>
</tr>
<tr>
<td>B.A. 319, Business Communications and Reports</td>
<td>P.E. 212, Physical Education</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOURTH YEAR</th>
<th>Fifth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>B.A. 446, Government and Business</td>
<td>B.A. 40, Advanced Secretarial Practices</td>
</tr>
<tr>
<td>B.A. 325, Corporation Finance</td>
<td>B.A. 448, Business Policy and Administration</td>
</tr>
<tr>
<td>B.A. 313, Introduction to Statistics</td>
<td>Economics 311, Money and Banking</td>
</tr>
<tr>
<td>Electives</td>
<td>B.A. 334, Credits and Collections</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

*Electives in business administration may be substituted if proficiency is established by examination. See page 137.

**The student is required to select 6 credit hours in the humanities, the social sciences, or the natural sciences.
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 123.

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 must include in their sophomore year Economics 211 and 212, Principles of Economics.

The minimum course requirements for a major teaching field are as follows:

**COMMERCIAL ARTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 18</td>
<td>Intermediate Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>B.A. 29</td>
<td>Advanced Typewriting...</td>
<td>2</td>
</tr>
<tr>
<td>B.A. 12</td>
<td>Intermediate Shorthand...</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 35</td>
<td>Advanced Shorthand...</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 36</td>
<td>Secretarial Practices...</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 128</td>
<td>Introduction to Business...</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 100</td>
<td>Secretarial Accounting or...</td>
<td></td>
</tr>
<tr>
<td>Accounting 101</td>
<td>Elementary Accounting ...</td>
<td></td>
</tr>
<tr>
<td>Upper division business administration courses as recommended by the adviser...</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

**BUSINESS ADMINISTRATION**

The lower division requirements are:

Accounting 101 and 102, Elementary Accounting 6 credits, and B.A. 128, Introduction to Business, 3 credits.

On approval of the major adviser the student shall select in addition 18 credit hours from the upper division courses in business administration which are included in the program of the College of Education.

**DISTRIBUTIVE EDUCATION**

**Mr. Davison, Mr. Johnston, 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 requirements (page 123) 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 — TELEVISION
MR. WILSON, 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. 335, Salesmanship, B.A. 432, Sales Management, Speech 225, Introduction to Radio and Television, and/or Speech 425, Radio and Television Program Planning.

BUSINESS ADMINISTRATION MAJOR
FOR THE DEGREE BACHELOR OF ARTS
MR. CROSSMAN, Adviser

Students who desire to take a limited selection of courses in the field of Business Administration in connection with the broad cultural course of study provided by the degree Bachelor of Arts may secure a major in Business Administration by following these specific requirements:

1. **Lower-division requirements:**
   - Business Administration 128, Introduction to Business.............. 3 hours
   - Accounting 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.
TWO-YEAR PROGRAMS IN BUSINESS ADMINISTRATION

Students who cannot devote four years to a degree program should register for one of the two-year programs which will qualify them for the Associate Title in Business Administration. These two-year programs are sufficiently flexible to enable a student to finish later the requirements for a degree should he desire to do so.

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 for the College of Business Administration, the specific requirements for this section, and complete one of the prescribed two-year curricula as outlined.

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 present a minimum of 64 credit hours with an average grade of "C" (two quality points) or above. Grades of "C" or above must be earned in upper division courses.

2. Students must pass a proficiency test in English, or take English 109 and 111 or English 111 and 112, or 112.

3. Thirty of the last thirty-six hours must be carried in residence at the University of Omaha.

TWO-YEAR PROGRAM IN ACCOUNTING

Mr. Hockett, Adviser

<table>
<thead>
<tr>
<th>First Semester</th>
<th>First Year</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 101, Elementary Accounting</td>
<td>3</td>
<td>Accounting 102, Elementary Accounting</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business Psychology 111, Introduction to Psychology</td>
<td>3</td>
<td>Mathematics 111, Algebra</td>
</tr>
<tr>
<td>*English 109 or 111, Elementary Composition</td>
<td>4-3</td>
<td>Sociology 215, Introductory Sociology</td>
</tr>
<tr>
<td>*B.A. 17, Elementary Typewriting.</td>
<td>2</td>
<td>*English 111 or 112, Composition. Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>1</td>
<td>†Physical Education</td>
</tr>
<tr>
<td>16-15</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>
# UNIVERSITY OF OMAHA

## FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting 201, Intermediate</strong></td>
<td><strong>Accounting 202, Intermediate</strong></td>
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<td><strong>Accounting</strong></td>
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<tr>
<td><strong>Accounting 305, Cost Accounting</strong></td>
<td><strong>Accounting 307, Governmental Accounting</strong></td>
</tr>
<tr>
<td><strong>Economics 211, Principles of Economics</strong></td>
<td><strong>Economics 212, Principles of Economics</strong></td>
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<td><strong>Electives</strong></td>
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<td>16</td>
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</table>

*Electives may be substituted if proficiency is established by examination. See page 137.

**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. See page 137.

## TWO-YEAR PROGRAM IN MARKETING

**Mr. Bull, Adviser**

### FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td><strong>Economics 211, Principles of Economics</strong></td>
<td><strong>Economics 212, Principles of Economics</strong></td>
</tr>
<tr>
<td><strong>English 109 or 111, Elementary Composition</strong></td>
<td><strong>English 111 or 112, Composition</strong></td>
</tr>
<tr>
<td><strong>B.A. 17, Elementary Typewriting</strong></td>
<td><strong>Sociology 215, Introductory Sociology</strong></td>
</tr>
<tr>
<td><strong>B.A. 128, Introduction to Business</strong></td>
<td><strong>Speech 201, Speech for Business and Industry</strong></td>
</tr>
<tr>
<td><strong>Psychology 111, Introduction to Psychology</strong></td>
<td><strong>Physical Education</strong></td>
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<td><strong>Physical Education</strong></td>
<td><strong>Electives</strong></td>
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*Electives may be substituted if proficiency is established by examination. See page 137.

**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. See page 137.
TWO-YEAR PROGRAM IN SECRETARIAL TRAINING

MISS MINTEEER, Adviser

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND SEMESTER</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. 128, Introduction to Business</td>
<td>Accounting 100, Secretarial</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
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<tr>
<td>*B.A. 11, Elementary Shorthand</td>
<td>B.A. 10, Filing and Indexing</td>
</tr>
<tr>
<td>*B.A. 17, Elementary Typewriting</td>
<td>*B.A. 12, Intermediate Shorthand</td>
</tr>
<tr>
<td>*English 109 or 111, Elementary Composition</td>
<td>*B.A. 18, Intermediate Typewriting</td>
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<td>Physical Education</td>
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<td>Electives</td>
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<tr>
<th><strong>SECOND YEAR</strong></th>
<th><strong>SECOND SEMESTER</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. 35, Advanced Shorthand</td>
<td>B.A. 36, Secretarial Practices</td>
</tr>
<tr>
<td>B.A. 29, Advanced Typewriting</td>
<td>B.A. 320, Business Communications and Reports</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Economics 212, Principles of Economics</td>
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<tr>
<td>B.A. 319, Business Communications and Reports</td>
<td>Speech 201, Speech for Business and Industry</td>
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<tr>
<td><strong>The humanities, the social sciences, the natural sciences</strong></td>
<td><strong>The humanities, the social sciences, the natural sciences</strong></td>
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*Electives in business administration may be substituted if proficiency is established by examination. See page 137.

