1-1-1957

General Academic Catalog (1957-58, 1958-59)

University of Omaha

Follow this and additional works at: https://digitalcommons.unomaha.edu/undergradcatalogs

Part of the Higher Education Administration Commons

Recommended Citation

https://digitalcommons.unomaha.edu/undergradcatalogs/21

This Report is brought to you for free and open access by the UNO Academic Catalogs at DigitalCommons@UNO. It has been accepted for inclusion in Undergraduate Catalogs by an authorized administrator of DigitalCommons@UNO. For more information, please contact unodigitalcommons@unomaha.edu.
Bulletin of the
UNIVERSITY OF OMAHA
VOLUME XIX, NUMBER 1
JANUARY, 1957
GENERAL CATALOG
for the academic years
1957 - 58
1958 - 59
The University at a Glance

...To earn a living
And live a cultured life
Not as two processes
But as one...

The primary purposes of the University of Omaha are: first, to maintain a faculty of dynamic teacher-scholars of high character and competence who will inspire able and willing students to achieve to the maximum of their abilities, and second, to provide classroom, laboratory, and library facilities adequately equipped to produce an environment conducive to learning of the highest order.

By contemporary standards the University of Omaha is not a large institution. Composed of a student body of over 5,000 (2,500 day—2,800 night), the University attempts to treat each student as an individual; his background, his problems, and his aspirations all receive constant attention. Ample opportunity is provided for specialized study in terms of interest, talent, and ultimate vocational objective. Thus, the University is concerned that its graduates be good citizens who earn a better living and live a richer, fuller life.

A university may well be judged by the success of its graduates. For a half century since its founding in 1908, the University has furnished Omaha, the state of Nebraska, and the nation with men and women of sound intellectual training and strong character.

The University of Omaha has five colleges—Arts and Sciences, Applied Arts and Sciences, Education, Business Administration, and Adult Education, each of which conducts day and evening classes to meet the multiple needs and demands of the community. As a further service to the community, the University provides correspondence courses for those who cannot come to the campus; designs training courses for thousands of business and industrial employees; supplies in-service training for teachers; conducts television classes on KMTV; and sponsors a wide variety of conferences, workshops, lectures, and concerts to enrich the regular academic program.
# TABLE OF CONTENTS

The University at a Glance .................................................. 2
Historical Sketch ................................................................. 4
Calendar for 1957-58 and 1958-59 ............................................. 5
Administration ................................................................. 9
Faculty ................................................................. 10
Accredited Standing ......................................................... 20
University Regulations ....................................................... 20
Admission ................................................................. 21
Counseling Program ........................................................... 25
Academic Standing ..............................................................
  Student Study Load ....................................................... 26
  Grades ................................................................. 26
  General Regulations .................................................... 30
College of Arts and Sciences . ................................................. 32
College of Applied Arts and Sciences .................................... 71
  Division of Technical Institutes ........................................... 96
College of Education .......................................................... 97
College of Business Administration ...................................... 120
Air Force ROTC .............................................................. 145
College of Adult Education .................................................. 148
  Correspondence Department ............................................... 148
The Graduate Division ...................................................... 154
The Summer Sessions ........................................................ 171
The Gene Eppley Library ..................................................... 172
Tuition and Fees ............................................................. 173
  Non-resident Status ...................................................... 177
Scholarships and Awards ................................................... 178
Student Services
  Student Health Service .................................................. 181
  Bureau of Teaching Aids .................................................. 181
  Book Store ............................................................. 181
  Placement Service ....................................................... 182
  Cafeteria .............................................................. 182
  Athletics ............................................................. 186
Industrial Testing ........................................................... 182
Student Organizations and Activities .................................... 183
Alumni Association .......................................................... 187
Degree Credit Chart .......................................................... 188
Index ................................................................. 190
HISTORICAL SKETCH

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

In 1908, through the efforts of a group of far-sighted citizens, the University of Omaha was incorporated as a coeducational, non-sectarian college. The first college term opened in September, 1909, under the leadership of Dr. Daniel E. Jenkins. 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.

Since the University of Omaha became a municipal institution, important advances have been achieved in faculty personnel, curricular reforms, administrative organization, scientific laboratories, and in library facilities during the presidencies of Dr. W. E. Sealock, 1931-1935, Dr. Rowland Haynes, 1935-48, and Dr. Milo Bail, who took office in 1948. The University now has five colleges, a Graduate Division, and a 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 to the extent of two mills. In June, 1951, an Air Force ROTC unit was established. The $850,000 Gene Eppley Library was completed in 1955. The Applied Arts and Student Union buildings are currently under construction.
**UNIVERSITY OF OMAHA**

**CALENDAR FOR 1957-58**

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 5</td>
<td>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 (Women)</td>
<td>Physical examinations for new students. Examinations hours are: 12:30 to 4 p.m.; note: students not present for examinations at scheduled times will be charged late reporting fee.</td>
</tr>
<tr>
<td>September 9, 10 (Men)</td>
<td>Physical examinations for former students who plan to take physical education. Examination hours are: 8 to 10 a.m.; note: students not present for examination at the scheduled time will be charged late reporting fee.</td>
</tr>
<tr>
<td>September 9 (Men)</td>
<td>University Faculty Meetings.</td>
</tr>
<tr>
<td>September 10 (Women)</td>
<td>Registration for College of Adult Education; 5 to 8 p.m.</td>
</tr>
<tr>
<td>September 9, 10</td>
<td>Registration for new students.</td>
</tr>
<tr>
<td>September 11, 12</td>
<td>Freshman Day, 9 to 4 p.m.; required of new and transfer students.</td>
</tr>
<tr>
<td>September 13</td>
<td>Registration for former students; 8 to 4 p.m.</td>
</tr>
<tr>
<td>September 14</td>
<td>Registration for former students; 8 to 12 noon.</td>
</tr>
<tr>
<td>September 16</td>
<td>Classes begin, both day and evening.</td>
</tr>
<tr>
<td>September 16</td>
<td>Late registration, day school.</td>
</tr>
<tr>
<td>September 23</td>
<td>Late registration, College of Adult Education.</td>
</tr>
<tr>
<td>September 28</td>
<td>Last day for adding credit classes to a day school schedule, or to an Adult Education schedule.</td>
</tr>
<tr>
<td>October 8</td>
<td>Founders' Day Convocation.</td>
</tr>
<tr>
<td>October 18</td>
<td>Five week grade reports for freshmen.</td>
</tr>
<tr>
<td>November 15</td>
<td>Midsemester scholastic report due in Dean's Office by 5 p.m.</td>
</tr>
<tr>
<td>November 17</td>
<td>Open House, 3 to 5 p.m.</td>
</tr>
<tr>
<td>November 27</td>
<td>Thanksgiving recess begins at 9:40 p.m.</td>
</tr>
<tr>
<td>December 2</td>
<td>Classes resume at 8 a.m.</td>
</tr>
<tr>
<td>December 13</td>
<td>Christmas Convocation at 10 a.m.</td>
</tr>
<tr>
<td>December 14</td>
<td>Christmas vacation begins at 12 noon.</td>
</tr>
<tr>
<td>December 14</td>
<td>Last day for filing applications for degrees to be conferred in January, 1958.</td>
</tr>
<tr>
<td>January 2</td>
<td>Classes resume at 8:00 a.m.</td>
</tr>
<tr>
<td>January 20 - 25</td>
<td>Final Examinations.</td>
</tr>
<tr>
<td>January 27, 28</td>
<td>Vacation for first semester students.</td>
</tr>
</tbody>
</table>
SECOND SEMESTER

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

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

January 27, 28
Registration for new students and former students, 8 to 4 p.m.

January 28
General Assembly at 9 a.m.; required of all new students.

January 29
Classes begin, day school.

January 29
Late registration, day school.

January 30, 31
Registration for College of Adult Education, 5 to 8 p.m.

February 3
Classes begin, College of Adult Education.

February 10
Late registration, College of Adult Education.

February 12
Last day for adding credit classes to a day school schedule.

February 15
Last day for adding credit classes to an Adult Education schedule.

March 28
Midsemester scholastic reports due in Dean’s Office.

March 29
Spring vacation begins at 12 noon.

April 7
Classes resume at 8 a.m.

April 12
Last day for filing applications for degrees to be conferred in June, 1958.

May 9
Ma-ie Day — student holiday.

May 12 - 17
Registration for Summer School and for first semester 1958-59.

May 24 - 31
Final Examinations.

May 30
Memorial Day.

June 1
Baccalaureate.

June 2
Forty-ninth Commencement.

SUMMER, 1958

May 19 - June 6
Intersession.

June 6 (1 - 4 p.m.)
Registration for day and evening classes.

June 7 (9 - 12 noon)
First Term.

June 9 - July 12
Evening term.

June 10 - August 1
Holiday.

July 4
Second term.

July 14 - August 16
Last day for filing applications for degrees to be conferred in August, 1958.

July 19
CALENDAR FOR 1958-59

FIFTIETH ANNIVERSARY

FIRST SEMESTER

September 5 (Women)  
September 8, 9 (Men)  
Physical examinations for new students. Examination hours are: 12:30 to 4 p.m.; note: students not present for examinations at scheduled time will be charged late reporting fee.

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

September 8, 9  
University Faculty Meetings.

September 8, 9  
Registration for College of Adult Education; 5 to 8 p.m.

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

September 10, 11  
Registration for new students.

September 12  
Freshmen Day, 9 to 4 p.m.; required of new and transfer students.

September 12  
Registration for former students, 8 to 4 p.m.

September 13  
Registration for former students, 8 to 12 noon.

September 15  
Classes begin, both day and evening.

September 15  
Late registration, day school.

September 22  
Late registration, College of Adult Education.

September 26  
Last day for adding credit classes to a day school schedule, or to an Adult Education schedule.

October 8  
Founders' Day Convocation.

50th ANNIVERSARY CONVOCATION

October 17  
Five week grade reports for freshmen.

November 14  
Midsemester scholastic report due in Dean's Office by 5 p.m.

November 16  
Open House, 3 to 5 p.m.

November 26  
Thanksgiving recess begins at 9:40 p.m.

December 1  
Classes resume at 8:00 a.m.

December 8 - 13  
Registration for second semester, 1958-59.

December 17  
Christmas Convocation at 10:00 a.m.

December 17  
Christmas vacation begins at 9:40 p.m.

December 17  
Last day for filing applications for degrees to be conferred in January, 1959.

January 5  
Classes resume at 8:00 a.m.

January 19 - 24  
Final Examinations.

January 26, 27  
Vacation for first semester students.
UNIVERSITY OF OMAHA

SECOND SEMESTER

January 21
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 22 (Men)
January 23 (Women)
Physical examinations for new students. Examinations hours are 8 and 9 a.m.; note: students not present for examinations at scheduled time will be charged late reporting fee.

January 26, 27
Registration for new students and former students, 8 to 4 p.m.

January 27
General Assembly at 9 a.m.; required of all new and transfer students.

January 28
Classes begin, day school.

January 28
Late registration, day school.

January 29, 30
Registration for College of Adult Education; 5 to 8 p.m.

February 2
Classes begin, College of Adult Education.

February 9
Late registration, College of Adult Education.

February 10
Last day for adding credit classes to a day school schedule.

February 14
Last day for adding credit classes to an Adult Education schedule.

March 25
Midsemester scholastic reports due in Dean’s Office by 5 p.m.

March 25
Easter Convocation at 10 a.m.

March 25
Spring vacation begins at 9:40 p.m.

April 2
Classes resume at 8 a.m.

April 8
Last day for filing applications for degrees to be conferred in June, 1959.

May 8
Ma-ie Day — student holiday.

May 11 - 16
Registration for Summer School and for first semester 1958-59.

May 23 - 29
Final Examinations.

May 30
Memorial Day.

May 31
Baccalaureate.

June 1
Fiftieth Commencement.

SUMMER, 1959

May 18 - June 5
Intersession.

June 5
Registration for day and evening classes, 1 to 4 p.m.

June 6
Registration for day and evening classes, 9 to 12 noon.

June 8 - July 11
First term.

June 9 - July 30
Evening term.

July 4
Holiday.

July 13 - August 15
Second term.

July 18
Last day for filing applications for degrees to be conferred in August, 1959.
ADMINISTRATION

THE BOARD OF REGENTS

Mr. Clarence L. Kirkland
President of the Board

Mr. F. E. Borchers
The Honorable Roman L. Hruska
Mr. Henry C. Karpf
Mr. Ralph E. Kiplinger

Mr. Daniel W. Campbell
Mr. Thomas C. Quinlan
Mr. Louis Somberg
Mrs. A. C. R. Swenson

PHILIP MILO BAIL, Ph.D., LL.D.
President of the University

ROWLAND HAYNES, LL.D.
President Emeritus

CHARLES HOFF, B.Sc.
Vice President for Business Management

RODERIC B. CRANE, M.B.A.
Assistant to the President

JOHN E. HORNER, Ph.D.
Assistant to the President

THE COLLEGES

WILLIAM H. THOMPSON, Ph.D.
Dean, The College of Arts and Sciences

CARL W. HELMSTADTER, Ph.D.
Dean, The College of Applied Arts and Sciences

FRANK H. GORMAN, Ph.D.
Dean, The College of Education

JOHN W. LUCAS, M.B.A.
Dean, The College of Business Administration

DONALD G. EMERY, Ph.D.
Dean, The College of Adult Education

ROY M. ROBBINS, Ph.D.
Director, The Graduate Division
FREDERICK W. ADRIAN ............................... History
Ph.D., Ohio State University, 1942; Associate Professor

JANE E. ANDERSEN .................................. Art
B.S., B.F.A., University of Omaha, 1955; Instructor

GLADYS M. ANDERSEN ................................ English
M.A., University of Nebraska, 1955; Assistant Instructor

SALLIE A. ANDERSON ............................... Home Economics
B.S., Iowa State College, 1952; Instructor

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

MICHEL BEILIS .................................... Foreign Languages
M.A., Columbia University, 1951; Instructor; Administrative Assistant, College of Adult Education

HOLLIE B. BETHEL ................................. Elementary Education
M.S., University of Omaha, 1951; Associate Professor

THOMAS N. BONNER ................................. History and Social Science
Ph.D., Northwestern University, 1951; Associate Professor and Head of Social Science Department

PAUL D. BORGE .................................. Speech
B.A., Luther College, 1947; Instructor of Speech and TV-Radio

REBECCA S. BREESE ............................... Physical Education for Women
B.S., University of Kansas, 1956; Instructor

STEWART J. BRIGGS ......................... Psychology
Ph.D., Purdue University, 1955; Instructor; Director, Bureau of Industrial Testing and Institutional Research

JAMES E. BROCK ................................ Physical Education for Men
M.A., University of Iowa, 1948; Associate Professor and Head of Department; Football Line Coach

JAMES H. BROWN ................................. Engineering
M.A., University of Minnesota, 1954; Registered Professional Engineer; Associate Professor

MARION M. BROWN .............................. English and Education
M.A., University of Nebraska, 1930; Assistant Professor

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

KARL H. D. BUSCH ................................ Biology
Ph.D., Ohio State University, 1940; Professor

LAWRENCE B. BUTLER ............................... Secondary Education
Ed.D., University of Kansas, 1956; Assistant Professor
LLOYD R. CARDWELL ........................................... Physical Education for Men
B.Sc., University of Nebraska, 1953; Instructor; Head Football Coach

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

BEN L. COLLINS .................................................. English
Ph.D., University of New Mexico, 1954; Assistant Professor

JOHN J. COTTON ................................................. Physical Education for Men
M.S., University of Denver, 1952; Instructor; Head Basketball Coach;
Assistant Football Coach

RODERIC B. CRANE ............................................. Economics
M.B.A., University of Chicago, 1941; Professor and Head of Department

PAUL T. CROSSMAN ............................................. Accounting
M.Sc., University of Illinois, 1950; C.P.A.; Professor and Head of Department

ARTHUR R. CUSTER ............................................. Music
M.Mus., University of Redlands, 1951; Assistant Professor; Director
of Bands

HAROLD L. DAVIS .............................................. Education and Engineering
B.Sc., University of Omaha, 1956; Assistant Instructor

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

RUSSEL C. DERBYSHIRE ....................................... Zoology
Ph.D., Iowa State College, 1938; Assistant Professor

*HODGE W. DOSS ................................................ Mathematics and Physics
M.A., University of Missouri, 1949; Assistant Professor

JOSEPH G. DUNN .............................................. Elementary Education
Ed.D., University of Missouri, 1955; Assistant Professor

WILLIAM H. DURAND ........................................... Engineering
B.S.M.E., University of Colorado, 1951; Assistant Professor

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

DONALD G. EMERY ............................................... Education
Ph.D., State University of Iowa, 1949; Professor; Dean of the College
of Adult Education and Director of Summer Sessions

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

JOHN C. FOLLMAN ............................................... Psychology
B.A., University of Nebraska, 1955; Assistant Instructor

LESLIE N. GARLOUGH .......................................... General Sciences
Ph.D., University of Minnesota, 1931; Professor and Head of Departments of General and Natural Sciences

*On leave of Absence.
FRANK H. Gorman .................................. Education
Ph.D., University of Missouri, 1931; Professor; Dean of the College
of Education

Ernest F. Gorr .................................. Physical Education for Men
M.Sc., University of Omaha, 1954; Assistant Professor; Track Coach

Robert D. Harper .................................. English
Ph.D., University of Chicago, 1949; Professor

George T. Harris .................................. Business Administration
Ph.D., State University of Iowa, 1953; Associate Professor

Carl W. Helmstadter .................................. Accounting
Ph.D., State University of Iowa, 1936; Professor; Dean of the College
of Applied Arts and Sciences

Duane W. Hill .................................. Political Science
Ph.D., State University of Iowa, 1953; Assistant Professor

Elizabeth L. Hill .................................. Speech
M.Ed., University of Missouri, 1955; Assistant Professor; Associate
Dean of Student Personnel

Jack A. Hill .................................. Business Administration
M.B.A., University of Denver, 1948; Assistant Professor

William C. Hockett .................................. Accounting
M.B.A., University of Denver, 1949; C.P.A.; Associate Professor

Leta F. Holley .................................. Secretarial Science
M.Sc., University of Denver, 1941; Associate Professor and Head of
Department

Frances Holliday .................................. Elementary Education
Ed.D., George Washington University, 1949; Professor and Head of
Department

John E. Horner .................................. Foreign Languages
Ph.D., Ohio State University, 1955; Assistant Professor; Assistant to
the President; Director of Academically-Related Activities and Coordi-
nator of Special Services

Francis M. Hurst .................................. Psychology
Ed.D., Indiana University, 1954; Assistant Professor