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

DEPARTMENT OF RETAILING

HURFORD 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 furnish financial support for its operation. 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

FIRST YEAR

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

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<tr>
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<tbody>
<tr>
<td>Economics 212, Principles of Economics</td>
<td>B.A. 331, Marketing</td>
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<tr>
<td>B.A. 323, Business Law</td>
<td>B.A. 320, Business Communications and Reports</td>
</tr>
<tr>
<td>Ret. 205, Retail Salesmanship</td>
<td>B.A. 324, Business Law</td>
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<tr>
<td>B.A. 319, Business Communications and Reports</td>
<td>**The humanities, the social sciences, the natural sciences</td>
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<td>†Physical Education</td>
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<td>Electives</td>
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THIRD YEAR

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<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>B.A. 333, Principles of Retailing</td>
<td>Ret. 303, Merchandise Information (Non-Textile)</td>
</tr>
<tr>
<td>B.A. 335, Principles of Advertising</td>
<td>B.A. 334, Credits and Collections</td>
</tr>
<tr>
<td>Ret. 302, Merchandise Information (Textiles)</td>
<td>Ret. 306, Retail Buying</td>
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<tr>
<td>B.A. 325, Corporation Finance</td>
<td>†Ret. 311, Store Service Laboratory</td>
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<td>†Ret. 310, Store Service Laboratory</td>
<td>Electives</td>
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<td>Electives</td>
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### UNIVERSITY OF OMAHA

#### FOURTH YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Ret. 401, Retail Merchandising</td>
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<tr>
<td>Ret. 405, Retail Advertising and Sales Promotion</td>
<td>3</td>
</tr>
<tr>
<td>+Ret. 410, Store Service Laboratory</td>
<td>2</td>
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<tr>
<td>Ret. or B.A. Elective</td>
<td>3</td>
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<tr>
<td>Electives</td>
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<td><strong>Total</strong></td>
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**RECOMMENDED ELECTIVES**

- Elementary Design
- Costume Design
- Interior Decoration
- Commercial Art and Illustrative Advertising
- Clothing Construction
- Typewriting
- Psychology
- Elementary Accounting
- Introduction to Statistics
- Sales Management
- Government and Business
- Business Cycles

*Electives may be substituted if proficiency is established by examination. See page 137.

**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. See page 137.

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.

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#### TWO-YEAR PROGRAM IN RETAILING

**Mr. Davison, Adviser**

<table>
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<th>FIRST YEAR</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>Ret. 205, Retail Salesmanship...</td>
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<tr>
<td>&quot;English 109 or 111, Elementary Composition...</td>
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<tr>
<td>Psychology 111, Introduction to Psychology</td>
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<tr>
<td>B.A. 128, Introduction to Business</td>
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<tr>
<td>+P.E. 111, Physical Education</td>
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<td>Electives</td>
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<td><strong>Total</strong></td>
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<th><strong>Second Semester</strong></th>
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<tr>
<td>*English 111 or 112, Composition.</td>
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<tr>
<td>Accounting 101, Elementary Accounting or Accounting 100, Secretarial Accounting</td>
</tr>
<tr>
<td>Speech 201, Speech for Business and Industry</td>
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<tr>
<td>Economics 211, Principles of Economics</td>
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**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. See page 137.
Courses are offered as indicated: I, first semester day school; II, second semester day school; S, summer; C, correspondence. Evening course (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.

Courses offered by other Colleges which are acceptable toward degrees in the College of Business Administration are outlined on page 186.

ACCOUNTING

PROFESSORS CROSSMAN (HEAD), HELMSTADTER; ASSOCIATE PROFESSORS HOCKETT, HOLLEY.

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) (alternate years) Miss Holley

101 Elementary Accounting: An introduction to the theory and principles of accounting: sole proprietorship type of business organization; analysis and recording of business transactions; control accounts, adjusting and closing entries, financial statements. Second semester, business vouchers; 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—II, S, C) . . . Mr. Helmstadter, Mr. Hockett

Credit 3 hours each (I—II) . . . . Mr. Hockett

301 Advanced Accounting: A detailed study of partnerships, joint ventures, consignment and installment sales, insolvency and receivership, branch, parent and subsidiary relationships. Prerequisite: Accounting 202.
Credit 3 hours (I) . . . . . . . . . . Mr. Hockett

305 Cost Accounting: A detailed study of basic cost records; principles and practices used in accounting for the manufacturing and distribution of every kind of product. Process, specific order and standard cost systems are used to emphasize theory and practice. Prerequisite: Accounting 102; 305 prerequisite to 306.
Credit 3 hours each (I—II) . . . . . . . . . . Mr. Helmstadter

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: Accounting 102.
Credit 3 hours (II) . . . . . . . . . . . Mr. Hockett
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. Prerequisite: Accounting 102.
Credit 3 hours (I) ........................................... Mr. Crossman

408 **Auditing**: Auditing standards, principles, procedures, and techniques; audit programs, working papers, and reports; professional ethics and legal responsibility. Prerequisite: Accounting 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: Accounting 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: Accounting 301 and Accounting 306.
Credit 3 hours (I, alternate years) .................. Mr. Crossman

412 **C.P.A. Review and Problems**: Preparation of student for the 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: Accounting 301, Accounting 306 and Accounting 408.
Credit 3 hours (II) ........................................ Mr. Hockett

413 **Advanced Income Tax Accounting and Procedure**: A consideration of the more specialized applications of the Federal income tax law to corporations. Prerequisite: Accounting 407.
Credit 2 hours (II) ................................. Mr. Crossman

**BUSINESS ADMINISTRATION**

**PROFESSORS LUCAS (HEAD), CROSSMAN; ASSOCIATE PROFESSORS HOLLEY, OSBORN; ASSISTANT PROFESSORS BULL, CALL, GREEN, LEWIS, MINTEEER, WILSON.**

**SECRETARIAL**

A student may enter advanced courses in shorthand and typewriting by passing proficiency tests, which may be arranged with the instructor. These tests must be taken during the student's first year of residence.

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 (I, 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, S) ................................. Miss Holley, Miss Minter
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, S) .................................. Miss Holley, Miss Minteer

17 Elementary Typewriting: Mastery of entire keyboard; rhythm drills; personal and business letters; rough drafts; simple manuscripts and tabulation; 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; continuation of business letter writing; tabulation; typing reports and papers, special problem typing. Speed objective 40 net words per minute. Prerequisite: B.A. 17.
Credit 2 hours (I, II, S) ............................. Miss Holley, Miss Minteer

29 Advanced Typewriting: Additional mechanics of letter writing; speed drills; manuscripts; legal forms; statistical reports; duplicating; employment tests; 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, Miss Minteer

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

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

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, S) ............................. Mr. Call, Mr. Green, Mr. Lewis

223 Job Analysis and Advancement: A detailed analysis of duties, procedures, relationships and often unnoticed conditions of definite jobs to which employees may be advanced, and of specific aptitudes, skills, work experience, and personality traits to meet employers needs in these definite positions.
Credit 3 hours (E) .................................... Mr. Haynes

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
319 Business Communications and Reports: The application of business principles and techniques to business letters and reports. Consideration will be given to the following letters: adjustment, credit, collection, sales, promotion good will, interdepartmental, application and replies to prospective customers. Application of report writing techniques will be applied. Prerequisite: English requirements; B.A. 319 prerequisite to B.A. 320. Credit 2 hours each (I—II).

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—II, C).

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).

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).

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).

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).

335 Salesmanship: The selling process, knowledge of goods and markets, buying motives, securing prospects, conducting sales interviews, meeting objections and closing the sale. Excludes retail selling. Prerequisite: B.A. 331. Credit 2 hours (II).

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 (I, II).

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) (alternate years).

340 Investment Principles and Practices: Analysis of various types of corporate securities, interpreting financial reports, evaluating stocks and bonds under varying economic conditions. Prerequisite: B.A. 325. Credit 3 hours (II).

344 Real Estate Principles and Practices: An introductory course in real estate; real estate market, real property ownership and real estate practice; types of contracts, deeds, leases, liens and taxes; brokerage, property management, appraising, subdividing and developing; housing legislation; home ownership, planning small houses and architectural styles. Prerequisite: Economics 212. Credit 3 hours (I, C).
Real Estate Management: The objective, policies and functions in residential, store, office and commercial building management; leases, the maintenance problems of roofs, masonry, painting and decorating, heating and plumbing; the tenant, owner, and public relations; a survey of farm management, farm budgets, field layouts and rotations. Prerequisite: B.A. 344.
Credit 2 hours (II) ........................................ Mr. Lewis

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 (II) ........................................ Mr. Lewis

Urban Land Uses and City Planning: The application of the principles of economics to urban real estate with special emphasis on the economic base of the city, the interdependence of land uses and the building process; the housing problem and urban land policy; transportation, utilities, recreation, education and shopping facilities of a subdivision and of a city; zoning and its administration. Prerequisite: B.A. 344.
Credit 3 hours (E) ......................................... Mr. Lewis

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) .......................................... Mr. Call

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 (II) ......................................... Mr. Call

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: Accounting 102 and B.A. 128.
Credit 3 hours (I) .......................................... Mr. Call

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, regulations and state and federal agencies controlling transportation. Prerequisite: Economics 212.
Credit 3 hours (II) ......................................... Mr. Bull

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, II, C) ................................. Mr. Osborn, Mr. Wilson

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. Osborn
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. Osborn

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. Credit 2 hours (I) .... Mr. Osborn

402 **Supervisory Management**: The principles and policies of manpower management at the first level of supervision, emphasizing the philosophy and major questions of policy and practice as they appear at the present time. Prerequisite: B.A. 350 or B.A. 355 and B.A. 351. Credit 3 hours (II) .... Mr. Call

404 **Problems in Personnel Organization and Management**: Case studies of problems of human relations in business, effects of these relations on production, morale, promotion and demotion of workers, and influence of company organization and policies on such relations. Prerequisites: B.A. 351 or Retailing 408, senior standing, or permission of instructor. Credit 3 hours (E) .... Mr. Haynes

425 **Business Cycles**: Underlying causes of prosperity and depression; theories to explain fluctuations of industrial activity; study of contemporary conditions. Prerequisite: Economics 311. Credit 3 hours (II) .... Mr. Green

430 **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

432 **Sales Management**: Organization and operation of sales departments. Selection, training and compensation of salesmen. Sales planning, analysis and forecasting. Prerequisite: B.A. 331. Credit 2 hours (II) .... Mr. Bull, Mr. Lucas

436 **Production Control**: The principles and methods of production control procedure. Routing, scheduling, dispatching, progress control, and materials control are considered in the light of their effect on production in various types and sizes of industries. Prerequisite: B.A. 350. Credit 3 hours (II) .... Mr. Call

438 **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

440 **Real Estate Finance**: Methods of financing real estate of various kinds; interests therein; sources of funds, loan contracts, methods of repayment, analysis of mortgage risks, and the role of government agencies in the financing of real estate. Prerequisite: B.A. 344. Credit 2 hours (II) .... Mr. Lewis
441 **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

446 **Government and Business**: A study of the scope and effect of governmental policies upon business; present-day developments in administrative law and governmental controls over privately managed industry.
Credit 3 hours (I) .................................................... Mr. Wilson

448 **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

450 **Special Problems in Business Administration**: Individual investigation of specific problems in the fields of accounting, finance, insurance, management, marketing and real estate.
Credit 1 to 3 hours in any one semester; maximum, 6 hours (I, II) .... Mr. Lucas

451 **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 each (I—II) ........................................... Mr. Crossman, Mr. Lewis

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**RETAILING**

**PROFESSOR DAVISON (HEAD)**

205 **Retail Salesmanship**: The selling process in a retail store, including customer characteristics; analysis of buying motives and techniques in selling; actual selling situations with cases discussed and analyzed; student participation in demonstration sales.
Credit 2 hours (I, II) .................................................... Mr. Davison

302 **Merchandise Information—Textiles**: Textile fibers: silk, cotton, wool, rayon, celanese, and others; their source, construction and uses; manufacturing processes, weaves; actual samples in class for purpose of identification and analysis.
Credit 3 hours (I) .................................................... Mr. Davison

303 **Merchandise Information—Non-Textiles**: A study of the main items of merchandise of a non-textile nature sold by retail stores: shoes, furs, jewelry, toilet goods, stationery, hardware, silverware, furniture, and others; their source; processes of manufacture; government regulations; selling points.
Credit 3 hours (II) .................................................... Mr. Davison

306 **Retail Buying**: The work of the buyer; determination of customer wants, locating sources of supply, methods of buying and pricing, trade terms and discounts, stock control, and departmental operation. Prerequisite: B.A. 333.
Credit 3 hours (II) .................................................... Mr. Davison
Store Service Laboratory: Actual work experience in the cooperating stores two days each week. Seniors work full time for the two weeks immediately preceding Christmas. Students may work in a different store each semester if they wish; compensation at the prevailing rate of pay for the types of work performed.

Credit 2 hours each (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. Prerequisite: B.A. 333.

Credit 3 hours (I) .................................................. Mr. Davison

Retail Advertising and Sales Promotion: Organization and operation of the advertising and sales promotion activities of the retail store; types of advertising, determination of what to advertise, preparation of the advertisement, layout, illustrations, copy, type; selection of media; newspaper, direct mail, radio, and television advertising; evaluation of results. Prerequisite: B.A. 336.

Credit 3 hours (I) .................................................. 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. Prerequisite: B.A. 333.