Kilbourn L. Janecek .................................. Library Science
M.A., University of Denver, 1951; Assistant Professor; Associate
Librarian

Harry W. Johnson .................................. Secondary Education
Ph.D., University of Chicago, 1951; Assistant Professor; Director of
Reading Improvement Laboratory

Paul C. Kennedy .................................. Secondary Education
Ed.D., University of Kansas, 1955; Assistant Professor

Margaret P. Killian .................................. Home Economics
M.A., Columbia University, 1929; Professor and Head of Department

Berthe C. Koch .................................. Art
Ph.D., Ohio State University, 1929; Professor and Head of Department
<table>
<thead>
<tr>
<th>Name</th>
<th>College/Department</th>
<th>Education</th>
<th>Position/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN D. LEONARD</td>
<td>Business Administration</td>
<td>L.L.B., University of North Dakota, 1950; M.S., Purdue University, 1954; Assistant Professor</td>
<td></td>
</tr>
<tr>
<td>C. GLENN LEWIS</td>
<td>Business Administration</td>
<td>J.D., University of Iowa, 1927; M.B.A., Indiana University, 1956; Associate Professor; Director of Real Estate Program</td>
<td></td>
</tr>
<tr>
<td>WALTER W. LINSTROMBERG</td>
<td>Chemistry</td>
<td>Ph.D., University of Missouri, 1955; Assistant Professor</td>
<td></td>
</tr>
<tr>
<td>ELLEN LORD</td>
<td>Library Science</td>
<td>B.A.L.S., University of Michigan, 1938; Associate Professor; Librarian</td>
<td></td>
</tr>
<tr>
<td>JOHN W. LUCAS</td>
<td>Business Administration</td>
<td>M.B.A., Ohio State University, 1935; Professor; Dean of the College of Business Administration and Head of Department</td>
<td></td>
</tr>
<tr>
<td>JAY B. MACGREGOR</td>
<td>Education</td>
<td>Ph.D., State University of Iowa, 1931; Professor; Dean of Student Personnel</td>
<td></td>
</tr>
<tr>
<td>FRANK MAGERS</td>
<td>Speech</td>
<td>M.F.A., Texas Christian University, 1951; Instructor; Technician in Dramatics and TV-Radio</td>
<td></td>
</tr>
<tr>
<td>D. N. MARQUARDT</td>
<td>Chemistry</td>
<td>Ph.D., University of Iowa, 1940; Professor and Head of Department</td>
<td></td>
</tr>
<tr>
<td>RAYMOND J. MAXWELL</td>
<td>Foreign Languages</td>
<td>M.A., University of Illinois, 1928; Assistant Professor</td>
<td></td>
</tr>
<tr>
<td>MARION R. McCaulley</td>
<td>Library Science</td>
<td>M.A., University of Iowa, 1950; M.S. in L.S., University of Illinois, 1952; Instructor; Head Reference Librarian</td>
<td></td>
</tr>
<tr>
<td>MARY E. McCOY</td>
<td>English</td>
<td>B.A., University of Omaha, 1955; Assistant Instructor</td>
<td></td>
</tr>
<tr>
<td>ROBERT S. MCGRANAHAN</td>
<td>Journalism</td>
<td>M.A., University of Iowa, 1949; Associate Professor; Director of General Printing and Information</td>
<td></td>
</tr>
<tr>
<td>JOHN G. McMillan</td>
<td>Physics</td>
<td>M.A., University of Nebraska, 1942; Associate Professor</td>
<td></td>
</tr>
<tr>
<td>ARTHUR G. MEHL</td>
<td>Accounting</td>
<td>M.B.A., University of Wisconsin, 1951; C.P.A.; Assistant Professor</td>
<td></td>
</tr>
<tr>
<td>JOHN D. MILLER</td>
<td>Music</td>
<td>M.Mus., Westminster Choir College, 1953; Assistant Professor</td>
<td></td>
</tr>
<tr>
<td>*JOYCE MINTIEER</td>
<td>Business Administration</td>
<td>M.B.A., Indiana University, 1941; Assistant Professor</td>
<td></td>
</tr>
<tr>
<td>MARILLYN J. NASS</td>
<td>Physical Education for Women</td>
<td>M.S., Pennsylvania State University, 1954; Instructor</td>
<td></td>
</tr>
<tr>
<td>ROY W. NOLTE</td>
<td>Education</td>
<td>M.A., University of Missouri, 1935; Assistant Professor; Counselor, College of Adult Education; Director, Offutt Air Force Base Program</td>
<td></td>
</tr>
<tr>
<td>*HEDVIG C. M. NYHOLM</td>
<td>English</td>
<td>M.A., Middlebury College, 1942; Assistant Professor</td>
<td></td>
</tr>
</tbody>
</table>

*On leave of Absence.
PATRICIA A. OBERLANDER ...........................................Music
M.A., University of Iowa, 1952; Instructor of Piano

B. GALE OLESON ...................................................Education
Ph.D., University of Wyoming, 1953; Assistant Professor; Director,
Academic Testing and Counseling

GRANT M. OSBORN ...........................................Business Administration
Ph.D., University of Pennsylvania, 1955; Associate Professor; Director
of Insurance Program

ALDRICH K. PAUL .....................................................Speech
Ph.D., University of Denver, 1954; Associate Professor and Head of
Department

WILFRED PAYNE ..................................................Philosophy
Ph.D., University of Wisconsin, 1930; Professor and Head of Depart-
ment of Humanities

RODERICK B. PECK ................................................Sociology
Ph.D., Iowa State College, 1952; Assistant Professor

JAMES B. PETERSON ...........................................Music
Ph.D., University of Iowa, 1953; Professor and Head of Department

PAUL V. PETERSON ................................................Journalism
M.A., University of Minnesota, 1954; Assistant Professor and Acting
Head of Department

DONALD J. PFLASTERER ...........................................Education
M.Ed., University of Nebraska, 1952; Assistant Professor; Assistant
Dean of Student Personnel

JANET L. PIEPER ..................................................English
B.S., University of Nebraska, 1954; Assistant Instructor

JAMES C. PORTERFIELD ...........................................Education
M.A., University of Denver, 1949; Assistant Professor; Director of
Teacher Placement

CHERYL H. PREWETT ...............................................Engineering
M.Sc., Oklahoma A & M, 1938; Associate Professor

VERDA C. RAUCH ................................................Secretarial Science
M.B.Ed., University of Colorado, 1955; Instructor

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

ROY M. ROBBINS ...........................................History
Ph.D., University of Wisconsin, 1929; Professor; Director of Graduate
Division

PAUL C. RODGERS ..................................................English
Ph.D., Columbia University, 1955; Assistant Professor

RUDY J. ROTELLA ...........................................Physical Education for Men
B.S., University of Omaha, 1956; Assistant Instructor

KATHRYN M. SCHAAKE ...........................................Physical Education for Women
M.A., New York University, 1951; Assistant Professor and Head of
Department
PAUL J. STAGEMAN ...................................................... Chemistry
M.S., University of Iowa, 1950; Assistant Professor

BENJAMIN STERN .................................................. Mathematics and Physics
M.S., California Institute of Technology, 1935; Instructor

T. EARL SULLINGER ............................................... Sociology
Ph.D., University of Missouri, 1930; Professor

MARY C. TAYLOR ...................................................... Art
M.F.A., State University of Iowa, 1955; Assistant Professor

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

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

ROBERT K. THORP .................................................. Journalism
B.A., University of Colorado, 1951; Instructor

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

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

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

A. STANLEY TRICKETT .................................................. History
Ph.D., The Victoria University of Manchester, England, 1935; Professor and Head of Department

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

WILLIAM T. UTLEY .................................................. Political Science
M.A., University of Arkansas, 1936; Professor and Head of Department; and Head of Institute for Public Affairs

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

GEORGE L. WILBER .................................................. Sociology
Ph.D., University of Nebraska, 1952; Associate Professor and Acting Head of Department

LOUIS R. WILLIAMS .................................................. Art
M.A., Ohio State University, 1955; Instructor

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

GARLAND S. WOLLARD .................................................. Education
Ed.D., University of Missouri, 1954; Associate Professor
WILFRED W. WORTMAN ........................................ Accounting
M.B.A., University of Denver, 1952; Instructor

VIRGIL V. YELKIN ........................................ Physical Education for Men
B.Sc., University of Nebraska, 1937; Assistant Professor; Director of Athletics; Baseball Coach

AIR FORCE ROTC DETACHMENT 470

LT. COL. WILLIAM H. DOWD ................................ Air Science
B.S., Boston College, 1948; Professor

MAJOR JOHN B. TRUELL ................................ Air Science
B.A., University of Nebraska, 1933; Associate Professor; Director of Instruction

MAJOR LEROY A. WENSTROM ................................ Air Science
B.A., American International College, 1955; Associate Professor; Commandant of Cadets

CAPTAIN BRUCE G. KELTZ ................................ Air Science
Assistant Professor; Assistant Commandant of Cadets

CAPTAIN ARTHUR J. CUDDY ................................ Air Science
A. of A., Marion Military Institute, 1950; Assistant Professor; Assistant Director of Instruction

1ST LT. VELMA M. KINLOCH ................................ Air Science
B.A., University of California, 1949; Assistant Professor; Adjutant

M/Sgt. LARRY C. HIDALGO ................................ Air Science
Personnel Sergeant Major

M/Sgt. FRANK C. SINCLAIR ................................ Air Science
Detachment Supply Sergeant

T/Sgt. HUGH H. MEYERS ................................ Air Science
Detachment Sergeant Major

T/Sgt. WILLIAM M. PRIDDY ................................ Air Science
Assistant to the Commandant of Cadets

EMERITUS FACULTY

LESLIE N. GARLOUGH ........................................ General Sciences
Ph.D., University of Minnesota, 1931; Professor and Head of Departments of General and Natural Sciences, 1931-1957

E. M. HOSMAN ........................................ Education
M.A., University of Chicago, 1915; Professor; Dean of the College of Adult Education, 1932-1955

NELL WARD ........................................ Chemistry
Ph.D., State University of Iowa, 1939; Professor and Head of Department, 1918-1955
UNIVERSITY OF OMAHA

PART-TIME FACULTY

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

PEGGY C. PAYNE .................................................. Foreign Languages
A.B., Birmingham Southern College, 1944; Instructor

JOHN DALE RUSSELL ............................................... Educational Administration
Ph.D., Indiana University, 1931; Consultant in Educational Administra-

BENJAMIN F. SCHWARTZ ........................................... Ethics and Religion
S.T.B., Boston University School of Theology, 1922; Instructor

ADMINISTRATIVE STAFF

MAINE C. ANDERSEN, M.D. ...................................... University Physician

VESTA M. BENSON ................................................ Secretary to the President

STEWART J. BRIGGS, Ph.D. .................................. Director, Bureau of Industrial Testing

RICHARD C. DEBUS, M.B.A. .................................. Assistant Business Manager

CATHERN DANIELSON .......................................... Director, Curriculum Laboratory

THELMAN ENGLE ................................................ University Hostess

JUNE D. GAUTIER, B.Sc. .................................... Executive Secretary, Alumni Association

ELIZABETH L. HILL, M.Ed. .................................. Associate Dean of Student Personnel

KILBOURN L. JANEECK, M.A. .................................. Associate Librarian

DONALD JOHANNS, M.A. .................................. Assistant Reference Librarian

HAROLD KEEFOVER, B.S. .................................. Accountant

BERNARD L. KOENIG ........................................... Manager, University Bookstore

CLARENCE P. LEFLER, B.S., E.E. .......................... Superintendent, Buildings & Grounds

ELLEN LORD, B.A.L.S. ........................................ Librarian

J. B. MACGREGOR, Ph.D. .................................. Dean of Student Personnel

MARION R. McCaulley, M.S. in L.S. .......................... Reference Librarian

ROBERT S. McGRANAHAN, M.A. ............................. Director, Gen. Printing & Information

RUTH MOLINE, B.A. ........................................... Director, Teaching Aids

B. GALE OLESON, Ph.D. ................................... Director, Academic Testing & Counseling

DONALD J. PFLASTERER, M.Ed. ............................... Assistant Dean of Student Personnel

WILLIAM K. PICARD, B.Sc. .................................. Purchasing Agent

JAMES C. PORTERFIELD, M.A. ................................ Director, Teaching Placement

GENEVIEVE PRICE, B.A. .................................. Assistant Registrar

ALICE C. SMITH, B.A. ........................................ Registrar

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

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

Hazel C. WILLIAMS ........................................... Secretary to the Vice President

GENEVIEVE WOODS, B.Sc. .................................. Chairman, Correspondence Department

JOHN E. WOODS, B.A. ........................................ Director of Placement & Liaison for

VIRGIL YELKIN, B.Sc. ........................................ Director of Athletics

Air Force ROTC & Veterans Information
INSTRUCTORS IN COLLEGE OF ADULT EDUCATION

ART
Stephen J. Polchert, M.F.A., Cranbrook Art Academy, 1953

BUSINESS ADMINISTRATION
Lorelle E. Alford, B.S., University of Omaha, 1951
Mack M. Barnhart, B.C.S., Drake University, 1950
Harvey D. Davis, B.S., University of Nebraska, 1942
William Drager, B.S., New York University, 1939
Kenneth C. Flint, B.A., University of Miami, 1934
Rowland Haynes, LL.D., University of Omaha, 1948
James H. Hunter, B.S., University of Nebraska, 1947
George M. Lacey, B.S., University of Omaha, 1950
Donald P. Lay, J.D., State University of Iowa, 1951
Cecil F. McGee, B.A., Morningside College, 1938
Betty A. O'Connor, B.S., University of South Dakota, 1940
Robert M. Spire, LL.B., Harvard Law School, 1952
W. L. Sunderman, B.S., University of Nebraska, 1935
Robert J. Wilson, B.S., Indiana University, 1942

CHEMISTRY
Michael J. Carver, Ph.D., University of Missouri, 1952

ECONOMICS
Lawrence A. Danton, M.S., Iowa State College, 1948
George H. Norton, Jr., M.B.A., University of Chicago, 1951

EDUCATION
Edna A. Fagan, B.S., University of Omaha, 1944
Gwen W. Geer, M.A., University of Omaha, 1953
Ingeborg S. MacHaffie, M.A., Columbia University, 1942
Shirley M. Robins, B.S., University of Omaha, 1951

ENGINEERING
Robert E. Bockstruck, B.S., Shurtleff College, 1953
Wilfred G. Hill, B.S., Iowa State College, 1926

ENGLISH
Glenn D. Desmond, M.A., University of Omaha, 1949
Vesta V. Dobson, M.A., University of Omaha, 1955
Margaret M. Miller, B.A., Ohio Wesleyan University, 1930
Helen Payne, M.A., University of Wisconsin, 1922

FOREIGN LANGUAGES
Pauline Carp, B.A., Rutgers University, 1949
Vojislav Dosenovich, M.A., University of Omaha, 1953
Frances S. Robb, M.A., University of Nebraska, 1956
Sebastian A. Spagnuolo, B.A., University of Omaha, 1948
Norman L. Zinn, M.A., University of Kansas, 1954
UNIVERSITY OF OMAHA

GENERAL SCIENCE
Paul B. Ackerson, M.S., University of Omaha, 1952
Lloyd L. Darrow, M.S., University of Omaha, 1952
Donald J. Lehmer, Ph.D., Harvard University, 1950
Paul W. Nelson, B.S., Iowa State College, 1932

GEography
Nathan R. Mohar, M.S., University of Illinois, 1933

HISTORY
Rollin D. Craig, M.A., University of Nebraska, 1950

HOME ECONOMICS
Christina A. Heidelberg, B.S., University of Omaha, 1951
Joan J. Mactier, B.S., Iowa State College, 1949

JOURNALISM
Hollis J. Limprecht, B.A., University of Nebraska, 1943

MATHEMATICS
James G. Howcroft, M.S., Massachusetts Institute of Technology, 1954
Donald B. Johnson, M.A., University of Omaha, 1952

MILITARY SCIENCE
Joseph M. Caffall, LL.B., University of Washington, 1943

PSYCHOLOGY
Alice Dawson, B.A., University of Nebraska, 1919
Frances M. Edwards, M.A., University of Omaha, 1936
Jess E. Hoffman, M.A., University of Michigan, 1955
Peter V. Knolla, M.A., University of Omaha, 1949

RELIGION
Sidney H. Brooks, M.H.L., Hebrew Union College, 1946
Myer S. Kripke, M.H.L., Jewish Theological Seminary, 1937
Glen W. Marshall, B.A., Nebraska Wesleyan University, 1930

SOCIology
Colette Casey, M.S.W., Loyola University, 1952
Charles Garetz, M.S.W., University of Minnesota, 1951
Gaylon L. Kuchel, M.A., State University of Iowa, 1950
Robert G. Moriarty, M.A., University of Omaha, 1954

SPEECH
John C. Peace, M.S., University of Omaha, 1952
Herbert E. Smith, M.S., Indiana University, 1954
ACCREDITED STANDING

The University of Omaha is fully accredited by the North Central Association of Colleges and Secondary schools, the American Association of Colleges of Teacher Education, and is a member of the National Commission on Accrediting (not an accrediting agency), 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 and by other regional accrediting agencies.

The University maintains an institutional membership in the Conference of Deans of Graduate Schools.

UNIVERSITY REGULATIONS

The University and its various colleges, divisions, and departments reserve the right to change the rules controlling admission to, instruction in, and graduation from the University or its various divisions.

Such regulations are operative whenever the University authorities deem necessary and apply not only to prospective students but also to those currently enrolled in the University.

The University also reserves the right to withdraw courses, to reassign instructors, and to change fees at any time.
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 220, 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. Accredited high school shall be interpreted as any high school accredited by its regional accrediting association or by the state university of the state in which the high school is located.
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, 1 1/2 units; plane geometry, 1 unit; solid geometry, 1/2 unit; social science, 1 unit; laboratory science above the freshman year, 1 unit; and electives, 7 units.

Students lacking 1/2 unit or more in algebra or geometry may not register in the Engineering Department, but may register temporarily in the General Division of the Applied Arts and Sciences College for courses for which they are qualified, pending the removal of this deficiency.

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.

ADMISSION TO THE UNIVERSITY

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.

Transfer students whose transcript has not been received 6 weeks prior to the beginning of the semester will carry courses at their own risk during the first semester.