Credit 3 hours (II) .................................................. 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. Prerequisite: B.A. 333.

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 normally 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.

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. Textbooks, 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

LT. COL. WOOD, PROFESSOR OF AIR SCIENCE; LT. COL. ASP, MAJOR BURNETT, ASSOCIATE PROFESSORS; CAPT. THOMPSON, 1ST LTS. PLANTIKOW AND THOMAS, 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: Targets; weapons; aircraft; bases; operations and 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: The Air Force Commander and his staff; problem solving techniques; communications process and Air Force correspondence; military law, courts and boards; applied air science; aircraft engineering; navigation; weather; Air Force base functions. Leadership laboratory.
4 hours lecture, 1 hour drill.
Credit: 3 hours each (I—II)

401 Air Science IV — Advanced: Principles of leadership and management; 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 each (I—II)
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 groups — academic studies, general education and community service.

1. **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 undergraduate or graduate 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 temporarily 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. **GENERAL EDUCATION** activities of the college offer many semi-formal and informal educational opportunities for adults. The "Knowledge for Living" lecture and discussion series is a group of courses emphasizing contemporary living, cultural, and humanistic subjects and is especially planned for the mature adult. Opportunities of a general, vocational, and avocational nature are also provided in this division of the college without credit.

3. **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.

Training programs for employees 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 first college credit educational television course in the Middle West was presented by the College of Adult Education in April, 1952. Educational credit courses have been telecast continuously since the first pioneer course.
The variety of credit courses is presented in cooperation with television station KMTV, Channel 3. Courses carry two or three credit hours, and the television lectures are given for one-half hour on Saturday mornings. Weekly written assignments, required readings, and a final comprehensive examination on campus are required of all credit television students. No more than 25 credit hours may be earned via television courses and/or correspondence study courses in work toward an undergraduate degree. Address registration and inquiry to TV Classroom, University of Omaha.

OFFUTT AIR FORCE BASE PROGRAM

The College of Adult Education maintains one of the largest college "off-duty education" programs in the nation for airmen and officers at Offutt Air Force Base. A wide variety of credit courses is available through the eight-week and twelve-week study terms. Courses begin six times in the calendar year at the Air Base.

INSURANCE TRAINING PROGRAM

A broad program of courses in the field of insurance is offered through the College of Adult Education. Mr. Grant Osborn of the College of Business Administration supervises the program. Insurance Institute of America courses, Chartered Life Underwriter courses, and Chartered Property Casualty Underwriter courses are included in the program. The C.L.U. and C.P.C.U. courses lead to the professional designation awarded by the American Institute for Property and Liability Underwriters and the American College of Life Underwriters.

ADMISSION TO COURSES

Courses are open to all individuals who can 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 wishing to carry more than six credit hours work each semester, must receive 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.
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, evening, and Saturday appointments may be arranged. There is no charge for counseling service. 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.

PRE-PROFESSIONAL CURRICULA

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

STUDENT CLASSIFICATION

Students registering in the College of Adult Education are classified in three groups:

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 credit 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.

3. GENERAL STUDENTS—Any adult who can benefit from any course or lecture and discussion series which does not carry university credit is classified as a general student.

FEES PAYABLE EACH SEMESTER

All University fees are listed on page 41.

THE CONFERENCE CENTER

In connection with the new university library, the College operates the Adult Education Conference Center. These modern facilities provide a lecture hall, conference rooms, and a lounge for the conducting of a large variety of conferences in the interest of adults throughout the greater Omaha area.
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.

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.

REQUIREMENTS FOR THE DEGREE
BACHELOR OF GENERAL EDUCATION

This degree program is planned especially for the adult whose college study has been interrupted or delayed. The degree plan also helps the mature adult organize a well-rounded program of continued learning.

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                      6</td>
<td></td>
</tr>
<tr>
<td>(b) The humanities                                12</td>
<td></td>
</tr>
<tr>
<td>(c) Psychology, history, government, and social sciences  12</td>
<td></td>
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<tr>
<td>(d) Mathematics, natural or physical science     10</td>
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<td></td>
<td>40</td>
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<tr>
<td>2. Area of concentration (departmental)            30</td>
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<tr>
<td>(nine hours of which may be in a cognate field)</td>
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<tr>
<td>3. Electives                                        55</td>
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<td>(which will include 12 hours in each of two different subject fields.)</td>
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<tr>
<td>4. At least 30 hours of the 125 hours must be earned in courses numbered 300 or above.</td>
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</tbody>
</table>

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 toward 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 in a subject 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*
Donald Emery, Dean

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 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 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 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. 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. Credit in Unit Courses (1-3 hours) or credit in the Evening Session (3 hours) may be substituted for equal credit in the Regular Sessions.

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 Dean and the instructor concerned. A late registration fee of $1.00 will be charged after the third meeting of class.

TUITION AND FEES

All University fees are listed on page 41.

* The University is completely air conditioned.
THE GRADUATE DIVISION

ROY M. ROBBINS, Director

HISTORY AND PURPOSE

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 work toward a Master of Arts or Master of Science in Education degree.

(2) To earn graduate credit for the renewal of teachers' certificates.

(3) To provide for professional advancement and scholarly objectives.

In line with these objectives, numerous opportunities are provided for advanced students to pursue their studies to the point of original research and investigation, to the discovery of something new, whether of fact, method or valuation. Under the guidance of a major adviser, the student is placed upon his own initiative to apply the principles of methodic study; to master, criticize, and evaluate; and to discover the existing literature in a chosen field of study. To enable the student to attain these objectives, the Graduate Division provides the following facilities: workshops, institutes, seminars, research and special problems courses, supervised thesis instruction, and supervised additional work in every advanced undergraduate course open to graduate credit.

Thus the Graduate Division promotes the spirit of free investigation and free inquiry in the various fields of knowledge, and at the same time serves to unite the various branches of the University in the common task of advancing human knowledge and providing for society intelligent, capable leadership.

ADMINISTRATION

The Graduate Council: Stanley Davis, Ph.D., Donald Emery, Ph.D., Frank G. Gorman, Ph.D., Robert Harper, Ph.D., Fred Hill, M.A., T. C. Johnston, Ed.D., T. E. Sullenger, Ph.D., W. H. Thompson, Ph.D., Ralph M. Wardle, Ph.D., George Wilber, Ph.D.

The Director of the Graduate Division is nominated by the President and appointed by the Board of Regents. The Graduate Council, which is the legislative and executive body of the Division, prescribes the qualifications of all professors who offer graduate work and approves all courses which may be taken for graduate credit. The Director is chairman of the Council. The members of the Council are chosen by the President. Mem-

* For rules and regulations, see the Graduate Catalog.
bers of the Graduate Faculty are recommended by the Council and approved by the President.

Membership on the Graduate Faculty is subject to the following prerequisites: a minimum of a Doctor's degree and rank of assistant professor; interest in scholarly research as evidenced by study and publication; interest in graduate work; and ability of the member's department to offer a major or minor in graduate work. Members of the Graduate Faculty serve on the Qualifying Examination and the final Comprehensive Examination committees, as well as in counseling the graduate student in his major and minor work. They are also primarily responsible for arranging those courses within their departments which are offered for graduate credit.