I. 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.

II. PROCEDURE FOR ENTERING STUDENTS

New Students with fewer than 60 hours credit

1. Complete application for admission forms.
2. Upon receipt of letter of admission, pay $3.00 testing fee in the Business Office.
3. Take testing fee receipt to the testing room on schedule testing days and complete all guidance examinations.
4. After completion of tests, students will be assigned an academic counselor and will be given an appointment with the counselor to discuss the results of the guidance tests and to register for appropriate courses.
5. Complete student personnel forms in the Dean of Students office and, if student plans to drive a personal car, register his automobile.
6. All entering students must take physical examinations on the scheduled dates in order to enter the University.
7. All entering students are required to attend Orientation Day prior to the beginning of classes.
8. Students pay tuition and miscellaneous fees at the Business Office.
9. Classes begin and school is in session as of the first day of the semester.

III. NEW STUDENTS WITH MORE THAN 60 HOURS COLLEGE CREDIT

1. Complete application for admission forms.
2. Upon receipt of letter of admission verifying that the University of Omaha has accepted 60 or more semester hours of credit, contact the Dean of the college student is going to register in. Dean will then assign major adviser.
3. Make appointment with major adviser to register for classes.
4. Complete student personnel forms in the Dean of Students office and, if student plans to drive a personal car, register his automobile.
5. All entering students must take physical examinations on the scheduled dates in order to enter the University.
6. Students pay tuition and miscellaneous fees at the Business Office.
7. Classes begin and school is in session as of the first day of the semester.
IV. WITH ADVANCED STANDING

Advanced standing may be gained by a formal application to the Registrar. Such application, made at least 6 weeks 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.

V. INFORMATION FOR RETURNING STUDENTS

Returning students must have their records activated six weeks prior to the beginning of the semester. Students who do not comply with the above will carry courses at their own risk during the first semester.

1. Notify Registrar of your intentions to return to the University of Omaha.

2. Upon receipt of letter of acceptance contact student counseling office for assignment of academic counselor and appointment with counselor to register for classes.

3. Students pay tuition and miscellaneous fees at the Business Office.

4. Classes begin and school is in session as of the first day of the semester.

ADMISSION TO ADULT SPECIAL STANDING

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

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

ADMISSION OF RETURNED VETERANS

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

Veterans fulfilling the above conditions may pursue two-year associate title or a four-year degree program and secure such title or degree upon satisfactory completion of the course.
Veterans returned from the armed forces who are not high school graduates will be encouraged to build up their records to high school equivalency. This may be done by enrolling for correspondence courses on the high school level, or by returning to high school.

Some veterans may be able to obtain a "Certificate of Equivalency" in lieu of a high school diploma by applying to the State Department of Public Instruction, Lincoln, Nebraska. These certificates are granted primarily on the basis of satisfactory scores on five examinations known as the General Educational Development Tests and are legal equivalents of a high school diploma in the State of Nebraska. When properly authorized, these tests can be administered by the University Testing Bureau. Further information may be obtained from the Veterans Information Office, Room 240.

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

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 counselor 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 is 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.
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.
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. After this time an “Inc.” becomes a failure, unless the Deans of the Colleges have approved an extension of the time limit.

Students receiving the grade “Con.” or “Inc.” will be held responsible for understanding the regulations governing removal of “Con.” and “Inc."

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.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to drop all classes and withdraw from the University proceeds as follows:

1. Obtain withdrawal slip from the Registrar’s office.
2. Confer with his counselor and obtain his signature on the withdrawal card.
3. Confer with his Academic Dean and obtain his signature on the withdrawal card.

Refunds will be based on the official schedule (page 175 of this catalog).

If a student who withdraws during the first 11 weeks 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.

 Failure to withdraw officially will result in a grade of “F” in each course at the end of the semester.

EXAMINATIONS

All examinations must be taken at the scheduled time, otherwise late fee is charged. See page 175 for special examination fee.

ACADEMIC PROBATION

Academic probation is a status 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.
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.

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 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 154.

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.
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.

**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: art, chemistry, economics, English, foreign languages and literatures, history, mathematics, music, political science, 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. In each of the three divisions—humanities, natural sciences, 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 any of those divisions may be presented in lieu of 6 hours of credit in the same division. 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, geography, history, political science, 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, history, mathematics, music, physics, political science, psychology, science, sociology, Spanish, and speech. A candidate meeting the requirements in each of two fields may present a double major in those fields.

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

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

REQUIREMENTS FOR THE DEGREE
BACHELOR OF FINE ARTS

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

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

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

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

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

BACHELOR OF ARTS AND THE NEBRASKA
SECONDARY SCHOOL CERTIFICATE

Mr. Gorman, Adviser

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

Students who plan to teach can meet the requirements for the degree
Bachelor of Arts as well as the requirements for the Nebraska Secondary
School Certificate. The Dean of the College of Education must be con­
sulted about the subjects required for a teaching certificate.
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 after 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, Advisor

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 normally take the courses required in the Arts and Sciences program, including English literature, rhetoric, logic, psychology, sociology, public speaking, debate, economics, history, and political science.

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.
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 188.

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—III) ........... 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

103 Individual Projects in Natural Sciences: Field and laboratory work on an intermediate level, not involving original research. Prerequisite: Natural Science 101 and 102 and consent of instructor.
Credit arr. (I, II, S) ....................... Mr. Derbyshire, Mr. Garlough, Mr. Trankle

THE SOCIAL SCIENCES

Credit 5 hours per semester (I, II) ...................... Mr. Bonner
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. The specific courses required in fulfillment of the major will be determined in terms of the educational and vocational objectives of the student. Students may not audit technical 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 and 12 hours in the history of art.

Elementary Freehand Drawing: *The fundamental principles of line and mass relationships 111 prerequisite to 112.
Credit 3 hours each (I, II, S—I, II, S) Miss Andersen, Mrs. Taylor

Elementary Design: *The fundamental principles of color and color organization; 121 prerequisite to 122.
Credit 3 hours each (I, II, S—I, II, S) Miss Andersen, Mrs. Taylor

Sculpturing: *Fundamental principles of three dimensional form expressed thru the sculptor's media; 131 prerequisite to 132.
Credit 3 hours each (I, II, S—I, II, S) Mr. Williams

Intermediate Freehand Drawing: *More complex problems in composition, organization and media. 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

Intermediate Design: *Advanced design principles in the chemistry of art materials and the physics of light. 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 elementary interpretation of art expressions and techniques. Not open for credit to juniors, seniors, or art majors.
Credit 3 hours each (I, II) Mrs. Taylor

Commercial Art and Illustrative Advertising: *Application of commercial media and materials in advertising and packaging. Prerequisite: Art 112 and 122 and either 132 or 262; concurrent 211-221; 251 prerequisite to 252.
Credit 3 hours each (I—I—II) Mrs. Koch

*Two two-hour laboratory periods and one lecture period weekly.
261 **Elementary Ceramics**: *The building and glazing of pottery.* 261 prerequisite to 262.
Credit 3 hours each (I, II, S—I, II, S) ........................................... *Mr. Williams*

263 **Modeling and Casting**: *Creative modeling and casting techniques.* Prerequisites: Art 132 or Art 262, Art 112 and Art 122; 263 prerequisite to 264.
Credit 3 hours each (I—II) ............................................................. *Mr. Williams*

311 **Advanced Freehand Drawing**: *Advanced problems and advanced techniques.* Prerequisite: Art 212 and 222; 311 prerequisite to 312.
Credit 3 hours each (I, II—I, II) .................................................... *Mrs. Koch*

331 **Introductory Oil Painting**: *Introductory course in oil painting.* Prerequisite: Art 212 and 222, and either 132 or 262, or permission of the Head of the Department.
Credit 3 hours (I, II, S) ................................................................. *Mrs. Koch*

332 **Intermediate Oil Painting**: *Advanced problems in composition in oil.* Prerequisite: Art 331.
Credit 3 hours (I, II, S) ................................................................. *Mrs. Koch*

341 **History of Modern Art**: History and development of the modern arts. Prerequisite: Junior or senior standing only or permission of the Head of the Department.
Credit 3 hours (I) ......................................................................... *Mrs. Taylor*

342 **History of Medieval and Renaissance Art**: History of the arts of these periods. Prerequisite: Junior or senior standing only or permission of the Head of the Department.
Credit 3 hours (I) ......................................................................... *Mrs. Taylor*

351 **Minor Technical Problems**: A studio course in which the technical problems depend upon the individual needs of the student. Prerequisite: Art 212 and 222, and 132 or 262, and permission of the Head of the Department.
Credit to be arranged (I, II—I, II) ................................................... *Mrs. Koch*

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

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

441 **History of Classical and Ancient Art**: History of the art expressions of primitive and ancient peoples. Prerequisite: Junior or senior standing or permission of the Head of the Department.
Credit 3 hours (II) ............................................................... *Mrs. Taylor*

442 **History of Oriental Art**: History of the art expressions of Persia, India, China, and Japan. Prerequisite: Junior or senior standing or permission of the Head of the Department.
Credit 3 hours (II) ............................................................... *Mrs. Taylor*

451 **Advanced Technical Problems**: Advanced work in any of the techniques.
Prerequisite: advanced standing in art or permission of the Head of the Department.
Credit to be arranged (I, II—I, II) ................................................... *Mrs. Koch*

*Two two-hour laboratory periods and one lecture period weekly.*
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:** 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:** Special emphasis is given 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:** Emphasizes the human body as a site of chemical reactions. 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, laboratory 4 hours; not open to those with high school chemistry. Prerequisite: One year each, high school algebra and geometry. 111 prerequisite to 112.
Credit 4 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*

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.
Credit 4 hours each (I—II) ............................. *Staff*

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 4 hours (I) ..................................... *Mr. Linstromberg*

212 **Quantitative Chemical Analysis:** Lectures and laboratory work on theory, principles, and practices of analysis; lecture 3 hours, laboratory 9 hours. Prerequisite: Chemistry 111-112 or 181-182 or 211.
Credit 5 hours (II) ..................................... *Mr. Linstromberg*

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. Linstromberg*
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

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, 212, 213, and 214; Physics 211 and 212; one year calculus. 349 prerequisite to 350. Credit 4 hours each (I—II) ........................................ Mr. Linstromberg

Organic Preparations: Class 2 hours, laboratory 8 hours. Prerequisite: Three years of college chemistry, including Chemistry 214. Credit 3 hours ................................................................. Staff

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

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

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

ECONOMICS

Professor Crane (Head)

Economics is the study of the production of goods and services and how our system operates in satisfying the wants of individuals and society. It is not concerned with the internal problems and methods of administering a single business, but with the impact of external forces upon the business entity.

For a major, at least 18 hours of upper division courses are required, including one semester of statistics. Any one of the following business courses may also be counted: Business Cycles, Corporation Finance, Government and Business, Marketing. One year of Accounting is strongly recommended. From the following fields another 18 hours should be selected: History, government, sociology, psychology, business administration, and mathematics.

Principles of Economics: Modern economic society is analyzed, with emphasis upon the operation of the private enterprise system; the determinants of national production, employment and prices; the allocation of resources; and the distribution of income. 211 prerequisite to 212. Credit 3 hours each (I, II, S—I, II, S) ........................................ Mr. Crane

American Economic History: A survey of American economic development. (Same as History 307). Prerequisite: Economics 211, History 211 and 212. Credit 3 hours (II) .......................................................... Mr. Robbins

Money and Banking: A banking approach to the fundamentals of the monetary and banking system. Prerequisite: Economics 211. Credit 3 hours (I, II, S) .................................................. Mr. Crane

Public Finance: Theories of taxation and principles of public expenditure. Prerequisite: Economics 211. Credit 3 hours (II, alternate years) ........................................ Mr. Crane
315 **Labor Problems:** An historical and analytical survey of developments in the field of labor. Prerequisite: Economics 211. Credit 3 hours (I) ................. Staff

318 **Collective Bargaining:** The fundamentals and practices of labor—management negotiations. Prerequisite: Economics 315 or permission of Instructor. Credit 3 hours (II) ....................... Staff

319 **Economic Geography:** World patterns of production, transportation, and consumption. (319) products of the fishing ground, grassland, forest, and farm; (320) products of the mine and factory. (Same as Geog. 319-20). Credit 3 hours each (I, II) ......................... Mr. Thoman

412 **International Economics:** Principles and financing of international trade. Monetary, tariff, and lending policies. Prerequisite: Economics 211 and 212. Credit 3 hours (II, alternate years) ..................... Mr. Crane

450 **Special Topics:** Individual investigations of special problems in economics. Prerequisite: Permission of Instructor. Credit 1 to 3 hours; maximum, 6 hours (I, II—I, II) ........... Mr. Crane

ENGLISH

Professors Wardle (Head), Harper; Assistant Professors Brown, Collins, Nyholm, Rodgers; Assistant Instructors Andersen, McCoy, Pieper.

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 481 or 482
(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 467 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 481 or 482; English 225 or 283. In addition they must pass both English 245 and 246.
109 **Reading and Vocabulary:** Practice in comprehending the structure and meaning of English prose.
Credit 3 hours (I, II) ...............................Staff

111 **Elementary English Composition:** 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

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

227 **Introduction to Poetry:** Analysis of the chief characteristics of the short poem in English. Prerequisite: English 112 or proficiency.
Credit 3 hours (II) .................................Mr. Rodgers

231 **Introduction to English Literature:** Major contributions to English literature from Beowulf to Swift, designed primarily for students wishing to concentrate in English or to take upperclass courses in literature. Prerequisite: English 112 or proficiency.
Credit 3 hours (I, S, C) ............................Mr. Wardle

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

283 **The Contemporary Novel:** Some of the most important ideas, techniques, and authors of the novels of the twentieth century. Prerequisite: English 112 or proficiency.
Credit 3 hours (II, S) ...............................Mr. Harper
Contemporary British and American Drama: Readings in British and American plays written since 1900, with emphasis on problems of form and content rather than historical development. Prerequisite: English 112 or proficiency. Credit 3 hours (alternate years). Mr. Rodgers

Narrative Writing: Discussion of and practice in various types of narrative writing; with permission only. Credit 3 hours (II). Mr. Harper

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

The American Drama: 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 (II). Mr. Harper

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

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. Collins

Chaucer: A literary and linguistic study of the works of Chaucer, with emphasis on The Canterbury Tales. Prerequisite: English 231. Credit 3 hours (II). Mr. Harper

Shakespeare's Tragedies: A critical study of seven 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
448 **Seventeenth Century Literature.** English poetry and prose of the seventeenth century (especially Milton) and the drama of the Restoration. Prerequisite: English 231.
Credit 3 hours (E) .................................................. **Mr. Collins**

450 **English Drama before 1642:** Development of the English drama, exclusive of Shakespeare, from the beginning to 1642. Prerequisite: English 231.
Credit 3 hours (alternate years) .................................. **Mr. Wardle**

465 **The English Novel:** English novel from the beginnings to the end of the Victorian period. Prerequisite: English 232.
Credit 3 hours (alternate years) .................................. **Mr. Collins**

467 **The American Novel:** The major American novelist from Hawthorne to the present. Prerequisite: English 246.
Credit 3 hours (alternate years) .................................. **Mr. Harper**

481 **Romantic Poetry:** A study of the Romantic period. Prerequisite: English 232.
Credit 3 hours (alternate years) .................................. **Mr. Wardle**

482 **Victorian Literature:** English poetry and prose, exclusive of the novel, from 1830 to 1900. Prerequisite: English 232.
Credit 3 hours (I) .................................................... **Mr. Rodgers**

504 **History of Literary Criticism.** Prerequisite: graduate standing or permission of head of department.
Credit 3 hours (alternate years) .................................. **Mr. Wardle**

506 **American Literary Movements.** Prerequisite: graduate standing or permission of head of department.
Credit 3 hours (II) ................................................... **Mr. Harper**

508 **Studies in the Literature of the English Renaissance.** Prerequisite: graduate standing or permission of head of department.
Credit 3 hours (alternate years) .................................. **Mr. Collins**

510 **Studies in Victorian Prose.** Prerequisite: graduate standing or permission of head of department.
Credit 3 hours (alternate years) .................................. **Mr. Rodgers**

601 **Thesis**

602 Credit 3 hours (I, II, S) ........................................... **Staff**
**PRE-MEDICAL CURRICULUM**

Mr. Marquardt, 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 students who return for baccalaureate degrees, after a full year’s work in medical school, 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

#### First Semester

**First Year**

- **Mathematics (College Algebra or College Algebra and Trigonometry)**
- Biology 113
- Chemistry 111 or 181
- English
- †Physical Education
- Electives

**Second Semester**

- **Mathematics (Trigonometry or College Algebra and Analytical Geometry)**
- Biology 114
- Chemistry 112 or 182
- English
- †Physical Education
- Electives

<table>
<thead>
<tr>
<th></th>
<th>First Year</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Second Year

- **Chemistry 213**
- Modern foreign language
- †Physical Education
- Electives

- **Chemistry 214**
- Modern foreign language
- †Physical Education
- Electives

<table>
<thead>
<tr>
<th></th>
<th>First Year</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16-18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Third Year

- Modern foreign language
- Electives

- Modern foreign language
- Electives

<table>
<thead>
<tr>
<th></th>
<th>First Year</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16-18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Five hour courses if majoring in chemistry.
†Students may elect Air Force ROTC.
FOREIGN LANGUAGES AND LITERATURES

Professor Espinosa (Head); Assistant Professors Horner, Maxwell; Instructor Beilis; Assistant Instructor Payne.