AIMS AND OBJECTIVES

ARTS AND SCIENCES

Convinced that there has been too much emphasis on the material side of civilization and not enough upon the spiritual, moral, social and intellectual side, Omaha University gives considerable attention to the study of humanities and the social sciences, such as literature, languages, history, philosophy, psychology, political science and sociology. The spiritual and moral values of civilization, past and present, are measured and a guide to a better way of life is formulated. Sufficient graduate work in many departments is offered to constitute a graduate major, while other departments offer enough to constitute a minor. While much of the graduate work in the arts and sciences furnishes "content" preparation for those preparing for the teaching profession, nevertheless, it must also be noted that pre-professional training, along many other lines, is adequately provided for. The University has excellent research facilities close at hand. In fact, the great metropolitan community of Omaha with a third of a million people, in the center of a thriving rural population, with many varied institutions and agencies, offers unlimited opportunities to study present-day urban and rural life.

EDUCATION

The graduate program in the College of Education has been organized to afford workers in the profession an opportunity to pursue advanced courses in terms of their abilities, interests, and needs. The complexity of modern democratic society places a premium on trained leadership to guide and direct it intelligently. Particularly is this true of the teaching profession, where the teacher is responsible for establishing an environment conducive to the training of citizenry for effective living in a democracy. The specific problems which teachers face in their respective teaching-learning situations become the subject matter for intensive study in the Graduate Division. The teaching-learning situation is literally put under
the microscope by experts in elementary and secondary education, educational, child, and adolescent psychology, tests and measurements, and educational history and philosophy, as they aid teachers in solving their own problems. Thus, the graduate courses are vitalized by the practical applications and improvements which teachers are able to make in their teaching-learning situations.

The educational worker of today must be more than a mere teacher of subject matter; he must be a teacher of boys and girls, as he trains them for effective living in a democratic society.

Graduate students are expected to become familiar with the latest research in educational methods and techniques. At the University of Omaha, they are given opportunities to engage in the study of child growth and development, while continuing their studies in the teaching subjects. Workshops in curriculum building, as well as clinics in language arts, reading, and child psychology are a definite part of the program. Teachers who wish to advance in the profession by becoming principals, supervisors, or superintendents may take a graduate program leading to these particular certificates.

The university brings nationally recognized authorities to the campus from time to time to conduct conferences and clinics in various phases of educational administration and supervision. Teachers, supervisors, and administrators are thus enabled to secure specific aid which will be of value to them in the solution of their individual teaching-learning problems.

ADVANCED DEGREES

The Master's degree is conferred by the Board of Regents upon recommendation of the Graduate Council and the University Faculty. The University Faculty makes its recommendation upon certification by the Graduate Council.

The Division offers work toward the following degrees: the Master of Science with major in Education; and the Master of Arts Degree with major in Education, English, History and Government, Psychology and Sociology.

THE MASTER OF ARTS DEGREE

The program for the Master of Arts degree will usually be arranged to conform to the following general pattern:

(1) A major of fifteen semester hours in the major field of study.
(2) A minor of nine 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 program of study once approved, is permissible only upon consent of the major adviser if the major is concerned, and the minor adviser if the minor is concerned. The student may elect a straight major upon recommendation of the head of the major department and approval of the Graduate Council).

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-three semester credit hours, always including: Education 501, Educational Research, as a first course; Psychology 510, Advanced Educational Psychology; Education 540, Practicum in Public School Administration and Supervision; 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 the major field of specialization; such as, elementary education, secondary education, educational administration, and guidance.

(2) Nine semester hours in a minor field.

(3) A three-hour course in practicum.

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, and educational guidance.

Students may major in the following fields: Elementary Education, Guidance, Public School Administration, and Secondary Education. Minor fields include: Audio-Visual Education, Education (for those majoring in academic fields), Elementary Education, Guidance, Public School Administration, Physical Education for Men, Reading, Secondary Education, Special Foundations of Education and others. Consult the College of Education for the exact courses included in the above major and minor fields.
The major will be determined by the student and his major adviser; the minor by the student and his minor adviser.

(Modification of a program of study once approved, is permissible only upon consent of the major adviser if the major is concerned, and minor adviser if the minor is concerned. The student may elect a straight major upon recommendation of the head of the major department and approval of the Graduate Council).

SPECIAL MAJOR FIELDS

(a) MASTER TEACHER

This major program is recommended for all who wish to advance their preparation as teachers. It is designed for those interested in either the elementary or secondary levels. Courses may be selected from either academic or professional areas, or both. The student should consult the Dean of the College of Education for particulars.

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Education 501, Introduction to Educational Research</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 510, Advanced Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Education 550, Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Choice of courses in Education directed by adviser</td>
<td>3-6</td>
</tr>
<tr>
<td>Teaching subject area</td>
<td>15-18</td>
</tr>
</tbody>
</table>

ACADEMIC MINORS AND AREAS OF CONCENTRATION
FOR MASTER TEACHER PREPARATION

Biological Science, Chemistry, Economics, English, French, German, Government, History, Italian, Mathematics, Psychology, Spanish, Sociology, and Social Science. (For details see department concerned).

(b) NURSING EDUCATION

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<thead>
<tr>
<th>Course</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology 480, Tests and Measurements</td>
<td>3</td>
</tr>
<tr>
<td>Education 481, Principles of Adult Education</td>
<td>3</td>
</tr>
<tr>
<td>Education 540, Practicum</td>
<td>3</td>
</tr>
<tr>
<td>Education 501, Introduction to Educational Research</td>
<td>3</td>
</tr>
<tr>
<td>Education 503, Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>Education 509, Organization and Administration of the Nursing Education Program</td>
<td>3</td>
</tr>
</tbody>
</table>
Psychology 510, Advanced Educational Psychology .................. 3
Education 522, Counseling Practices
or
Psychology 528, Counseling and Psychotherapy .................. 3
Education 549, Special Topics in Nursing Education ............. 3
Elective ............................................................................. 6

(c) COLLEGE BUSINESS MANAGEMENT PROGRAM:

A degree for administrators of colleges and universities— presidents, business managers, accountants, comptrollers, purchasing agents, registrars, etc.

A substantial portion of this degree-program consists of workshops (Education 546, Workshop in College Business Management, 2 hours credit), offered during one week of the summer session, generally the last week in July. The faculty for this workshop program consists of outstanding authorities drawn from universities and institutions throughout the country, many from the nation’s outstanding graduate schools. The workshop series is designed to provide every student with five summers of work—each comprising one week of concentrated study (36 clock hours). Subject areas of these workshop courses include lectures in college business management (18 clock hours during the first year of attendance); budget preparation and control; purchasing philosophy, objectives and techniques; non-academic personnel problems; current national affairs affecting higher education; philosophy of higher education; practical accounting and reporting; research techniques; buildings and grounds administration; college dormitories; legal aspects of college business management; casualty insurance, fidelity bonds, etc.; institutional planning of buildings and landscaping; and cooperative fund-raising plans for corporate gifts. College credit at the graduate level requires considerable study on the outside, and a special paper prepared once a year. A published bibliography including the outstanding literature on each course, may be obtained from the University Bookstore.