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

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

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

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

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

FRENCH

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

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

313 Conversation and Composition, Grammar: Special emphasis on practical vocabulary. Prerequisite: French 212. Credit 3 hours (I) ........................................ Mr. Beilis

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

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

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

326 Eighteenth Century Writers: Voltaire, Montesquieu, Marivaux, Diderot, Rousseau, St. Pierre, and others. Prerequisite: French 212. Credit 3 hours (II) ........................................ Staff
Advanced Conversation and Composition: Development of idiomatic expression in speaking and writing. Prerequisite: French 212 or 313 and to sophomores with three years.
Credit 3 hours (II) ............................................. Mr. Beilis

French Civilization: Its development from earliest times through the Age of French Classicism to the present. Conducted in French. Prerequisite: French 513 or permission of instructor.
Credit 3 hours (I) ............................................. Staff

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. Beilis

GERMAN

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

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

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

Conversation and Composition, Grammar: Special emphasis on practical vocabulary. Prerequisite: German 212.
Credit 3 hours (I) ................................................. Staff

Advanced Conversation and Composition: Development of idiomatic expression in speaking and writing. Open to university students with German 212 or 313.
Credit 3 hours (II) ................................................. Staff

German Civilization: Its development from earliest times through the advent of German Classicism to the present. Conducted in German. Prerequisite: German 313 or permission of instructor.
Credit 3 hours (I) ................................................. Staff

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

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

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) ......................................... Staff
### GREEK

341 **Greek Literature in Translation:** Greek literature from Homer to Plutarch with a consideration of the cultural environment in which the literature was produced. The literature is studied in English. Prerequisite: Junior standing. Credit 3 hours (I, alternate summers). Mr. Horner

### HEBREW

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

### ITALIAN

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

### LATIN

341 **Roman Literature in Translation:** Roman literature from Livius Andronicus to St. Augustine with a consideration of the cultural environment in which the literature was produced. The literature is studied in English. Prerequisite: Junior standing. Credit 3 hours (II, alternate summers). Mr. Horner

### 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). Mr. Espinosa

### RUSSIAN

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

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

### SPANISH

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

211 **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—II, S). Mr. Espinosa

335 **Conversation and Composition, Grammar:** Development of idiomatic expression in speaking and writing. Open to university students with Spanish 212. Credit 3 hours (I). Mr. Espinosa
336 Commercial Correspondence: Composition and translation of Spanish commercial letters and documents. Prerequisite: Spanish 212.
Credit 3 hours (II) .................................................. Mr. Maxwell

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

338 Spanish for Government Service: Practice in conversation and drill, accurate translation of official documents, technical reports and personal correspondence; special emphasis on Latin America; course intended to train students for government work in practical field of Spanish. 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 América Latina (History in the Making in Latin America): 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: 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

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

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

443 Correlated Readings: Individual problems. Each student reads material in Spanish relating to his particular fields of interest. Prerequisite: Spanish 212.
Credit 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
GENERAL SCIENCES

PROFESSOR BUSCH; ASSOCIATE PROFESSOR MCMILLAN; ASSISTANT PROFESSORS DERBYSHIRE, Doss, DURAND, TRANKE; INSTRUCTOR STERN; PROFESSOR EMERITUS GARLOUGH.

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

Mr. Busch, Adviser

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.

Natural Science 103-104 credit arr.

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. Trank/e

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. Trank/e

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. Busch

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. Busch

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

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

Individual Projects in Biology: Field and laboratory work on an advanced level, 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. Busch

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. Busch

Biometry. See Psychology 417, Statistical Methods.

Problems in Biology: Independent original work on 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. Busch, Mr. Trankle

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

**PHYSICS**

Mr. McMillan, Adviser

A major in physics consists of a minimum of 15 hours of advanced physics beyond the general courses (111, 112, or 211, 212). At least 9 hours of the advanced credit in physics must require mathematics through the calculus as a prerequisite. Sufficient chemistry should be taken to acquire credit in a course in physical chemistry. This would normally be one year of general chemistry plus physical chemistry.

Engineering 230, Statics of Engineering, and Engineering 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. Stern

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

ASSOCIATE PROFESSOR THOMAN (HEAD)

Geography views man as he lives, works, and thinks within a culture superimposed over a natural setting.

All courses except Geography 215 offer credit in the Social Sciences Division. Geography 215 offers credit in the Natural Sciences Division.

211 World Regions: Eight politically-delimited regions considered as to ways of living, key problems, and viewpoints of each region or subdivision thereof with respect to that region’s position and role among the other seven. 211: Europe, Soviet Union, Middle East; 212: Orient, Oceania, Africa, Latin America, Anglo-America. No prerequisite. Credit 3 hours each (I, II, E, C)..............................Mr. Thoman

214 Strategic Materials: Critical natural and human resources of the Free World compared with those of the Iron Curtain Bloc. No prerequisite. Credit 3 hours (II)........................................Mr. Thoman

215 Natural Resources: The nature of occurrence of selected mineral, soil, and water resources of the United States. No prerequisite. Credit 3 hours (I, II)........................................Mr. Thoman

230 Anglo-America: The land and its use in the United States, Canada, and Alaska. No prerequisite. Credit 3 hours (I)........................................Mr. Thoman

319 Economic Geography: 319: products of the fishing ground, grassland, forest, and farm; 320: products of the mine and factory. Prerequisite: junior standing or consent of instructor. Also offers credit in Economics. Credit 3 hours each (I, II)........................................Mr. Thoman

329 Political Geography: Selected spatial and functional aspects of a nation. 330: spatial and cultural factors; 330: economic factors. Prerequisite: Geography 211 or 212 and consent of instructor. Credit 3 hours each (I, II)........................................Mr. Thoman

400 Special Problems: Geographical subject matter of mutual interest to the student and his instructor. Prerequisite: consent of instructor. Credit 1-3 hours (I, II, S)........................................Mr. Thoman
Candidates for the degree Bachelor of Arts who desire to major in history must complete satisfactorily either History 211, 212 or History 213, 214. 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; 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. Bonner, Mr. Robbins

213 Europe: (213), 1500-1815; (214), 1815 to present; a general survey of the development of Europe beginning with the Reformation, the division of the courses being at the Congress of Vienna.
Credit 3 hours each (I, II) . . . . . . . . . . . . . . . Mr. Beck

307 American Economic History: Same as Economics 307.
Credit 3 hours (II) . . . . . . . . . . . . . . . . . . . . . . . . . Mr. Robbins

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

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

319 Ancient Greece and Rome: 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 (450 A.D. to 1500). The present tendency is to emphasize economic and social development and the growth of culture. Prerequisite: Junior 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:** The background, settlement, and development of the English Colonies, including an analysis of colonial administration and a comparative examination of colonial institutions. Prerequisite: 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: Junior standing.
Credit 3 hours (I) .................................................. Mr. Adrian

330 **The American Frontier:** (330), 1763 to 1840; (331), since 1840. 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 (330); 212 (331), and junior standing.
Credit 3 hours each (I—II) .......................................... Mr. Robbins

340 **History of the South:** The development of the social, economic, and political traits of the South. Prerequisite: Junior standing.
Credit 3 hours (alternate years) .................................. Mr. Adrian

351 **History of Nebraska:** Nebraska from the date of earliest known records to the present. Prerequisite: Junior standing.
Credit 3 hours (alternate years) .................................. Mr. Adrian

380 **Latin America:** 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: Junior standing.
Credit 3 hours each (alternate years) ............................ Miss Tirrell

422 **Europe Since 1919:** Problems arising from the Treaty of Versailles and the economic, political, and social readjustments in the new Europe. Prerequisite: Junior standing:
Credit 3 hours (alternate years) .................................. Miss Tirrell

425 **Civil War and Reconstruction:** The war years and the problems of reshaping the Union in the years that followed. Prerequisite: Junior standing.
Credit 3 hours (alternate years) .................................. Mr. Robbins

426 **Twentieth Century America (1898 - present):** 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: Junior standing.
Credit 3 hours (II) .................................................. Mr. Adrian

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 will be studied, and an analysis made of their contributions to American civilization. Prerequisite: History 211, 212, junior standing.
Credit 3 hours each (I—II) .......................................... Mr. Robbins
The French Revolution and the Napoleonic Era: 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: Junior standing. Credit 3 hours (I).

Far East: 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).

Independent Study of Problems of History: Permits the student to pursue independent study of problems in history in which his special interest lies. Prerequisite: Senior major and approval of the department. Credit 1 to 5 hours (I, II, S).

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).

MATHEMATICS

Professor Earl (Head); Associate Professor Rice; Assistant Professor *Doss; Instructor Stern.

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 or permission. Credit 3 hours (I, II, S).

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).

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

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.

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).

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).

*Leave of Absence 1957-58.
116 **The Slide Rule**: The theory of the slide rule and the application of this theory to numerical calculation.  
Credit 1 hour (I)  
*Mr. Earl*

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

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*

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, Mr. Rice*

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

254 **Mathematics of Finance**: Simple and compound interest, annuities, amortization of debts, sinking funds, depreciation and capitalized cost, and bonds.  
Prerequisite: Mathematics 111A or four semesters of high school algebra.  
Credit 3 hours (II, S, C)  
*Mr. Earl*

304 **Theory of Equations**: The algebraic solution of the cubic and the quartic equation, symmetric functions, the isolation of the real roots of an equation, and determinants.  
Prerequisite: Mathematics 114 or equivalent.  
Credit 3 hours (I, 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 (II, 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 (I)  
*Mr. Rice and Staff*

411 **Higher Algebra**: An introduction to modern algebra.  
Prerequisite: Mathematics 224 or equivalent.  
Credit 3 hours each (I, II)  
*Mr. Earl*

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 (II)  
*Mr. Earl*

**MUSIC**

**Professor Peterson (Head); Assistant Professors Custer, Miller, Trenholm; Instructor Oberlander.**

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. This degree requires a minimum of forty and a maximum of sixty-eight credit hours in music.

111 **Elementary Theory:** Rudiments of music; diatonic harmonic materials; analysis; singing and recognition of scales and intervals; sight singing; melodic dictation; keyboard harmony. (111 prerequisite to 112).
Credit 4 hours each (I—II) .......... Mr. Miller

211 **Advanced Theory:** Chromatic harmonic materials; analysis; strict counterpoint in two and three voices; four-part harmonic dictation; keyboard harmony. 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 emotion and ideals; folk music, nationalism, program music, impressionism.
Credit 3 hours (I—S) .......... Mr. Trenholm

226 **Music Masterpieces:** Music structure and form; representative compositions of various musical periods.
Credit 3 hours (II, S) ........ Mr. Trenholm

301 **Instrumental Techniques and Administration:** Playing orchestra and band instruments; rudiments of administration and supervision of instrumental music; methods and materials. Prerequisite: Music 212 or permission.
Credit 2 hours each (I—II) .......... Mr. Custer

303 **Choral and Vocal Techniques:** The voice, its function in singing; choral organizations in the high school, college, and church. Choral conducting and literature. Prerequisite: Music 112 or permission. (Required of all vocal music majors.)
Credit 2 hours each (I—II) .......... Mr. Miller

311 **Counterpoint:** Strict counterpoint in three and four voices; fugue exposition; double counterpoint and canon. Prerequisite: Music 212. (311 prerequisite to 312).
Credit 3 hours each (I, II) .......... Mr. Peterson

315 **History of Music:** From primitive times through Bach and Handel; influence of politics, economics, social movements, literature, and art on periods of musical development. Prerequisite: Music Major or permission.
Credit 2 hours (I) ........ Mr. Custer

316 **History of Music:** Classic, Romantic and Contemporary Periods; individual research. Prerequisite: Music 313.
Credit 2 hours (II) ........ Mr. Custer

411 **Composition:** Composition of the chorale prelude, two-part forms, both homophonic and polyphonic, three-part song forms, variations, the sonatina. Prerequisite: Music 312, permission. (413 prerequisite to 414.)
Credit 3 hours each (I, II) .......... Mr. Peterson

415 **Orchestration and Conducting:** The technique of writing for instruments of the orchestra; technique of the baton, score reading, and conducting; required of majors in public school instrumental music. Prerequisite: Music 212, 302 or permission. (415 prerequisite to 416.)
Credit 3 hours each (I—II) .......... Mr. Custer
MUSIC EDUCATION

151 **Elements of Music for Teachers:** Music fundamentals for elementary teachers who are unacquainted with the mechanics and language of music.
Credit 1-3 hours (I, S) .................................. *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 (II, 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 (I) ........................................ *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, male chorus, orchestra; singly or in any combination) may be applied toward the Bachelor of Arts or Bachelor of Fine Arts degrees. May be repeated for credit.

260 **Chorus:** Study of best choral music; public performances required. Membership, subject to director's approval, is open to any University student.
Credit 2 hours (I, II) ..................................... *Mr. Miller*

261 **Male Chorus:** Two hours of rehearsal per week.
Credit 1 hour (I, II) ....................................... *Mr. Miller*

262 **Symphony Orchestra:** Study of best orchestral literature; public performances required. Membership, subject to director's approval, is open to any University student. Two hours of rehearsal per week.
Credit 1 hour (I, II, S) .................................. *Mr. Peterson*

263 **Band:** Stresses marching routines and band formations during the football season, after which the best concert band literature is studied. Public performances required. Membership subject to director's approval. Five rehearsals per week.
Credit 2 hours (I, II) ..................................... *Mr. Custer*

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. No credit for applied music will be granted unless the student is registered for the work at the time it is taken. Lessons must be taken at scheduled time. Excused absences will be made up providing excuse presented to the instructor prior to lesson time. Those applied music courses which are taken with a private instructor in Omaha are subject to a strict recording of daily work and comprehensive examination each semester, arranged by the University. Failure to take the examination at the time specified by the University will result in failure.
Students taking applied music in voice and orchestral instruments should take one credit in piano each semester. One-third of the total credits in applied music should be in piano.

Music majors taking applied music for credit will be expected to participate in at least one student recital per semester. Students performing in public as representing the University must obtain prior permission from the Department Head.

Class Piano
101P Credit 1 hour (I—II—S) ........................................ Miss Oberlander
201P Credit 1 hour (I—II—S) ........................................ Miss Oberlander

Elementary Piano
131P-132P
231P-232P Piano
331P-332P Credit 2-3 hours (I—II—S) ..................... Miss Oberlander
431P-432P

Class Piano
131V-132V
231V-232V Voice
331V-332V Credit 1-2 hours (I—II—S)
431V-432V

Violin, Viola, Violoncello, Bass Viol
131S-132S
231S-232S
331S-332S Credit 1-3 hours (I—II—S)
431S-432S

Flute, Oboe, Clarinet, Bassoon
131W-132W
231W-232W
331W-332W Credit 1-2 hours (I—II—S)
431W-432W

Trumpet, Trombone, French Horn, Tuba
131B-132B
231B-232B
331B-332B Credit 1-2 hours (I—II—S)
431B-432B

Pipe Organ
131PO-132PO
231PO-232PO
331PO-332PO Credit 2-3 hours (I—II—S)
431PO-432PO

PHILOSOPHY AND PSYCHOLOGY

Professors Thompson (Head), Payne; Assistant Professor Hurst; Instructors Briggs, Schwartz.

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:** Idealistic and romantic literature, from Plato to the romantic utopias of the Victorians.
Credit 3 hours (II) ........................................... *Mr. Payne*

321 **Contemporary Philosophy:** Contemporary schools of philosophy. Prerequisite: Junior standing.
Credit 3 hours each (E) ........................................... *Mr. Payne*

421 **Men and Ideas:** Men whose ideas have an effect on the contemporary scene.
Credit 3 hours each (E, S) ........................................... *Mr. Payne*

---

**RELIGION**

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

211 **Philosophy of Religion:** A review of the different philosophical beliefs found in the great religions of the world.
Credit 3 hours (II) ........................................... *Mr. Schwartz*

219 **New Testament:** The development and the spread of Christianity and its underlying philosophy.
Credit 3 hours each (I, E) ........................................... *Mr. Schwartz, Staff*

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

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

335 **Comparative Religion:** A study of the great religions of the world.
Credit 3 hours each (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
4. **Applied psychology:** Psychology 331, 333, 352, 411, 433, 434.

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

111 Introduction to General Psychology: 111 is a course 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).

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).

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

513 Theoretical Psychology: The fundamental tenets of the various schools of modern psychology. Prerequisite: Twelve hours of psychology, or permission of the Head of the Department. Credit 3 hours (S).

EDUCATIONAL PSYCHOLOGY

281 Educational Psychology: A brief study of the innate capacities and interests of children and individual differences in these capacities. Prerequisite: Psychology 111; Sophomore standing. Credit 3 hours (I, II, S, C).

385 Adolescence: Adjustment problems of the adolescent child. Prerequisite: Psychology 281 or Psychology 112. Credit 3 hours (I, S).

402 School Adjustment to Child Problems: Adjustment plans and programs for children of elementary school age; actual demonstrations of behavior and learning problems will augment the work in this course. Prerequisite: Nine hours of psychology and permission of instructor. Credit 2 to 3 hours (S).

427 Psychology of the Exceptional Child: The exceptional child and his needs. Prerequisite: Nine hours of psychology and permission of instructor. Credit 3 hours (II, S).

480 Tests and Measurements: 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).

483 Child Psychology: 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).

510 Advanced Educational Psychology: The implication of various schools of psychological thought to the problems of education. Prerequisite: Nine hours of psychology or permission of the Head of the Department. Credit 3 hours (II, S).
APPLIED PSYCHOLOGY

331 Introduction to Applied Psychology: Problems, methods, and typical results of psychology in the practical fields of the profession and industry. Prerequisite: Psychology 111. Credit 3 hours (I, S).

333 Industrial Psychology: Application of psychological methods to industrial and vocational problems. Prerequisite: Permission of the instructor. Credit 3 hours (II).

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

411 Psychology of Politics: Political behavior and the psychological bases underlying such manifestations. Prerequisite: Permission of instructor. Credit 3 hours (I).

433 Vocational Psychology: Psychological principles as they apply to the management and administration of various occupations. Prerequisite: Permission of instructor. Credit 3 hours (I).

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

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: A general survey of principles of mental hygiene. Prerequisite: Six hours of psychology. Credit 3 hours (E, S).

421 Individual Mental Tests: Practice in the technique of the Binet-Simon intelligence test. Prerequisite: Permission of instructor. Credit 3 hours (I, II).

422 Clinical Tests: Survey of administering performance tests. Prerequisite: Six hours of psychology. Credit 3 hours (II).

424 Abnormal Psychology: Abnormal mental phenomena. Prerequisite: Six hours of psychology and Junior standing. Credit 3 hours (II).

426 The Problem Child: A study of the unadjusted child. Prerequisite: Six hours of psychology. Credit 3 hours (S).

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.

POLITICAL SCIENCE

PROFESSOR UTLEY (HEAD); ASSISTANT PROFESSOR HILL

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

201 American National Government: The operation of the national government, with emphasis upon the origins, functions, and the democratic processes of government.
Credit 3 hours (I, II, S, C) ......................................... Mr. Hill, Mr. Utley

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

301 Government in American Cities: An analysis of the various forms of municipal government, with reference to their organization, powers, and development. Prerequisite: Sophomore standing.
Credit 3 hours (I) .................................................. Mr. Hill, Mr. Utley

302 Municipal Administration: Administrative organization, personnel, finance, planning, zoning, recreation, water supply, streets, public health, fire, traffic. Prerequisite: Political Science 301 and Junior standing.
Credit 3 hours (alternate years) ..................................... Mr. Hill, Mr. Utley

312 The Federal Constitution: The origins, formulation, growth and evolution of the principles and concepts of the American Constitution. Prerequisite: Junior standing.
Credit 3 hours (alternate years) ............................. Mr. Hill

313 Comparative Government: 313 is a study of existing democracies, emphasizing their functioning with reference to the democratic concepts of government. 314 is a study of existing dictatorships, with reference to their organization, operation, and ideology. The clash of democratic and authoritarian concepts will be considered. Prerequisite: Junior standing.
Credit 3 hours each (I—II) ......................................... Mr. Hill, Mr. Utley

316 Political Parties: Description and analysis of the functions and composition of political parties and the forces and groups which seek to influence or control them. Primary but not exclusive attention is given to the American scene. Prerequisite: Junior standing.
Credit 3 hours (alternate years) ................................. Mr. Hill, Mr. Utley

317 Principles of Public Administration: Problems of personnel, organization, finance, administrative discretion, public relations, and democratic controls. Prerequisite: Political Science 201.
Credit 3 hours (alternate years) ................................. Mr. Hill
322 **International Government:** 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:** 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:** Current major problems of United States foreign policy. Prerequisite: Junior standing.
Credit 3 hours (alternate years) ................. *Mr. Utley*

333 **American Political Thought:** 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:** Selected current problems in world affairs. Course incorporates the guest speakers of the World Affairs Institute. Prerequisite: Junior standing.
Credit 3 hours each (I) ............................. *Mr. Beck*

418 **Constitutional Law:** The American Constitution as interpreted through the medium of a select number of cases. Prerequisite: Junior standing.
Credit 3 hours (alternate years) ................. *Mr. Utley*

431 **Political Theory:** The leading political ideals from Greece to the present, with the division with Rousseau. Prerequisite: Junior standing.
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*

**SOCIOMETRY**

**Professor Sullenger; Associate Professor Wilber (Head); Assistant Professor Peck.**

Sociology is an attempt primarily to analyze interaction of persons in social groups and how these relationships are influenced by cultural and personality factors. As a science, sociology is concerned with what causes people to act as they do and what the consequences of certain actions may be. In addition to teaching and research positions, sociologists are employed in a variety of capacities by government, business, industry, and private non-profit organizations.

Social work is a field which aims at the improvement of man in society by applying basic knowledge and skills to the problems of everyday life. Preprofessional courses in social work are included in the curriculum.

An undergraduate major in sociology consists of twenty-four semester hours. With consent of the department head, a major must complete one of the following sequences of courses:
3. Sociology (for the degree Bachelor of Science in Education): Sociology 215, 304, 310, 404, 414 and 451.

SOCILOGY

215 Introductory Sociology: Social relations within the framework of society, culture and personality.
Credit 3 hours (I, II, S) .................................. Mr. Peck, Mr. Wilber

Credit 3 hours (I, II, S) .................................. Mr. Peck

310 Rural Sociology: Community life, organizations, culture and behavior characteristics and problems in rural areas. Prerequisite: Sociology 215.
Credit 3 hours (I, II, S) .................................. Mr. Peck

325 Personality and Leadership: Social influences on motivation, learning attitudes, habits and values; characteristics of leaders and followers. Prerequisite: Sociology 215.
Credit 3 hours (II) ........................................ Mr. Peck

327 Contemporary Social Problems: Social, economic, political, and psychological sources of present-day problems; movements and programs relevant to selected types of social problems. Prerequisite: Sociology 215.
Credit 3 hours (I, II, S) .................................. Mr. Peck

332 Marriage and the Family: The family as a basic social institution; theories of its origin, development and significance; functions of the family in society; problems of courtship and marital adjustment. Prerequisite: Sociology 215.
Credit 3 hours (I, II) ...................................... Mr. Sullenger

335 Criminology: Problems of crime and the criminal; causes of crime; types of crime and criminals; historical and contemporary methods of dealing with crime and the criminal. Prerequisite: Sociology 215.
Credit 3 hours (I, II) ...................................... Mr. Sullenger

343 Community Organization: Principles and procedures in community organization; techniques of community analysis; the power structure of the community. Prerequisite: Sociology 215.
Credit 3 hours (II) ........................................ Mr. Peck

380 Industrial Relations: Development of the trade union movement, management associations, collective bargaining, labor legislation, mediation and arbitration; interrelationships among workers, workers and managers, and managers; industry in the community and in society. Prerequisite: Sociology 215.
Credit 3 hours (II) ........................................ Mr. Wilber

404 Population Analysis: Size and growth trends; fertility; mortality; quality; compositions and characteristics; population distribution; international and internal migrations; population theories; special emphasis on the population of the U. S. and the cultural influences producing observed patterns. Prerequisite: Sociology 215.
Credit 3 hours (I) ........................................ Mr. Wilber
414 **Urban Sociology:** Trends of urban development; settlement patterns for people and their institutions; suburbs; city planning; problems of an urban-industrial society; community surveys. Prerequisite: Sociology 215. Credit 3 hours (II). Mr. Sullenger

416 **Ethnic Relations:** Characteristics of racial, religious, and nationality groups; intergroup prejudice and discrimination; policies, programs, and organizations relevant to ethnic problems and relations. Prerequisite: Sociology 215. Credit 3 hours (II, S). Mr. Wilber

451 **Methods of Social Research:** Nature and background of scientific social study; planning and initiating research; the use of historical methods, direct and participant observation, questionnaires, interviews, statistics, and scaling; graphic and tabular presentation; organization and analysis of findings. Required of all majors in the department. Prerequisite: Sociology 215. Credit 3 hours (I). Mr. Wilber

452 **Methods of Social Research:** Small group analysis; sociological experiments; sampling and prediction techniques. Prerequisite: Sociology 451. Credit 3 hours (II). 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. Wilber

490 **History of Social Thought:** Development of positive and organic thought; offers a fundamental background for understanding the central theories of human progress. Prerequisite: Twelve hours of sociology and permission. Credit 3 hours (II). Mr. Sullenger

503 **Twentieth Century Social Theory:** Contemporary social theory concerning the nature of science, social change, social problems, social differentiation, ecology, revolution, personality, social causation, sociometry, and psychoanalysis. Prerequisite: Open only to graduate students. Credit 3 hours (II). Mr. Wilber

510 **Occupational Sociology:** Determinants of occupational distribution, assignments and vocational choice; occupational associations; occupational mobility; occupational prestige; relation of occupation to income, education, residence, family life, and personality. Prerequisite: Open only to graduate students. Credit 3 hours (I). Mr. Wilber

517 **Propaganda, Public Opinion, and Social Control:** Propaganda as an important control over public opinion; techniques of propaganda; analysis of public opinion; mass media. Prerequisite: Open only to graduate students. Credit 3 hours (II). Mr. Peck, Mr. Wilber

601 **Graduate Thesis.**

602 Credit 6 hours (I, II, S). Staff

**SOCIAL WORK**

320 **The Field of Social Work:** Orientation to social work for those interested in this profession and other professions which involve working directly with people, such as in teaching, medicine, and the ministry. Discussion of various agencies and field trips. Prerequisite: Sociology 215. Credit 3 hours (I). Staff
342 **Child Welfare:** The child, his heredity and environment; the development of modern standards and social agency programs; analysis of case studies. **Prerequisite:** Sociology 320 or permission.
Credit 3 hours (I, II) ................. Staff

400 **Introduction to Social Group Work:** Foundations of social group work; techniques of group leadership; program, agency structures, individualization and the group process; field visits. **Prerequisite:** Sociology 320 or permission of instructor.
Credit 3 hours (I, II) ................. Staff

438 **Elements of Social Case Work:** Interviewing techniques in social work; case work principles and procedures; settings in which case work is practiced. **Prerequisite:** Sociology 320 or permission.
Credit 3 hours (II) .................... Staff

441 **Social Work Field Practice:** Supervised field work for preprofessional students in social work. **Prerequisite:** Sociology 320 and permission.
Credit 2 to 6 hours (I, II) ............. Staff

**SPEECH**

**ASSOCIATE PROFESSORS PAUL (HEAD), CLARK, AND TYSON. INSTRUCTORS BORGE, MAGERS.**

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, theater, television and radio, 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 three 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 or 112, 225, 301, 341, and 311 or 312. (To be taken by all speech majors.)

**GENERAL SPEECH:** CC, (Core Curriculum) 302, 311 or 312, 215, 216 or 221.

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

**THEATER:** CC, 302, 321-322 sequence or 331-332 sequence, 401. English 285 recommended.

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

**EDUCATION:** (BA with certificate) CC, 302, 311 or 312, 342, 321 or 331.
111 **Fundamentals of Speech:** Oral communication of thought from speaker to audience; practice in organizing, wording, and delivering speeches. Credit 3 hours (I, II, S) ................................................................. Mr. Paul and Staff

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

131 **Appreciation of the Drama:** The aesthetic, historical, stylistic, and literary aspects of dramatic art, leading to an appreciation of the modern theater, moving pictures, and television. Credit 2 hours (I) ................................................................. Mr. Clark

201 **Speech for Business and Industry:** Theory and practice of effective oral communication in typical business situations. Credit 3 hours (I, II, S) ................................................................. Mr. Paul and Staff

215 **Persuasion:** The application of persuasive speaking to various speaking situations. Prerequisite: Speech 111 or 201. Credit 3 hours (I, S) ................................................................. Mr. Paul

216 **Discussion Techniques:** Prerequisite: Speech 111 or 201. Credit 3 hours (II, S) ................................................................. Mr. Paul

221 **Conference Speaking:** Basic principles of extemporaneous speaking accompanied by numerous opportunities for speaking practice. Prerequisite: Speech 111 or 201. Credit 3 hours (I, S) ................................................................. Mr. Paul

225 **Introduction to Television and Radio:** (225) Study of these industries, with instruction in writing, performing and operation of equipment. (226) Television and Radio news; the preparation, production, and delivery of news in both media. Prerequisite: Speech 111 or 201. Credit 3 hours each (I, II) ................................................................. Mr. Borge

226 **Public School Dramatics:** An introduction to the various phases of dramatic production and techniques of interpretation, for elementary and secondary school teachers. Prerequisite: Speech 111, 112 or 342. Credit 3 hours (S) ................................................................. Mr. Clark

301 **Play Production:** (I) An introduction to all phases of theater art; production, acting, stage design. (II) A more detailed study of the theater arts; emphasis on technical aspects of play production. 301 prerequisite to 302. Credit 3 hours each (I, II) ................................................................. Mr. Magers

311 **Studies in Public Address:** (311) Analysis of significant American oratory (1750-1900); platform practice in use of techniques revealed as effective. (312) Continuation of 311 with selected readings from speeches 1900 to present. Prerequisite: Six hours of speech. Credit 3 hours each (I, II) ................................................................. Mr. Tyson

315 **Intercollegiate Debate:** For those who wish to participate in intercollegiate debate. Credit 1-3 hours (I, II) ................................................................. Mr. Paul

321 **Scene Design:** (321) Theory and practice; the history of stage decoration. Application of principles of design to stage settings. (322) Stage and TV lighting; a history of lighting, elementary electricity, characteristics and control of light and color; their application to theater and television. Prerequisite: Speech 301-302. Credit 3 hours each (I, II) ................................................................. Mr. Magers
**Television Techniques:** 325: Study and practice in writing, acting, and announcing. 326: Production problems in TV with emphasis on producing and directing. Prerequisite: Speech 225 or 226. Credit 3 hours each (I, II) ... Mr. Borge

**Acting Theory and Technique:** Acting techniques in theory and practice; methods and procedure in building characterization for plays; individual and group rehearsal and performance. 332: Advanced acting, rehearsal, and performance. Prerequisite: Speech 301 and 302. Credit 3 hours each (I, II) ... Mr. Clark

**Voice and Phonetics:** The physiology of the speech mechanism and of the International Phonetic Alphabet; voice improvement through drills and individual tape recordings. Prerequisite: Speech 111 or 201. Credit 3 hours (I) ... Mr. Tyson

**Speech Techniques for Teachers:** Speech development in children; practice in effective techniques of classroom speaking. Credit 3 hours (I, II, S) ... Mr. Tyson

**A History of the Theater:** The origin and evolution of the theater, in all parts of the world, including ancient and primitive cultures, and the Orient, as well as European and American forms. A survey of the great playwrights and their work is also included. Credit 3 hours (II) ... Mr. Clark

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

**Television and Radio Programming and Sales:** The techniques of planning, selling, and placing of programs and commercials. Prerequisite: Speech 225 or 326. Credit 3 hours (I) ... Mr. Borge

**Advanced Television and Radio Problems:** Special problems and projects in Television and Radio. Prerequisite: Speech 325 and 326. Credit 3 hours (II) ... Mr. Borge

**Principles of Speech Correction:** The nature, causes, and treatment of functional speech defects. Designated to help elementary teachers provide a favorable speech climate in the classroom. Prerequisite: Speech 341 or 342. Credit 2 hours (II) ... Mr. Tyson

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

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

**Theater:** All students may participate in University Theater 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 theater honorary, Alpha Psi Omega.
THE COLLEGE OF APPLIED ARTS AND SCIENCES

Carl W. Helmstadter, Dean

The major purpose of this College is to acquaint students with some facts, techniques, and methods of procedure in certain vocations 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, secure 125 credit hours, with an average grade of 'C' (2.00) or above, and 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 107.
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 of last 36 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 188.
DEPARTMENT OF ENGINEERING

Professor Williams (Head); Associate Professors Brown, Prewett; Assistant Professor Durand; Assistant Instructor Davis.

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 page 75 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 YEAR</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Second Semester</td>
</tr>
<tr>
<td><strong>English</strong> 109 or 111, Elementary Composition</td>
<td><strong>B.A. 128</strong>, Introduction to Business 3</td>
</tr>
<tr>
<td>Math. 113, College Algebra and Trigonometry</td>
<td>Math. 114, College Algebra and Analytic Geometry 5</td>
</tr>
<tr>
<td>Engineering 121, Engineering Drawing</td>
<td>Engineering 122, Descriptive Geometry 3</td>
</tr>
<tr>
<td>Engineering 100, Orientation</td>
<td>B. A. 102, Elementary Accounting 3</td>
</tr>
<tr>
<td>B. A. 101, Elementary Accounting</td>
<td>†Physical Education 1</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>15</td>
</tr>
<tr>
<td>17-16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Second Semester</td>
</tr>
<tr>
<td>Engineering 123, Engineering Drawing</td>
<td><strong>B. A. 306</strong>, Cost Accounting 3</td>
</tr>
<tr>
<td>B. A. 305, Cost Accounting</td>
<td>Engineering 103, Engineering Problems 2</td>
</tr>
<tr>
<td>Engineering 200, Surveying</td>
<td>Speech 201, Speech for Business and Industry 3</td>
</tr>
<tr>
<td>*English 111 or 112, Composition</td>
<td>†Physical Education 1</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>Electives 6</td>
</tr>
<tr>
<td>Electives</td>
<td>16</td>
</tr>
</tbody>
</table>

15

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics 111 or 211, General Physics</td>
<td>Physics 112 or 212, Gen. Physics</td>
</tr>
<tr>
<td>B.A. 350, Industrial Organization and Management</td>
<td>4-5</td>
</tr>
<tr>
<td>Engineering 235, Properties of Materials</td>
<td>Engineering 230, Statics of Engineering</td>
</tr>
<tr>
<td>B. A. 323, Business Law</td>
<td>3</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Economics 212, Principles of Economics</td>
</tr>
<tr>
<td>4-5</td>
<td>2-3</td>
</tr>
</tbody>
</table>

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

### FOURTH YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 111 or 181, General Inorganic Chemistry</td>
<td>B.A. 351, Personnel Organization and Management</td>
</tr>
<tr>
<td>Engineering 215, Machine Shop</td>
<td>Chemistry 112 or 182, General Inorganic Chemistry</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td><strong>Electives</strong></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>5-4</td>
<td>5-4</td>
</tr>
<tr>
<td>9</td>
<td>8</td>
</tr>
</tbody>
</table>

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

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

Mathematics 213, 214—Anal. Geometry and calculus: May be taken if student has had 3 years high school algebra and ½ year trigonometry.

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

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

### Required

#### SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 344, Real Estate Principles and Practices</td>
<td>B.A. 346, Real Estate Law</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

#### THIRD YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 346, Real Estate Law</td>
<td>B.A. 345, Real Estate Management</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

#### FOURTH YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 440, Real Estate Finance</td>
<td>B.A. 347, Urban Land Use and City Planning</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 441, Real Estate Appraisal</td>
<td>B.A. 374, Property Insurance</td>
</tr>
<tr>
<td>3</td>
<td>3</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**

<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><em>Mathematics 113, College Algebra and Trigonometry</em></td>
<td><em>Mathematics 114, College Algebra and Analytic Geometry</em></td>
</tr>
<tr>
<td><em>Chemistry 111 or 181</em></td>
<td><em>Chemistry 112 or 182</em></td>
</tr>
<tr>
<td>Engineering 121, Engineering Drawing</td>
<td>Engineering 122, Descriptive Geometry</td>
</tr>
<tr>
<td>Engineering 100, Orientation</td>
<td>Engineering 103, Engineering Problems</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>†Physical Education</td>
</tr>
<tr>
<td>14-15</td>
<td>15-16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>English 109 or 111, Elementary Composition</td>
</tr>
<tr>
<td>Mathematics 223, Differential Calculus</td>
</tr>
<tr>
<td>Physics 211, General Physics</td>
</tr>
<tr>
<td>Engineering 123, Engineering Drawing</td>
</tr>
<tr>
<td>†Physical Education</td>
</tr>
<tr>
<td>17-16</td>
</tr>
</tbody>
</table>

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

†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:** Lectures by professional engineers, films, showing how engineers are required to work in our economy; discussions, fundamentals and personal qualities to be considered in selecting this career. One hour per week.
Credit 1 hour (I, II) .......................... *Mr. Williams*

103 **Engineering Problems:** Applications of basic algebra, and trigonometry; with orderly methods of solving problems; engineering forms and standards; uses of the slide rule, logarithms, graphs, and tables; special coordinate papers, and introductory graphical calculus and analytical geometry. Prerequisites: Mathematics 113 or equivalent.
Credit 2 hours (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. Not a substitute for Engineering 103. Prerequisite: Permission of the instructor.
Credit 1 hour (I, II) .......................... *Mr. Williams*

110 **Wood Shop:** Bench work; operation of power-driven woodworking machinery. 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 furniture and pattern construction, metal foundry practices, hot and cold forming of metals, welding, powder metallurgy, plastic fabrication; finishing materials and methods. Prerequisite: Engineering 121 or permission of instructor.
Credit 3 hours (I, II) .................................. Mr. Brown, Mr. Williams

121 Engineering Drawing: The care and use of drafting instruments, lettering; applied geometry; orthographic projection; free-hand sketching; auxiliary projection; sectional views; detail assembly, and pictorial drawing.
Credit 3 hours (I, II, S) ............................... Mr. Brown, Mr. Durand, Mr. Prewett