Much of the subject matter offered during the first two periods of attendance is "required." After that, however, all who attend may elect whatever subjects are shown on the schedule. During the third year, one unit (6 clock hours) should be devoted to an actual research problem related to the student’s own institution; and two units per year during the fourth and fifth years. The subjects for these problems should be submitted to the Dean of Education in writing several weeks in advance of each session, so that he may assign faculty advisers and sponsors to give
personal supervision during the workshop. For further particulars on the workshop program, write to the Dean of the College of Education.

Besides the 4 to 10 hours in workshops noted above, the candidate for the Master's degree will offer 15 hours of standard courses in the field of Education as noted below (Education 481G, 449G, 532, 545 and 550). Directed electives comprising from 8 to 14 credit hours may be taken from graduate level courses in Education, Economics, Political Science, Psychology, or Business Administration. Altogether, in workshops, regular Education courses, and electives, the student must present a total of 33 hours for the Master of Science in Education degree. If the student desires he may receive a Master of Arts degree in Education by writing a thesis of 3 to 6 hours credit in place of a corresponding number of hours of elective work. It will be noted that as many as 6 hours of credit may be transferred from other accredited graduate schools, provided the transferred credits can be fitted into the degree program.

PROGRAM FOR THE M.S. OR M.A. IN EDUCATION WITH A MAJOR IN COLLEGE BUSINESS MANAGEMENT

Prerequisite: Bachelor's degree from an accredited institution and preparation in Accounting. Students with inadequate preparation in Accounting must achieve reasonable proficiency in order to be admitted to the program for the degree.

<table>
<thead>
<tr>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education 546 Workshops in College Business Management (not to exceed 10 hrs.)</td>
</tr>
<tr>
<td>Education 481G Principles of Adult Education</td>
</tr>
<tr>
<td>Education 499G Special Problem (Subject to be associated with college business management and report to be worthy of publication)</td>
</tr>
<tr>
<td>Education 545 Administration of Higher Education</td>
</tr>
<tr>
<td>Education 532 Social Foundation of Education</td>
</tr>
<tr>
<td>Education 550 Seminar</td>
</tr>
<tr>
<td>Directed electives from graduate level courses in Education, Economics, Political Science, Psychology or Business Administration (not to exceed 14 hrs.)</td>
</tr>
</tbody>
</table>

Those who desire may secure the M.A. degree by taking the recommended courses and submitting a thesis for a total of 30 hours, the thesis counting six hours of credit.
COURSES OF INSTRUCTION

On the following pages are listed the courses of the Graduate Division. Graduate courses are offered primarily in the evenings as indicated; I, first semester; II, second semester; S, Summer. Courses marked (E) are offered only in the School of Adult Education. Courses without any designation will be offered as the demand requires.

Courses numbered 500 or above are open to graduate students only. Courses numbered 400 are open to both seniors and graduates. Courses numbered 300 are open to graduate students for graduate credits only upon approval of the department head, the major adviser, and the Graduate Council.

For description of 300 and 400-numbered courses, consult the undergraduate sections of the University Catalog.

MAJOR SUBJECTS

EDUCATION

SPECIAL REQUIREMENTS IN THE DEPARTMENT OF EDUCATION CONCERNING CERTIFICATION AND DEGREE REQUIREMENTS

Those students who are preparing to meet the requirements for an Administrative or Supervisory Certificate must submit to the Office of the Dean of the College of Education, at the time of application for certification, the names of three persons who can speak for their personal and professional qualifications as a prospective school administrator.

Every student who has not had a workshop course may substitute a workshop for any Education course except Education 501, 520, 522, and 550, provided that the purpose of the workshop and the work covered in it are similar in intent to that of the prescribed course it replaces and the substitution is approved by the Dean of the College of Education. A workshop may be substituted for only one regular course.

Note: The 400 courses listed below may be taken for graduate credit by special permission. Their course descriptions may be found in the College of Education offerings in the General Catalog.

The 500 courses listed below are open only to graduate students.
FOUNDATION AND GENERAL COURSES

417 Statistical Methods (Biometry)
Credit 3 hours (I) ........................................... Mr. Davis

418 Mental Hygiene
Credit 3 hours (I, S) ......................................... Mr. Porterfield

461 Audio-Visual Materials in Education
Credit 3 hours (E, S) ...................................... Staff

468 Audio-Visual Production
Credit 3 hours (II, S) ...................................... Staff

500 In-Service Teacher Education: A series of intensive courses especially for teachers in service—scheduled as needed and conducted as regular classes, seminars, or workshops, according to purpose. Prerequisite: Graduate standing and permission of the Dean of the College of Education. Credit variable (I, II, S) ...................... Mr. Gorman and Staff

ELEMENTARY EDUCATION

488 Methods and Materials in Special Education
Credit 3 hours (E, S) ................................. Miss Holliday

SECONDARY EDUCATION

458 Co-Curricular Activities
Credit 3 hours (II, S) ................................. Mr. Johnston

PHYSICAL EDUCATION FOR MEN

497 Problems in Physical Education
Credit 3 hours (S) ........................................ 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: Graduate standing and permission of Dean, College of Education. Credit 3 hours (S) ........................................ Mr. Brock

527 Advanced Organization and Administration of Physical Education, Intramurals and Athletics: This course is designed for those who are actively engaged in the field of physical education and athletics. It deals with the principles, problems, and procedures for administrating a physical education and athletic program on the elementary secondary and college level. It considers staff, program, budget, facilities, and other phases of administration. Prerequisite: Graduate standing and permission of Dean, College of Education. Credit 3 hours (E, S) ................................. Mr. Pflasterer

READING IMPROVEMENT

471 Diagnostic and Remedial Instruction
Credit 3 hours (S) ........................................ Mr. Davis

472 Problems in Teaching Reading
Credit 3 hours (I, II, S) ................................. Mr. Davis
NURSING EDUCATION

509 Organization and Administration of Nursing Education Programs: A course covering the content and the principles of administration of the total curricular program of an approved school of nursing. Prerequisite: Education 391 or equivalent, Psychology 510 and Education 501.
Credit 3 hours (E, S) .................................................. Staff

549 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

ADMINISTRATION AND SUPERVISION

499 Special Problems In College Business Management: Consists of one or more individual projects determined by the needs of the student and the requirements of the instructor. Offered only by special assignment. Prerequisite: Permission Dean, College of Education (open only to students in College Business Management).
Credit 1 - 3 hours (E, S) ................................................. Mr. Gorman

501 Introduction to Educational Research: Lectures, discussions, and reports to aid students in learning to analyze and interpret educational research data and products; required of all graduate students in education; should be taken as first course. Prerequisite: Graduate standing.
Credit 3 hours (E, S) .................................................. Mr. Gorman

502 Principles of School Administration: A study of the principles and activities of modern school administration as they relate to the superintendency and elementary and secondary schools. Prerequisite: Education 501.
Credit 3 hours (E, S) .................................................. Mr. Johnston

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, Mr. Wollard

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. Nolte

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. Taylor, Mr. Wollard
508 **Topics in Audio-Visual Education:** A study of selected topics involving principles, problems, trends and materials in audio-visual education. For students who have completed six hours in audio-visual education and are interested in further study of materials and techniques for elementary and secondary grades. Prerequisite: Graduate standing and Education 468.