Credit 3 hours (I, II, S) ............................... Mr. Prewett

123 Engineering Drawing: Analytical curves, assembly and detail drawings. Machine piping, welding and sheet metal drawings; gears and cams; jigs and fixtures; technical sketching; aircraft, structural, and topographic drawing. Prerequisite: Engineering 122.
Credit 3 hours (I, II, S) ................................ Mr. Brown

124 Architectural Drafting, Lettering and Dimensioning: Problems involving the use of standard symbols in detailing the assembly and erection of materials common to the building trades. Prerequisite: Engineering 121 or equivalent.
Credit 3 hours (E) ..................................... Mr. Hill

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

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

214 Metal Fabrication: Modern theory and practices used in forming, cutting, preparing and welding of meeting edges for welding designs. Weldability and strengths of metals. Methods of estimating costs. Prerequisite: Engineering 121 or equivalent.
Credit 2 hours (I, II) .............................. Mr. Williams

215 Metal Machining: Cutting tools and processes for narrow engineering tolerances, with practice in generating surfaces and finishes, and methods of measuring the dimensions engineered of interchangeability. Prerequisite: Engineering 121 or equivalent.
Credit 3 hours (I, II) ................................ Mr. Brown, Mr. Williams

221 Technical Sketching and Illustrating: Freehand sketches, and illustrations drawn and shaded with instruments. Orthographic, perspective, and other pictorial methods used on Patent Office Drawings. Details, assemblies, exploded, 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. Prerequisite: Engineering 124.
Credit 3 hours (E) ................................. Staff

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. Prerequisite: Mathematics 112 or 113, or permission of instructor.
Credit 2 hours (II) ................................. Mr. Brown

235 Properties of Engineering Materials: Physical properties and source of engineering materials; factors leading to their failure by corrosion, wear, creep, fatigue, and rupture; selection of and specifications for various engineering applications. 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 (II) ................................. 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 Metal Machine: Course to be arranged with instructors. 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

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

340 **Refrigeration and Air Conditioning:** Elements of heat transfer and psychrometrics of air; calculation of cooling loads; air distribution, conditioning, home and industrial; compressors, pumps, water towers, heat pumps, design and fundamentals. Prerequisite: Mathematics 113 and Physics 112, or permission of instructor.  
Credit 3 hours (II) .................................... Mr. Brown

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

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

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 instructor; junior standing.  
Credit 3 hours (II) ..................................... Staff

410 **Engineering Seminar:** Student reports on current engineering developments, employment possibilities for engineers, how to obtain and grow professionally in such positions. Prerequisite: Senior standing or permission of instructor.  
Credit 1 hour each (I, 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:** 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

452 **Metallurgy for Engineers:** Current engineering metals and alloys. Study the crystalline structure and properties resulting from crystalline changes in the solid phase. Processing of metals to maintain or improve their inherent engineering properties. Correlation of stress strain diagram with hardness; reduction of area, impact, yield point and ultimate strength. Macro and micro etching, X-ray. Prerequisite: Engineering 235 or permission of instructor.  
Credit 3 hours (II) .................................... Mr. Williams
DEPARTMENT OF HOME ECONOMICS

PROFESSOR KILLIAN (HEAD), INSTRUCTOR ANDERSON

Students may select one of the following options: Home Economics, Home Economics-Education, Dietetics, Home Economics-Journalism, and Home Economics with specialization in Retailing.

REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN HOME ECONOMICS

MISS KILLIAN, Adviser

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>FIRST SEMESTER</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chemistry 101, College Chemistry</strong></td>
<td>5</td>
<td><strong>Chemistry 102, College Chemistry</strong></td>
</tr>
<tr>
<td>Home Economics 103, Clothing Construction</td>
<td>3</td>
<td>Home Economics 104, Clothing Construction</td>
</tr>
<tr>
<td><em>English 109 or 111, Elementary Composition</em></td>
<td>4-3</td>
<td><em>English 111 or 112, Composition</em></td>
</tr>
<tr>
<td>Physical Education 111</td>
<td>1</td>
<td>Physical Education 112</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>3</td>
<td>Home Economics 202, Textiles</td>
</tr>
<tr>
<td><strong>Total: 16-15</strong></td>
<td></td>
<td><strong>Total: 15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>FIRST SEMESTER</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 101, Food Selection and Preparation</td>
<td>3</td>
<td>Home Economics 102, Food Selection and Preparation</td>
</tr>
<tr>
<td>Biology 245, Physiology and Anatomy of Man</td>
<td>4</td>
<td>Home Economics 303, Advanced Clothing or Home Economics 304, Tailoring</td>
</tr>
<tr>
<td>Art 121, Elementary Design</td>
<td>1</td>
<td>Art 122, Elementary Design</td>
</tr>
<tr>
<td>Physical Education 211</td>
<td>3</td>
<td>Home Economics 205, Costume Design</td>
</tr>
<tr>
<td>*<strong>Electives</strong></td>
<td>5-6</td>
<td>*<strong>Electives</strong></td>
</tr>
<tr>
<td><strong>Total: 16-17</strong></td>
<td></td>
<td><strong>Total: 16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD YEAR</th>
<th>FIRST SEMESTER</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 301, Nutrition and Dietetics</td>
<td>3</td>
<td>Home Economics 302, Dietetics in Disease</td>
</tr>
<tr>
<td>Home Economics 201, Meal Planning and Service</td>
<td>3</td>
<td>Home Economics 204, Home Management</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>3</td>
<td>Economics 212, Principles of Economics</td>
</tr>
<tr>
<td>Biology 225, Bacteriology</td>
<td>3</td>
<td>Or Sociology 332, Marriage and the Family</td>
</tr>
<tr>
<td>*<strong>Electives</strong></td>
<td>3-4</td>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td><strong>Total: 15-16</strong></td>
<td></td>
<td>*<strong>Electives</strong></td>
</tr>
<tr>
<td></td>
<td>4-5</td>
<td><strong>Total: 16-17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOURTH YEAR</th>
<th>FIRST SEMESTER</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 305, Child Care and Development</td>
<td>3</td>
<td>Home Economics 306, Interior Decoration</td>
</tr>
<tr>
<td>*<strong>Electives</strong></td>
<td>11-12</td>
<td>*<strong>Electives</strong></td>
</tr>
<tr>
<td><strong>Total: 14-15</strong></td>
<td></td>
<td>Home Economics 310, Experimental Foods</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td><strong>Total: 19-20</strong></td>
</tr>
</tbody>
</table>

Suggested electives: Demonstration techniques, household mechanics, physiological chemistry, humanities, psychology, typewriting, shorthand, accounting, chorus, and 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 107.
HOME ECONOMICS EDUCATION

Miss Killian, Adviser

The program for the first three years is essentially the same as that for Home Economics page 79.

FOURTH YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 305, Child Care and Development</td>
<td>Home Economics 306, Interior Decoration</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Education 353, Methods of Teaching High School Subjects</td>
<td>Education 358, Practice Teaching</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>*Electives</td>
<td>*Electives</td>
</tr>
<tr>
<td>6</td>
<td>9-10</td>
</tr>
<tr>
<td></td>
<td>15-16</td>
</tr>
<tr>
<td></td>
<td>17</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 107.

DIETETICS

Miss Killian, Adviser

The student may take a four-year program in dietetics by following the first three-year requirements of the degree Bachelor of Science in Home Economics, with these exceptions: Substitute Chemistry 202, Physiological Chemistry, for Home Economics 205 and 303 in the second semester of the second year, and add Psychology 281, Educational Psychology, in the second semester of the third year.

FOURTH YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 307, Quantity Cookery</td>
<td>Home Economics 308, Institutional Management</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Education 353, Methods of Teaching High School Subjects</td>
<td>Electives</td>
</tr>
<tr>
<td>2</td>
<td>11-12</td>
</tr>
<tr>
<td>Electives</td>
<td>16-17</td>
</tr>
<tr>
<td></td>
<td>16-17</td>
</tr>
</tbody>
</table>

HOME ECONOMICS — JOURNALISM

Mr. Peterson, Miss Killian, Advisers

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*English 109 or 111, Elementary Composition</td>
<td>*English 111 or 112, Composition</td>
</tr>
<tr>
<td>4-3</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 101, Food Selection and Preparation</td>
<td>Home Economics 102, Food Selection and Preparation</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 103, Clothing Construction</td>
<td>Home Economics 104, Clothing Construction</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Government 201, American National Government</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Journalism 115, News Writing</td>
<td>Journalism 116, News Editing</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></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>17-16</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>STUDY YEAR</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Home Economics 201, Meal Planning and Service</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Home Economics 202, Textiles</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Economics 211, Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Journalism 211, Radio-Television</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td></td>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Biology 102</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Home Economics 306, Interior</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Decoration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Home Economics 203, Non-Textiles</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Textiles</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Economics or Sociology 332</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Marriage and the Family</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
<tr>
<td></td>
<td>Third Semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Speech 111 or 201, Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Journalism 423, Public Relations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Psychology 111, Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td></td>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Journalism 311, Photography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Journalism 422, Feature Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Speech 225, Introduction to Radio and T-V</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Speech 301, Play Production or Speech 325</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Radio Broadcasting and T-V</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td></td>
<td>Fourth Semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*English 109 or 111, Elementary Composition</td>
<td>4-3</td>
</tr>
<tr>
<td></td>
<td>Art 121, Elementary Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Home Economics 103, Clothing and Construction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Psychology 111, Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17-16</strong></td>
</tr>
<tr>
<td></td>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*English 111 or 112, Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Home Economics 205, Costume and Design</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.A. 128, Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Home Economics 104, Clothing and Construction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td></td>
<td>Fifth Semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Home Economics 202, Textiles</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Retailing 205, Retail Salesmanship</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Speech 201, Speech for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>B.A. 101, Secretarial Accounting and Industry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Economics 211, Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td></td>
<td>SECOND YEAR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Home Economics 201, Meal Planning and Service</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Home Economics 202, Textiles</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Economics 211, Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Journalism 211, Radio-Television</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td></td>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Biology 102</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Home Economics 306, Interior</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Decoration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Home Economics 203, Non-Textiles</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Textiles</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Economics or Sociology 332</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Marriage and the Family</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**BACHELOR OF SCIENCE IN HOME ECONOMICS**

with specialization in Retailing

**Miss Killian, Mr. Davison, Advisers**
### UNIVERSITY OF OMAHA

#### THIRD YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 331, Marketing</td>
<td>B.A. 333, Principles of Retailing.</td>
</tr>
<tr>
<td>Home Economics 303, Advanced</td>
<td>3</td>
</tr>
<tr>
<td>Clothing</td>
<td>Home Economics 304, Tailoring.</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 101, College Chemistry</td>
<td>Chemistry 102, College Chemistry</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Electives</td>
<td>Humanities or Humanities</td>
</tr>
<tr>
<td>1-3</td>
<td>Sequence</td>
</tr>
<tr>
<td>Humanities or Humanities</td>
<td>3-5</td>
</tr>
<tr>
<td>Sequence</td>
<td>14-16</td>
</tr>
<tr>
<td><strong>15-19</strong></td>
<td><strong>14-16</strong></td>
</tr>
</tbody>
</table>

#### FOURTH YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retailing 401, Retail Merchandising</td>
<td>Retailing 311, Store Service Lab.</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Retailing 310, Store Service Lab.</td>
<td>Home Economics 306, Interior</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 309, Demonstration Techniques</td>
<td>B.A. 336, Advertising</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td><strong>16</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

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

### TWO-YEAR PROGRAMS IN HOME ECONOMICS

#### FOODS AND NUTRITION

**Miss Killian, Adviser**

#### FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>English 109 or 111, Elementary Composition</em></td>
<td><em>English 111 or 112, English Composition</em></td>
</tr>
<tr>
<td>4-3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Nutrition and Preparation</strong></td>
<td><strong>Home Economics 102, Food Selection and Preparation</strong></td>
</tr>
<tr>
<td>4-8</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 111, Physical Education</td>
<td>P.E. 112, Physical Education</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>2-3</td>
<td>3-5</td>
</tr>
<tr>
<td><strong>15-16</strong></td>
<td><strong>14-17</strong></td>
</tr>
</tbody>
</table>

#### SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 201, Meal Planning and Service</td>
<td>Home Economics 204, Home Management</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Biology 245, Physiology and Anatomy of Man</td>
<td>Sociology 215, General Sociology</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Economics or Sociology 332, Marriage and the Family</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 211, Physical Education</td>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 301, Nutrition and Dietetics</td>
<td>P.E. 212, Physical Education</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>2-3</td>
<td>2-3</td>
</tr>
<tr>
<td><strong>16-17</strong></td>
<td><strong>15-16</strong></td>
</tr>
</tbody>
</table>

Recommended electives: Home Economics 103, 104, 202, 204, 303, and 309, bacteriology, psychology, humanities, literature, typing, shorthand, choir, orchestra, and art.

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

**While the student will ordinarily take chemistry the first year, it may be postponed for sufficient reason after consultation with counselor.**
CLOTHING AND DESIGN

Miss Killian, Adviser

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 109 or 111, Elementary Composition</td>
<td>English 111 or 112, Composition</td>
</tr>
<tr>
<td>4-3</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 103, Clothing Construction</td>
<td>Home Economics 104, Clothing Construction</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 111</td>
<td>P.E. 112</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Art 121, Elementary Design</td>
<td>Art 122, Elementary Design</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>5-6</td>
<td>6-7</td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 303, Advanced Clothing, or Home Economics 205, Costume Design</td>
<td>Sociology 215, General Sociology</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 202, Textiles</td>
<td>Home Economics 304, Home Management</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 211</td>
<td>Speech 301, Speech for Business and Industry</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>P.E. 212</td>
</tr>
<tr>
<td>9-10</td>
<td>1</td>
</tr>
</tbody>
</table>

Recommended electives: Home Economics 101, 102, 106, 301, 302, 309, Business Administration 101, 128, 331, and 336, Journalism 115, psychology, typing, choir, orchestra, shorthand, Chemistry 101 and 102, and humanities.

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

HOME MAKING

Miss Killian, Adviser

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 109 or 111, Elementary Composition</td>
<td>English 111 or 112, Intermediate English Composition</td>
</tr>
<tr>
<td>4-3</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 101, Food Selection and Preparation</td>
<td>Home Economics 102, Food Selection and Preparation</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 104, Clothing Construction</td>
<td>Home Economics 104, Clothing Construction, or Home Economics 106, Clothing Renovation, Care and Repair</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>P.E. 111, Physical Education</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 111, Physical Education</td>
<td>Electives</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 201, Meal Planning and Service</td>
<td>Home Economics 204, Home Management</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 305, Child Care and Development</td>
<td>The humanities, the social sciences, the natural sciences</td>
</tr>
<tr>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Home Economics 207, Household Mechanics</td>
<td>P.E. 212, Physical Education</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>The humanities, the social sciences, the natural sciences</td>
<td>Electives</td>
</tr>
<tr>
<td>5</td>
<td>7-8</td>
</tr>
<tr>
<td>P.E. 211, Physical Education</td>
<td>Electives</td>
</tr>
<tr>
<td>1</td>
<td>16-17</td>
</tr>
</tbody>
</table>

Recommended electives: chemistry, economics, Sociology 332, bacteriology, psychology, art, typing, shorthand, Home Economics 202, 205, 301, 303, music, choir, and orchestra.

*Electives may be substituted if proficiency is established by examination.
101 **Food Selection and Preparation**: The principles underlying food buying, preparation and table service. 101 prerequisite to 102.
Credit 3 hours each (I—II) ........................................ Miss Killian

102

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

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

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) ........................................ Mrs. Anderson

201 **Meal Planning and Service**: The planning, purchasing, preparation, and service of all types of meals. Prerequisite: H. E. 102.
Credit 3 hours (I) ........................................ Miss Killian

202 **Textiles**: Consumer information about textile fibers selection.
Credit 3 hours (I, II) ........................................ Mrs. Anderson

203 **Non-textiles** (or Merchandise Information): Consumer information about synthetic fabrics, and non-textile merchandise, plastics, furs, leather goods, and jewelry.
Credit 3 hours (II) ........................................ Mrs. Anderson

204 **Home Management**: Using the resources of the family efficiently toward the achievement of family goals.
Credit 3 hours (II) ........................................ Miss Killian

205 **Costume Design**: Historical sources of dress; and creative design.
Credit 3 hours (II) ........................................ Mrs. Anderson

207 **Household Mechanics**: Everyday mechanical problems which arise in the home.
Credit 3 hours (I) ........................................ Mr. Prewett
301 Nutrition and Dietetics: Principles of human nutrition and the dietary needs of the normal individual. Prerequisite: H. E. 102.
Credit 3 hours (I) .............................................. Miss Killian

302 Dietetics in Disease: Nutrition applied to abnormal health. Prerequisite: H. E. 301.
Credit 3 hours (II) .............................................. Miss Killian

303 Advanced Clothing: Construction of foundation pattern, and flat pattern designing. Prerequisite: H. E. 104.
Credit 3 hours (I) .............................................. Mrs. Anderson

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

305 Child Care and Development: How children grow physically, mentally, and emotionally.
Credit 3 hours (I) .............................................. Miss Killian

306 Interior Decoration: Application of basic principles of art, design, and color in the selection of the furnishings for the home.
Credit 3 hours (II) .............................................. Miss Killian

307 Quantity Cookery: Methods of quantity food production including food service experience. Prerequisite: H. E. 201.
Credit 3 hours (S) .............................................. Staff

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

309 Demonstration Techniques: The technique of presenting Home Economics materials visually and audibly to a selected group of people. Prerequisite: Junior standing.
Credit 3 hours (I) .............................................. Staff

310 Experimental Cookery: The chemical and physical basis of food preparation. Prerequisite: H. E. 102 and Chemistry 102.
Credit 3 hours (II) .............................................. Miss Killian
Journalism education at the University of Omaha seeks to be broadly cultural as well as intensely practical. It attempts to lay the foundation necessary for success in the highly diversified field of mass communications today, and can be readily adapted to the individual needs of each student in the Department of Journalism.

**Requirements for the Degree Bachelor of Science in Journalism**

<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>Journalism 115, News Writing</td>
<td>3</td>
</tr>
<tr>
<td>Journalism 101, History &amp; Press</td>
<td>2</td>
</tr>
<tr>
<td><em>English 109 or 111</em></td>
<td>3</td>
</tr>
<tr>
<td>Psychology 111</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science or Humanities</strong></td>
<td>3-5</td>
</tr>
<tr>
<td>P.E. or ROTC</td>
<td>1-2</td>
</tr>
<tr>
<td></td>
<td>15-18</td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Economics 211</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3-5</td>
</tr>
<tr>
<td>P.E. or ROTC</td>
<td>1-2</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>14-17</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>History 211</td>
<td>3</td>
</tr>
<tr>
<td>Government 201</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>4-6</td>
</tr>
<tr>
<td></td>
<td>14-17</td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Journalism 416, Typography</td>
<td>3</td>
</tr>
<tr>
<td><strong>Practical Journalism 445</strong></td>
<td>1-2</td>
</tr>
<tr>
<td>History 211</td>
<td>3</td>
</tr>
<tr>
<td>Government 201</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>4-6</td>
</tr>
<tr>
<td></td>
<td>14-17</td>
</tr>
<tr>
<td><strong>Third Year</strong></td>
<td><strong>Fourth Year</strong></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Journalism 423, Public Relations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Practical Journalism 445</strong></td>
<td>1-3</td>
</tr>
<tr>
<td>English 245 or 246</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>8-9</td>
</tr>
<tr>
<td></td>
<td>15-18</td>
</tr>
</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.**

**Note:**

1. Journalism 101 not required of students who have previously completed Journalism 312.
2. Journalism 341 not required of students who have completed Journalism 415 and Journalism 340.
3. Journalism 423 not required of students who have enrolled at the University prior to July 1, 1955.
Students who wish to place special emphasis on the field of Industrial Editing, including writing, editing, and publishing house magazines, will complete the requirements for the first two years of the degree Bachelor of Science in Journalism. The third and fourth years of this special program shall include the following courses and requirements:

**Third Year**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journalism 416, Typography</td>
<td>Journalism 350a, Industrial</td>
</tr>
<tr>
<td>Government 201</td>
<td>Publication Editing</td>
</tr>
<tr>
<td>History 211</td>
<td>History 212</td>
</tr>
<tr>
<td><strong>Journalism 345, Practical Journ.</strong> (Tomahawk if Journ. 246 was on Gateway)</td>
<td>Government 204</td>
</tr>
<tr>
<td>Electives</td>
<td>1-2</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
<td><strong>NOTE:</strong></td>
</tr>
</tbody>
</table>
| *The internship in Industrial Editing is not for both semesters, but for either one; i.e., if a student has an internship during the first semester he will elect other courses during the second semester. Six hours required, nine permitted, in Journalism 245-6, 345-6, 445-6 Practical Journalism. Electives should be from junior and senior year courses offered in the Social Sciences/Humanities/Natural Sciences area, or from an area in which the student contemplates future employment; i.e., if a student anticipates working for an employee publication in the insurance field it may be to his or her benefit to take a course in that area.**

**Fourth Year**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journalism 322, Editorial Writing</td>
<td>Journalism 423, Public Relations.</td>
</tr>
<tr>
<td>*Journalism 355, Industrial</td>
<td>*Journalism 335, Industrial</td>
</tr>
<tr>
<td>Editing Internship</td>
<td>Editing Internship</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>16-18</td>
<td>17-19</td>
</tr>
</tbody>
</table>

<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>Journalism 211, Radio-Television</td>
<td>B.A. 336, Advertising</td>
</tr>
<tr>
<td>News Writing</td>
<td>Economics 212, Principles of Economics</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>American Government 204 or American History 212</td>
</tr>
<tr>
<td>American Government 201 or American History 212</td>
<td>Electives</td>
</tr>
<tr>
<td>Electives</td>
<td>3-4</td>
</tr>
<tr>
<td>13-16</td>
<td>16-17</td>
</tr>
</tbody>
</table>

Suggested Electives: sociology, English, philosophy, speech, journalism.

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

†Students may elect Air Force ROTC.
**BACHELOR OF SCIENCE IN RADIO-TELEVISION-JOURNALISM**

Mr. Peterson, Mr. Paul, 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, Inter. Composition... 2</td>
</tr>
<tr>
<td>Speech 111 or 201 (Speech 221) ... 3</td>
<td>Journalism 116, News Editing... 3</td>
</tr>
<tr>
<td>If high school experience ... 3urate to Psychology ........... 3</td>
<td>Psychology 112, Inter. Psychology... 3</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology ........... 3</td>
<td>*Physical Education ........... 1-2</td>
</tr>
<tr>
<td>*Physical Education ........... 1-2</td>
<td>Electives ........... 4-6</td>
</tr>
<tr>
<td></td>
<td><strong>13-14</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journalism 211, Radio News Writing .................................. 3</td>
<td>English 240, Expository Writing... 3</td>
</tr>
<tr>
<td>Speech 225, Introduction to Radio .................................. 3</td>
<td>Speech 301, Play Production... 3</td>
</tr>
<tr>
<td>Journalism 227, Newspaper Reporting .................................. 3</td>
<td>**Journalism 246, Practical Journalism ........... 1</td>
</tr>
<tr>
<td>**Journalism 245, Practical Journalism .................................. 1</td>
<td>Economics 212, Principles of Economics ........... 3</td>
</tr>
<tr>
<td>Economics 211, Prin. of Economics .................................. 3</td>
<td>*Physical Education ........... 1-2</td>
</tr>
<tr>
<td>*Physical Education ........... 1-2</td>
<td>Electives ........... 4-6</td>
</tr>
<tr>
<td>Electives ........... 4-6</td>
<td><strong>15-18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech 325, Techniques of Broadcasting .................................. 3</td>
<td>Speech 326, Techniques of Broadcasting ........... 3</td>
</tr>
<tr>
<td>**Journalism 345, Practical Journalism .................................. 1-2</td>
<td>B.A. 326, Advertising ........... 3</td>
</tr>
<tr>
<td>English 231, Introduction to English Literature .................................. 3</td>
<td>**Journalism 346, Practical Journalism ........... 1-2</td>
</tr>
<tr>
<td>Government 201, American National Government .................................. 3</td>
<td>History 211, American History ... 3</td>
</tr>
<tr>
<td>Electives ........... 4-6</td>
<td>Government 204, American State and Local Government ........... 3</td>
</tr>
<tr>
<td></td>
<td>Electives ........... 1-3</td>
</tr>
<tr>
<td></td>
<td><strong>14-17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech 425, Radio Program Planning .................................. 3</td>
<td>Journalism 446, Practical Journalism or Speech 412, Advanced Projects... 1-3</td>
</tr>
<tr>
<td>Journalism 423, Public Relations .................................. 3</td>
<td>Journalism 311, Press Photography ........... 3</td>
</tr>
<tr>
<td>Journalism 445, Practical Journalism or Speech 411, Advanced Projects .................................. 1-3</td>
<td>Electives ........... 9-11</td>
</tr>
<tr>
<td>English 245 or 246, American Literature .................................. 3</td>
<td><strong>13-17</strong></td>
</tr>
<tr>
<td>Journalism 422, Feature Writing .................................. 3</td>
<td></td>
</tr>
<tr>
<td>Electives ........... 1-3</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>14-18</strong></td>
</tr>
</tbody>
</table>

The following courses are recommended as electives: Social Sciences 101-102, Natural Sciences 101,102, Humanities 101-102, Speech 312, Journalism 101, 322, 341 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.

†Students may elect Air Force ROTC.
JOURNALISM

101 American Journalism and the Press Today: The American press from 1690, with emphasis on newspapers, personalities and events; a detailed study of some of the prominent American newspapers today.
Credit 2 hours (I) .................................................. Mr. Peterson

105 A Survey of Journalism.
Credit 1 hour (I, II) .................................................. Mr. Thorp

115 News Writing and Reporting: Fundamentals of journalistic writing. Prerequisite: Enrollment in English 111, ability to type, or permission.
Credit 3 hours (I) .................................................. Mr. Thorp

116 News Editing and Makeup: Sources of news, and the principles of copy-reading and makeup. Prerequisite: Journalism 115, or permission.
Credit 3 hours (II) .................................................. Mr. Thorp

211 Radio and Television News Writing: Techniques and practice in preparing and writing news for broadcast. Prerequisite: Journalism 116 or equivalent.
Credit 3 hours (II) .................................................. Mr. McGahan

227 Newspaper Reporting of Public Affairs: Proper and effective procedures used in covering such activities as trials, conventions, addresses, council meetings, etc. Prerequisite: Journalism 115.
Credit 3 hours (I) .................................................. Mr. Peterson

311 Photography: Training in the basic photographic operations of exposure, development and printing.
Credit 3 hours (II, S) .................................................. Mr. Peterson

322 Editorial, Interpretative and Critical Writing: Fundamentals of background articles; review and criticism of music, drama, visual art, writing; editorial construction. Prerequisite: Journalism 227.
Credit 3 hours (I) .................................................. Mr. Thorp

335 Journalism Internship Program. Prerequisite: Permission of Head of the Department.
Credit 1 - 3 hours (I, II) ............................................. Mr. Peterson
336 (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 copy writing. Prerequisite: Journalism 116.
Credit 3 hours (I, II) ........................................ Staff

341 Communication Law and Management: Discussion of laws, judicial and administrative, which have special application to mass communications. Principles and consideration of sound newspaper practice. Prerequisite: Journalism 116 or permission.
Credit 3 hours (II) ........................................ Mr. Peterson

245-6 Practical Journalism: Supervised practice in news writing, reporting, copy 345-6 reading, proofreading, organization and direction of the editorial staff, selection of copy for placement, page makeup, headline writing, use of style sheets; also administrative procedures for editors and reporters. Prerequisite: Journalism 115 and permission of instructor. Six hours required for journalism majors, nine permitted.
Credit 1 - 3 hours (I, II) ................................. Mr. Peterson and Staff

350 Industrial Publication Editing: Planning, management, layout organization, editing, and writing of house organs and newspapers, from the editor's viewpoint. Prerequisite: Journalism 115 or permission.
Credit 3 hours (II) ........................................ Mr. Peterson

416 Typography: The mechanical side of journalism, including a study of type faces and their uses, and the material and processes of printing design and layout.
Credit 3 hours (I) ......................................... Mr. McGranahan

422 Feature Writing: Compiling, writing and marketing articles to trade journals, magazines, and newspaper supplements. Prerequisite: Journalism 116 or permission.
Credit 3 hours .............................................. Mr. Thorp

423 Public Relations: Theories and techniques of the public relations function, the public relations counsel and publicity expert; current and past applications. Prerequisite: Psychology 111 or permission.
Credit 3 hours (I, S) ................................. Mr. Peterson, Mr. McGranahan

424 Publicity Methods: A survey of present utilization of publicity. Students have an opportunity to view a large number of publicity items for analysis. Serves as an adjunct to the Public Relations course.
Credit 3 hours (II) ........................................ Mr. Peterson
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 ..................................... 2 or 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
FIRST YEAR

First Semester
*English 109 or 111, Elementary Composition .................. 4-3
Mathematics 111, Algebra .............................................. 3
Engineering 121, Engineering Drawing ......................... 3
Foreign Language ........................................................... 3
Physical Education ....................................................... 1
Military Science 101 ...................................................... 2

Second Semester
*English 112, Composition ................................................ 3
Mathematics 112, Trigonometry ........................................... 3
Engineering 200, Surveying .............................................. 3
Speech 201, Situational Speech ......................................... 3
Physical Education ........................................................... 1
Military Science 102 ....................................................... 2

16-15
SECOND YEAR

First Semester
Economics 211, Principles of Economics ............................. 3
Physics 111, or other science ........................................... 3
Government 201, American National Government .................. 3
History 211, American History ........................................... 3
Military Science 201 ....................................................... 2

Second Semester
Economics 212, Principles of Economics ............................. 3
Physics 112, or other science ........................................... 3
Engineering 111, Shop and Manufacturing Processes ............... 3
History 212, American History ........................................... 3
Military Science 206, Military Leadership ........................... 3
Military Science 202 ....................................................... 2

18-17
THIRD YEAR

First Semester
English 231, English Literature ......................................... 3
B.A. 350, Industrial Organization and Management, or B.A. 355, Office Management and Control ........................................... 3
B.A. 323, Business Law ....................................................... 3
Military Science 301, Supply Logistics ................................. 3
Elective .............................................................................. 3

Second Semester
English 232, English Literature ......................................... 3
B.A. 351, Personnel Management .......................................... 3
B.A. 324, Business Law ....................................................... 3
Military Science 302, Administration and Air Operations ........... 3
Elective .............................................................................. 3

15-15
FOURTH YEAR

First Semester
Government 323, International Relations .............................. 3
Military Science 401, Advanced Administration ....................... 3
Elective (200, 300, or 400 courses) ..................................... 9

Second Semester
Government 326, American Diplomacy ................................ 3
Military Science 402, Staff Functions ..................................... 3
Electives (200, 300, or 400 courses) .............................. 9

15-15
**Military Science 206, Military Leadership:** The psychology of leadership and development of confidence, responsibility, morale and discipline in a military organization through effective leadership.

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

For other course descriptions see Air Science and Tactics, page 147.

*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. Busch, Mr. Stageman, Mr. Trankle, *Advisers*

The University of Omaha cooperates with hospitals approved by the Council on Medical Education and with hospitals of the American Medical Association. The University grants a degree to the students who complete the regular three-year nurses' training courses and a two-year program of subjects in an accredited university.

Pre-clinical work done as part of the three-year nurses' training course does not substitute for any part of the two-year nursing program outlined below. All students must meet the entrance requirements and maintain an average grade of "C" (2.00) 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

**First Semester**
- Psychology 111, Introduction to Psychology 3
- **English 109 or 111** 4-3
- **Chemistry 101, College Chemistry** 5
- Physical Education 1
- Social science 3
  - history, government, or economics

**Second Semester**
- Psychology 112, Introduction to Psychology 3
- **English 112** 3
- **Chemistry 102, College Chemistry** 5
- Physical Education 1
- Social science 3
  - history, government, or economics

**Total hours required:** 16-15

### SECOND YEAR

**First Semester**
- Humanities subjects 3
  - †Biology 4
  - Physical Education 1
  - Sociology 3
  - Electives 6

**Second Semester**
- Humanities subjects 3
  - †Biology 4
  - Physical Education 1
  - Sociology 3
  - Electives 6

**Total hours required:** 17

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

**Other chemistry courses may be substituted if desired.**

Suggested electives: Religion 111 and 112, foods courses, physiology, hygiene, additional chemistry, typewriting, literature, philosophy, art, or foreign language.

†May include Natural Science 102—General Biology.

### FOUR-YEAR PROGRAM IN NURSING

offered in cooperation with approved hospitals

#### FIRST YEAR

**First Semester**
- Natural Science 102, General Biology 5
- **Chemistry 101, College Chemistry** 5
- **English 109 or 111** 4-3
- Physical Education 1

**Second Semester**
- Biology 245, Physiology and Anatomy of Man 4
- **Chemistry 104, Elementary Survey, Organic and Biological Chemistry** 5
- **English 111 or 112** 3
- Physical Education 1

**Total hours required:** 13

#### SECOND YEAR

**First Semester**
- Biology 225, Bacteriology 3
- Psychology 111, Introduction to Psychology 3
- Home Economics 301, Nutrition 3
- Electives 3

**Second Semester**
- Sociology 215, Introductory Sociology 3
- **Education 207, Human Growth and Development** 3
- **Home Economics 302, Dietetics in Disease** 3
- Electives 3

**Total hours required:** 12

#### THIRD YEAR

**First Semester**
- History 211, American History 3
- Sociology (Elective) 3

**Second Semester**
- History 212, American History 3
- Electives 3

**Total hours required:** 6

#### FOURTH YEAR

**First Semester**
- Humanities 101, Introduction to Humanities 5

**Second Semester**
- Humanities 102, Introduction to Humanities 5

**Total hours required:** 73
REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY

Mr. Busch, Adviser

The University of Omaha is cooperating with hospitals approved by the Registry of Medical Technologists of the American Society of Clinical Pathologists by granting the degree Bachelor of Science in Medical Technology to students who have successfully completed the regular twelve-months' course in Medical Technology required by the Registry, and a three-year program of subjects in an accredited university, as outlined below. Work done as part of the training in technology does not substitute for any part of this three-year program. All students must meet the University's entrance requirements and must maintain an average grade of "C" or above in a minimum program of ninety-six college hours. Thirty of the last thirty-six hours must be taken at the University of Omaha. The three-year program is as follows:

**FIRST YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 111 or 181, General Inorganic Chemistry</td>
<td>Chemistry 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>
</tbody>
</table>

First Semester: 4-5 Second Semester: 4-5

**SECOND YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 211, Chemical Principles and Semi-Micro Qualitative Analysis</td>
<td>Chemistry 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><strong>Electives</strong></td>
</tr>
<tr>
<td>Physical Education</td>
<td><strong>Electives</strong></td>
</tr>
</tbody>
</table>

First Semester: 5-6 Second Semester: 5-6

**THIRD YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 213, Organic Chemistry</td>
<td>Chemistry 214, Organic Chemistry</td>
</tr>
<tr>
<td>Physics 111, General Physics</td>
<td>Physics 112, General Physics</td>
</tr>
<tr>
<td>The Social Sciences</td>
<td>The Social Sciences</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
</tbody>
</table>

First Semester: 3-4 Second Semester: 3-4

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

**Mathematics should be taken if mathematics prerequisites for physics are lacking.
DEPARTMENT OF SKILLS DEVELOPMENT

In the College of Applied Arts and Sciences there is a special skills and general studies department especially for students who wish to improve their skills in communication, mathematics, reading, and speech. Some freshmen are required and it is recommended that others take special work in these areas, as indicated by their guidance examinations. The services of the department are also available to any student in the University.

MATHEMATICS DEVELOPMENT

95 Improvement in Basic Mathematical Skills: For students lacking mathematics entrance requirements, or review of arithmetic and algebra.
Credit 2 hours (I) .................................................. Mr. Stern

96 Continuation of Basic Mathematical Skills. Places emphasis on geometry and other practical problems.
Credit 1 hour (II) .................................................. Mr. Stern

READING DEVELOPMENT

97 Reading Improvement: For students who need to improve their reading and study skills. Open to all University students.
Credit 1 hour (I, II) ................................................. Mr. Johnson

COMMUNICATIONS AND SKILLS

101 Basic Course in Communication Skills: Individualized training in the basic skills and techniques of reading, writing, speaking, and listening.
Credit 3 hours ....................................................... Mrs. Geer

SPEECH DEVELOPMENT

93 Speech Improvement: Individualized training for students who have a deficient oral vocabulary, who display a substandard ability in speech content organization and who have developed poor speech habits.
Credit 1 hour (I, II, S) .............................................. Mr. Tyson
THE DIVISION OF TECHNICAL INSTITUTES

S. V. WILLIAMS, Director

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. The purpose of the programs offered is to help the individual become and remain of dynamic importance in our way of life.