Credit 3 hours (II, S) .......................................................... *Staff*

515 **School Law:** Considers legal principles and practices which are applicable to public education for public school teachers and administrators. 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*

521 **Problems in Guidance Administration and Service:** A study of guidance programs with emphasis on vocational information. Prerequisite: Education 501, 520.

Credit 3 hours (E, S) ...................................................... *Mr. MacGregor*

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*

532 **Social Foundations of Education:** A survey of the rise of educational practice as it has been interrelated with changes in social and educational philosophy, research, and economic, industrial, and cultural conditions, especially in the United States. Prerequisite: Education 501.

Credit 3 hours (E, S) ...................................................... *Mr. Taylor*

540 **Practicum in Public School Administration and Supervision:** Designed to provide guided study and practice in elementary, secondary or general administration and supervision as the interests and needs of the student require. Prerequisite: Education 501 and 9 credit hours of course work in major field.

Credit 3 hours (I, II) ...................................................... *Mr. Gorman and Staff*

545 **Administration of Higher Education:** A study of the major functions of higher education, with the emphasis on the principles involved in organizing and directing the academic program; the activities of the student body, the faculty and staff personnel policies, financing the program, operating the building and grounds, and conducting the public relations program.

Credit 3 hours (S) ...................................................... *Mr. Bail*

546 **Workshop in College Business Management:** Designed as an intensive study of problems of college business management, including such phases as: financing, budgeting, purchasing, managing student loans, organizational funds, selecting and directing personnel, conducting auxiliary services and administrative organization. Prerequisite: graduate standing.

Credit 1 hour per week (S) ............................................. *Mr. Gorman*
550 **Educational Seminar:** A study of 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

601 **Graduate Thesis:** Required of all students taking Master of Arts Degree. See major adviser for information.  
Credit 3 hours (I, II, S) ................................................... Mr. Gorman

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**ENGLISH**

433 **Sixteenth Century Literature**  
Credit 3 hours (alternate years) .......................................... Mr. Berry

434 **Chaucer**  
Credit 3 hours (II) ........................................................ Mr. Berry

437 **Shakespeare’s Tragedies**  
Credit 3 hours (alternate years) ......................................... Mr. Wardle

439 **Shakespeare’s Comedies and Histories**  
Credit 3 hours (I) ......................................................... Mr. Wardle

440 **Eighteenth Century Literature**  
Credit 3 hours (II) ........................................................ Mr. Wardle

448 **Seventeenth Century Literature**  
Credit 3 hours (I) ........................................................ Mr. Berry

450 **English Drama Before 1642**  
Credit 3 hours (alternate years) ........................................ Mr. Berry

465 **The English Novel**  
Credit 3 hours (alternate years) ........................................ Mr. Berry

468 **History of the English Language**  
Credit 3 hours (alternate years) ........................................ Mr. Harper

504 **History of Literary Criticism**  
Credit 3 hours (alternate years) ........................................ Mr. Wardle

506 **American Literary Movements**  
Credit 3 hours (alternate years) ........................................ Mr. Harper

601 **Graduate Thesis**  
Credit 5 to 6 hours (I, II, S) ........................................... Staff

The following courses may be taken for major, minor, or Master Teacher by special permission:  
English 360, 381, 382 (See University Catalog for description).

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**HISTORY AND GOVERNMENT**

With the consent of the department head, a maximum of six semester hours of upper division work in other closely allied departments may be counted as part of the required fifteen hours of undergraduate preparation in this field.
HISTORY

411 **Europe 1815-1870**
Credit 3 hours each (alternate years). 
Miss Tirrell

412 **Europe 1870-1919.** Prerequisite: History 214 or permission of the instructor.
Credit 3 hours each (alternate years). 
Miss Tirrell

422 **Europe Since 1919.** Prerequisite: History 214 or permission of the instructor.
Credit 3 hours (alternate years). 
Miss Tirrell

425 **Civil War and Reconstruction.** Prerequisite: History 211 or permission of the instructor.
Credit 3 hours (alternate years). 
Mr. Robbins

426 **Twentieth Century America, 1898-present.** Prerequisite: History 212.
Credit 3 hours (II). 
Mr. Adrian

455 **Representative Americans.** Prerequisite: History 211, 212.
Credit 3 hours each (I, II). 
Mr. Robbins

456 **The French Revolution and the Napoleonic Era.** Prerequisite: History 213, or permission of the instructor.
Credit 3 hours (I). 
Miss Tirrell

485 **Far East.**
Credit 3 hours (alternate years). 
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). 
Staff

501 **Seminar on Recent America.** An introduction to bibliography and methods of historical research. Prerequisite: Graduate standing.
Credit 3 hours (I, II, S). 
Mr. Adrian

601 **Graduate Thesis.**
Credit 3 to 6 hours (I, II, S). 
Staff

The following courses may be taken for major, minor, or Master Teacher by special permission:
History 319, 322, 323, 330, 331, 340, 351, and 380. (See University Catalog for description).

GOVERNMENT

418 **Constitutional Law.**
Credit 3 hours (I). 
Mr. Utley

431 **Political Theory.**
Credit 3 hours each (I, II). 
Staff

490 **Problems in Government.** A seminar for advanced students in government organization to be arranged in consultation with members of the government staff.
Credit 1 to 6 hours (I, II, S). 
Staff

601 **Graduate Thesis.**
Credit 3 to 6 hours (I, II, S). 
Staff

The following courses may be taken for major, minor, or Master Teacher by special permission:
Government 302, 312, 313, 314, 316, 322, 326, 333, 391, 392. (See University Catalog for description).
400 Minor Problems. Investigation of minor problems in the various fields of psychology. Prerequisite: Sixteen hours of psychology and permission of the Head of the Department.
Credit 1 or more hours per semester (I, II) .............. Mr. Thompson

402 School Adjustment to Child Problems. Prerequisite: Nine hours of psychology and permission of instructor.
Credit 2 to 3 hours (E, S) ........................................ Mr. Thompson

411 Psychology of Politics. Prerequisite: Permission.
Credit 3 hours (E) ................................................... Mr. Thompson

417 Statistical Methods (Biology, Education): Statistical analysis of type, variation, association, and significance. Prerequisite: Knowledge of elementary algebra.
Credit 3 hours (E, S) .............................................. Mr. Davis

418 Mental Hygiene. Prerequisite: Six hours of psychology
Credit 3 hours (I, II, S) ............................................. Staff

421 Individual Mental Tests. Prerequisite: Permission.
Credit 3 hours (I, II) .............................................. Mr. Thompson

422 Clinical Tests. Prerequisite: Six hours of psychology.
Credit 3 hours (II) .................................................... Staff

424 Abnormal Psychology. Prerequisite: Six hours of psychology and junior standing.
Credit 3 hours (II) .................................................... Mr. Thompson

426 The Problem Child. Prerequisite: Six hours of psychology.
Credit 3 hours (S) .................................................... Mr. Thompson

427 Psychology of the Exceptional Child. Prerequisite: Nine hours of psychology and permission.
Credit 3 hours (E, S) ............................................... Mr. Thompson, Miss Edwards

433 Vocational Psychology. Prerequisite: Permission of the instructor.
Credit 3 hours (I) ..................................................... Staff

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

480 Tests and Measurements. Prerequisite: Six hours of psychology.
Credit 3 hours (II, S) ............................................... Mr. Davis, Mr. Thompson

483 Child Psychology. Prerequisite: Nine hours of psychology and permission of the instructor.
Credit 3 hours (E, S) ................................................ Miss Edwards

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

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

601 Graduate Thesis.
Credit 3 to 6 hours (I, II, S) ....................................... Staff

The following courses may be taken by special permission:
Psychology 331, 333, 385. (See University Catalog for description).
SOCIOMETRY

400 **Group Leadership Training.** Prerequisite: Sociology 323. Credit 1 to 3 hours (E) .......................... **Staff**

404 **Population Analysis.** Prerequisite: Basic courses in sociology. Credit 3 hours (I) .......................... **Mr. Wilber**

416 **Ethnic Relations.** Prerequisite: Senior standing and 6 hours of sociology. Credit 3 hours (E) .......................... **Mr. Wilber**

438 **Elements of Social Case Work.** Prerequisite: One year of sociology. Credit 3 hours (E) .......................... **Staff**

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 215. Credit 3 hours each (I-II) .......................... **Mr. Sullenger**

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

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

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) .......................... **Mr. Wilber**

517 **Propaganda and Social Control.** Credit 3 hours (E) .......................... **Mr. Wilber**

601 **Graduate Thesis.**

602 Credit 3 to 6 hours (I, II, S) .......................... **Staff**

The following courses may be taken by special permission:
Sociology 304, 306, 310, 335. (See University Catalog for description).

COURSES FOR MASTER TEACHER AND MINOR FIELDS

BIOLOGY

415 **Evolution.** Prerequisites: 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, 361, 395, 396. (See University Catalog for description).
CHEMISTRY

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

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. Berueffy

451 Advanced Analytical Chemistry: Class 2 hours, laboratory 4 hours. Prerequisite: Three years of college chemistry, including Chemistry 212.
Credit 3 hours each (452 offered I—II) ......................... Miss Ward

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

ECONOMICS

412 Principles of World Commerce. Prerequisite: Economics 211 and 212 or consent of instructor.
Credit 3 hours (I) .................................................. Staff

416 History of Economic Thought. Prerequisite: Economics 211 and 212.
Credit 3 hours ................................................... Mr. Crane

417 Economic Policy. 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—I, II) ......................... Mr. Crane

The following courses may be taken for Graduate Credit by special permission: Economics 307, 311, 315, 318. (See University Catalog for description).

FOREIGN LANGUAGES AND LITERATURES

FRENCH

The following courses may be taken by special permission. French 313, 320, 324, 325, 326, 335, 336, 443. (See University Catalog for description).

GERMAN

422 Goethe. Prerequisite: Permission of instructor.
Credit 3 hours (II) .................................................. Staff

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

The following courses may be taken by special permission:
German 313, 333, 335, 336. (See University Catalog for description).
SPANISH

417 Spanish Literature and Its Cultural Background. Prerequisite: Spanish 212.
Credit 3 hours (I) . ........................................ Mr. Espinosa

418 Survey of Spanish American Literature. Prerequisite: Spanish 212.
Credit 3 hours (II) ........................................ Mr. Espinosa

425 The Modern Drama. Prerequisite: Spanish 212.
Credit 3 hours (I) ........................................ Staff

427 The Modern Novel. Prerequisite: Spanish 212.
Credit 3 hours (I) ........................................ Staff

430 Cervantes. Permission of Instructor.
Credit 3 hours (I) ........................................ Mr. Espinosa

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

The following courses may be taken by special permission:
Spanish 335, 336, 337, 338, 339, 349, 351, 352. (See University Catalog for
description).

MATHEMATICS

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

The following courses may be taken by special permission:
Mathematics 311, 324, 364. (See University Catalog for description).

SOCIAL SCIENCE

Elect at least three subjects (but not more than nine hours in any one subject)
from the following: Economics, Government, History, Psychology, and Sociology.
<table>
<thead>
<tr>
<th>Area</th>
<th>College of Arts &amp; Sciences</th>
<th>College of Applied Arts</th>
<th>College of Education</th>
<th>College of Business Administration</th>
</tr>
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<tbody>
<tr>
<td>Introductory Courses</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
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<tr>
<td>Air Science</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Accounting</td>
<td>14 Semester hours</td>
<td>All</td>
<td>All (except 411-2)</td>
<td>All</td>
</tr>
<tr>
<td>Chemistry</td>
<td>All (except 121)</td>
<td>All</td>
<td>All (except 121)</td>
<td>All (except 250, 331 thru 338)</td>
</tr>
<tr>
<td>Economics</td>
<td>All (except Reading Impr.)</td>
<td>All</td>
<td>All</td>
<td>All (except 114)</td>
</tr>
<tr>
<td>Engineering</td>
<td>Courses 105, 121, 122, 200, 230, 336</td>
<td>All (except 250, 331 thru 338)</td>
<td>All (except 250, 331 thru 338)</td>
<td>All (except 114)</td>
</tr>
<tr>
<td>English Foreign</td>
<td>All (except 114)</td>
<td>All</td>
<td>All (except 114)</td>
<td>All (except French 336; German 336; Span. 339, 349; Port. 111-2)</td>
</tr>
<tr>
<td>Languages</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>General Science</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All (except 221-2, 223-4, 227 or 228, 321, 335, 463)</td>
</tr>
<tr>
<td>History Government</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
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<tr>
<td>Home</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
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<tr>
<td>Economics Home</td>
<td>Courses 115, 116, 211, 227, 312, 322, 416, 422</td>
<td>All (except 424)</td>
<td>All (except 424)</td>
<td>All</td>
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<tr>
<td>Journalism</td>
<td>Courses 373, 374, 375, 376, 377</td>
<td>All</td>
<td>All</td>
<td>All</td>
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<tr>
<td>Library Science</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>Not Acceptable</td>
</tr>
<tr>
<td>Mathematics</td>
<td>All (refer to page 75, Laboratory Courses)</td>
<td>All</td>
<td>All</td>
<td>All</td>
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<tr>
<td>Music</td>
<td>All (except Music Ed. 151)</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Music Ed.</td>
<td>All (except Music Ed. 151)</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
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