The program is planned 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 courses are designed to cover the applied and current practical concepts of the subjects. The courses are kept current and modern through the mutual cooperation of the local industrial executives and the University authorities. The Institute's teaching staff is composed primarily of professional and key industrial and business men of Omaha. A variety of courses is offered when there is interest or need. Additional courses can be added as requested.

Typical courses are offered as outlined below:

Building Contract Estimating   Welding — Modern Methods
Electronics I, II               Time & Motion Study
Foremanship Training           Woodworking
Heating, Air Conditioning      Human Relations
Automation

For more detailed information, please request 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: Foundation and General Courses, Elementary Education, Secondary Education, Physical Education for Men, Physical Education for Women, Library Science, Nursing Education, Special Education, 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, Special Education, 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 recommended programs herein described lead to the degree of Bachelor of Science in Education and are consistent with the requirements of the state of Nebraska. Students interested in meeting the requirements of other states may readily do so. For teaching requirements in Nebraska, the initial junior elementary, the initial senior elementary, and the initial secondary certificates may be earned.
1. Admission—Students must meet the University entrance requirements.

2. Hour requirements — For the degree a minimum of 125 credit hours is required.

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

4. Quality of work—Candidates for the degree 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. Men and women physical education majors must attain a grade of at least "C" in 21 credit hours of work in their major and an average of "C" for the 30 required hours. All students entering the teacher-education program are expected to demonstrate suitable competence in reading and mathematics. 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 — Students on the completion of at least three of the following courses, Education 111, 205, 207, 301, and Psychology 281, must be approved by a faculty committee before they may continue in the program for the degree or a certificate. Transfer students who have completed the above courses or their equivalents must be approved before they are allowed to take Student Teaching. 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. 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 111 and 112; or, if performance on the English proficiency examination warrants, English 112 and three hours in more advanced English courses. Those who are excused from both English 111 and 112 shall take 6 semester hours of more advanced English courses.
8. The three divisions — In each of the divisions, humanities, natural sciences, 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 departmental courses in the division. Students in elementary education must take Natural Sciences 101 and 102 (exceptions by permission of head of department). 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, geography 215, natural resources, mathematics, and physics.

**Social Sciences** — Economics, geography (except geography 215), history, political science, 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 at least two, and preferably three, teaching fields. One of these must consist of an academic major of at least 18 hours. (It is recommended that 50% of required hours for teaching fields be in upper division courses.)

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

2. Basic courses — The candidate must present credit in the basic courses, Education 111, 205 (or Education 207 and Psychology 281), and 301. Psychology 281 may be used in meeting requirement 1, 4, or 5.

3. 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.


4. 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.

5. 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, core-program teaching, distributive education, economics, English, French, geog-
Future Air Force Officers
A pre-engineering student works at metal lathe

An experiment in the Chemistry lab
The University Choir

University Theatre Presents "Oklahoma", "South Pacific"
rapy, German, history, home economics, industrial arts, journalism, library science, mathematics, military science, music, physical education for men, physical education for women, physics, political science, psychology, science, secretarial science, social studies, sociology, Spanish, special education, and speech.

6. Teaching fields include: art, biology, business administration, chemistry, distributive education, English, French, geography, German, history, home economics, industrial arts, journalism, library science, mathematics, music, physical education for men, physical education for women, physics, political science, reading, recreational leadership, science, secretarial science, social studies, Spanish, and speech.

7. Students who plan to graduate in teacher education, or who seek an initial certificate, 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.

8. 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 4, 5, and 6.

9. Adult students who wish to enter the field of elementary teaching, may, with the permission of the head of the department of elementary education, be recommended for a certificate by presenting at least 64 semester hours of credit. These hours must meet certification requirements of the state and other specific requirements set up by the College of Education.

*Students 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 3.
Students may not take more than four courses in Education in any one semester.

The following courses may not be taken prior to Education 205 (or Education 207 and Psychology 281): Education 331, 332, 337, 341, 342, 351, 353, 458, 461, 473, 474, 477, and 488.

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. Experienced teachers may take the Student Teaching Conference while employed, when given permission by the instructor.

All students taking or holding the Baccalaureate degree and seeking certification are required to take two semesters of Student Teaching.

Only one course in Student Teaching may be taken in any one semester.

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 107.

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></th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 111, 112</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Education 111</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 111</td>
<td>3-5</td>
<td>3-5</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>1-2</td>
<td>1-2</td>
</tr>
<tr>
<td>Electives</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>5-6</td>
<td>5-6</td>
</tr>
<tr>
<td>Education 205</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Education 336</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Education 337</td>
<td>2-3</td>
<td>2-3</td>
</tr>
<tr>
<td>Electives</td>
<td>1-2</td>
<td>1-2</td>
</tr>
<tr>
<td>P.E. 111, 112</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Third Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education 331, 332</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Education 341, 342</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Education 387</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Education 301</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Music Ed. 251</td>
<td>4-7</td>
<td>4-6</td>
</tr>
<tr>
<td>Electives</td>
<td>14-17</td>
<td>15-17</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fourth Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education 333, 334</td>
<td>3-5</td>
<td>3-5</td>
</tr>
<tr>
<td>Education 343, 344</td>
<td>11-16</td>
<td>13-17</td>
</tr>
</tbody>
</table>

† Students may elect Air Force ROTC.

a. May be used to meet requirements in humanities.

* American History (3 hours) or Government 201 required for Iowa certificates.
# UNIVERSITY OF OMAHA

## RECOMMENDED FOUR-YEAR PROGRAM

### SECONDARY SCHOOL

Mr. Kennedy, Adviser

### First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English 111, 112</strong></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Education 111</strong></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Psychology 111</strong></td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td><strong>Natural Sciences</strong></td>
<td>3-5</td>
<td>3-5</td>
</tr>
<tr>
<td><strong>Social Sciences</strong></td>
<td>3-5</td>
<td>3-5</td>
</tr>
<tr>
<td><strong>P. E. 111, 112</strong></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>First Year</strong></td>
<td>15-17</td>
<td>15-17</td>
</tr>
</tbody>
</table>

### Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Social Sciences</strong></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td>5-6</td>
<td>5-6</td>
</tr>
<tr>
<td><strong>Education 205</strong></td>
<td>5</td>
<td>1-3</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td>15-18</td>
<td>14-18</td>
</tr>
</tbody>
</table>

### Third Year

<table>
<thead>
<tr>
<th>Course</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education 351</strong></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>Education 458</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Education 418</strong></td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td><strong>Education 301</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>

### Fourth Year

<table>
<thead>
<tr>
<th>Course</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education 357, 358</strong></td>
<td>3-5</td>
<td>3-5</td>
</tr>
<tr>
<td>a. <strong>Education 355</strong></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>10-11</td>
<td>12-13</td>
</tr>
<tr>
<td><strong>Fourth Year</strong></td>
<td>15-18</td>
<td>15-18</td>
</tr>
</tbody>
</table>

† Students may elect Air Force ROTC.

a. Students majoring in music education will take Music Education 352.

* American History (3 hours) or Government 201 required for Iowa certificates.
RECOMMENDED FOUR-YEAR PROGRAM
PHYSICAL EDUCATION FOR MEN

Mr. Brock, Adviser

<table>
<thead>
<tr>
<th>First Year</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 111, 112</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Education 111</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 111</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Natural Science 102</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>†P. E. 111, 112</td>
<td>2-3</td>
<td>3</td>
</tr>
<tr>
<td>P. E. 243</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*Humanities or Social History and Introduction of Physical Education</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 15-16 15 |

<table>
<thead>
<tr>
<th>Second Year</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 245</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Speech 111</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Education 205</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>P. E. 250, 251</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>P. E. 179</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P. E. 376</td>
<td>6-8</td>
<td></td>
</tr>
<tr>
<td>Humanities or Social Sciences</td>
<td>15</td>
<td>15-17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Year</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Sciences</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>P. E. 335</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P. E. 322</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P. E. 324</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Education 301</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Education 351</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P. E. 348</td>
<td>4-6</td>
<td>5-7</td>
</tr>
<tr>
<td>Electives</td>
<td>17-19</td>
<td>13-19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Year</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education 357, 358</td>
<td>3-5</td>
<td>3-5</td>
</tr>
<tr>
<td>P. E. 306</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P. E. 378</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>P. E. 422</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P. E. 463</td>
<td>7-11</td>
<td>2-6</td>
</tr>
<tr>
<td>Electives</td>
<td>13-19</td>
<td>13-19</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. 305, P. E. 322 or 323, P. E. 422, P. E. 463, Nat. Sci. 102, and Biology 245.

† Students may elect Air Force ROTC.
* American History (3 hours) or Government 201 required for Iowa certificates.
**RECOMMENDED FOUR-YEAR PROGRAM**

**PHYSICAL EDUCATION FOR WOMEN**

**Miss SchAAKE, Adviser**

<table>
<thead>
<tr>
<th>Course</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Science 101</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Natural Science 102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education 111</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English 111, 112</td>
<td></td>
<td></td>
</tr>
<tr>
<td>†P.E. 111, 112</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 223</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 243</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Psychology 111</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>a. Speech 111 or 342</td>
<td>up to 3</td>
<td>up to 2</td>
</tr>
<tr>
<td>Electives</td>
<td>16-19</td>
<td>15-17</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology 245</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Education 205</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Education 301</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Humanities 101, 102</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>P.E. 221, 222</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 305</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 335</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>a Sociology 215</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Third Year</strong></td>
<td>15</td>
<td>17</td>
</tr>
<tr>
<td>Education 341 or 342</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Education 351</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>P.E.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 249</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 252</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 312</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>P.E. 315</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 320</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 321</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Sociology 332</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>up to 2</td>
<td></td>
</tr>
<tr>
<td><strong>Fourth Year</strong></td>
<td>15-17</td>
<td>17</td>
</tr>
<tr>
<td>Education 343 or 344</td>
<td>3-5</td>
<td></td>
</tr>
<tr>
<td>Education 357 or 358</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 422</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 463</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>15-17</td>
</tr>
<tr>
<td>a. May be used to meet requirements in humanities.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** All physical education majors must complete thirty-six 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, 312, 315, 320, 321, 335, 422, 463.

† Qualified students may substitute P.E. 211, 212.

American History (3 hours) or Government 201 required for Iowa certificates.
NEBRASKA SECONDARY SCHOOL CERTIFICATE

Students who follow the program for a degree in any 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 102. (Exception to this is the degree, Bachelor of General Education.) The specific requirements for the certificate are courses in Education as indicated below and at least 2 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>Junior Year</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Education 111, Introduction to Teaching</td>
<td>Education 205, Human Growth and Learning (or Educ. 207 and Psych. 281)</td>
</tr>
<tr>
<td></td>
<td>Education 301, Health Education for Teachers</td>
<td>Education 351, Secondary Education</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>2-3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>5-6</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior Year</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Education 353, Special Methods in High school Subjects</td>
<td>Education 358, Student Teaching</td>
</tr>
<tr>
<td></td>
<td>Education 357, Student Teaching</td>
<td>3-5</td>
</tr>
<tr>
<td></td>
<td>2-3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3-5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5-7</td>
<td></td>
</tr>
</tbody>
</table>

*Psychology 111, Introduction to Psychology, is a prerequisite for Psychology 281.

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 courses. 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 221. 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 graduation.

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 188.

DEPARTMENT OF ELEMENTARY EDUCATION

Professor Holliday (Head); Associate Professor Bethel; Assistant Professors Dunn, Johnson.

201 Elements of Art: The basic elements and principles of art needed by the classroom teacher. Prerequisite: None.
Credit 2 hours (E) ........................................Miss Andersen

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

331 Methods and Materials in Kindergarten-Primary Grades: 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. Prerequisites: Education 111 and Education 205 or Psychology 281.
Credit 5 hours each (I—II); 6 hours (S) ........Miss Bethel, Miss Holliday

333 Student Teaching in Kindergarten-Primary Grades: Offers 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, Mr. Dunn, Miss Holliday

336 Arts and Crafts: 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 (I, II, S) ..........................Miss Andersen, Miss Bethel

337 Literature for Children: Literary materials for children, with practice in selection and presentation. Prerequisites: Education 111 and Education 205 or Psychology 281.
Credit 3 hours (II, S, C) ..........................Miss Bethel, Mr. Dunn

341 Methods and Materials in Intermediate-Upper Grades: The materials, content, and methods of teaching the various subjects in the elementary school — fourth through eighth grade — and the integration of these subjects. Laboratory experiences in planning and making materials for children's activities and observations of classroom situations are included. Prerequisites: Education 111 and Education 205 or Psychology 281.
Credit 5 hours each (I, II); 6 hours (S) ........Miss Bethel, Miss Holliday
Student Teaching in Intermediate and/or Upper Grades: Offers 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, Mr. Dunn, Miss Holliday

Problems in Teaching Reading in the Elementary School: An advanced study of the problems of teaching reading in the elementary school. For teachers and administrators. Prerequisites: Education 205 or Psychology 281, courses in methods of instruction, permission of instructor. Credit 3 hours (E—S) ... Mr. Johnson

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

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

Tool Subjects in the Elementary School. Credit 3 hours (E, S) ... Mr. Dunn

Cultural and Content Subjects in the Elementary School. Credit 3 hours (E, S) ... Mr. Dunn

FOUNDATION AND GENERAL COURSES

Professors Emery, Gorman (Head); Associate Professors Bethel, Wollard; Assistant Professors Butler, Dunn, Kennedy, Porterfield; Instructor Moline.

Introduction to Teaching: The nature and requirements of teaching and the teaching profession; the opportunities available therein; includes classroom, observational, and laboratory experiences. Should be taken as first course in education. Credit 3 hours (I, II, S, C) ... Mr. Butler, Mr. Gorman

Human Growth and Learning: Offers prospective teachers information concerning how children grow and learn. A unification of the traditional courses in Human Growth and Development and Educational Psychology. Prerequisite: Psychology 111. Credit 5 hours (I, II) ... Mr. Dunn

Human Growth and Development: The physical, mental, social, and emotional growth of the child from birth through adolescence. Emphasis 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. Dunn, Mr. Porterfield

In-Service Teacher Education: Intensive courses especially for teachers in service—scheduled as needed and conducted as regular classes, seminars, workshops, or special projects, according to purpose. (Not more than 10 hours of credit will be accepted in workshops nor more than 3 hours in special problems projects.) Prerequisite: Consent of Instructor. Credit variable (I, II, S) ... Mr. Gorman and Staff

Health Education for Teachers: Designed to acquaint the teacher with school problems of health and safety. Credit 2 or 3 hours (E, C, S) ... Mr. Kennedy
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. Briggs

418 **Mental Health in the School**: Prerequisites: Education 205 or Psychology 281 and Junior standing.
Credit 3 hours (E, S)   ..........   Mr. Porterfield

446 **Workshop in College Business Management**: 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**: The selection, care, organization, and utilization of materials and equipment for instruction. Prerequisites: Education 205 or Psychology 281 or permission of instructor.
Credit 3 hours (I, II, S)   ..........   Staff

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

481 **Principles of Adult Education**: 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 LIBRARY SCIENCE

ASSOCIATE PROFESSOR LORD (HEAD); ASSISTANT PROFESSOR JANECZK.

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**: 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, S)   ..........   Miss Bethel, Mr. Dunn
UNIVERSITY OF OMAHA

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) ............................ Mr. Janecek

377 Reference and Bibliography: The various types of reference tools in subject field, bibliography. Prerequisite: L.S. 573.
Credit 3 hours (I, S) .......................... Mr. Janecek

Credit 3 hours (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 NURSING EDUCATION

391 Introduction to Nursing Education: 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: Offers 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: Offers 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
Student Teaching in Nursing: Offers the student direct experiences in teaching either Nursing Arts or Clinical Fields. Actual teaching experience under supervision is a major feature of this course. Credit 3 hours (I, S) ................................................................. Staff

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

Topics in Nursing Education. Credit 3 hours (E, S) ................................................................. Staff

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 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 105, for Women on page 106. 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.

Phases

<table>
<thead>
<tr>
<th>Courses from which to select</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.E. 249, 252, 321, or 335</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 250, 251, 322, or 335</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 318, 322, 324, or 335</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 243 or 305</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 320, 348, or 422</td>
<td>3</td>
</tr>
</tbody>
</table>

15

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, Mr. Rotella

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

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): 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: 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. Cotton

250 Physical Education Activities: An introduction to the activity program in physical education stressing team and individual sports, apparatus, swimming, 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 each (I—II). Mr. Brock

303 First Aid and Athletic Injuries: 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: 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: History, rules, training methods, and techniques of individual events. Lecture 2 hours; laboratory projects to be arranged. Credit 2 hours (II). Mr. Gorr

526 Advanced Physical Education Activities. Credit 3 hours (S). Mr. Brock
213 **Intermediate and Synchronized Swimming:** An activity course, for men and women, giving the student an opportunity to learn all the swimming strokes, to improve their skills, to increase their endurance in swimming, and to learn the beginning synchronized swimming skill. Prerequisites: P.E. 111 and 112 and ability to swim in deep water.

Credit 1 hour (I) .......................... Miss Breese

214 **Senior Life Saving and Instruction in Life Saving and Water Safety:** An activity course, for men and women, of fundamental life-saving techniques and instruction in teaching water safety and life-saving skills. Red Cross certification (Senior Life Saving, Instructors) will be given upon satisfactory completion. Prerequisite: P.E. 213, or equivalent swimming skills to swim 16 laps of 60' pool.

Credit 1 hour (II) .......................... Miss Schaeke

227 **Ballroom Dancing:** An activity course designed for men and women for attaining skill in all phases of ballroom dancing. Prerequisite: P.E. 111, 112, 227.

Credit 1 hour each (I, II) .................. Miss Nass

228 **Square and Folk Dancing:** An activity course designed for men and women for attaining skill in selected square and folk dances. Prerequisites: P.E. 111 and 112.

Credit 1 hour (I, II) .......................... Miss Breese

243 **History and Introduction of Physical Education:** 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

305 **Principles of Physical Education:** 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

318 **Camp Leadership:** A camp leadership training course designed for men and women students. Provides theoretical aspects of training in camping through class, lecture, and discussion sessions and offers 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 (II, S) .......................... Miss Nass

320 **Tests and Measurements:** Acquaints 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 (II, S) .......................... Miss Schaeke
321 Rhythmic Activities and Folk Dancing: Material, methods, and practice in fundamental rhythmic skills; progression from basic steps and rhythmic patterns to study and appreciation of folk dances, including the contributions of folk dances and of folk art. Prerequisite: P.E. 111, 112, or 113, 114, or equivalent.
Credit 3 hours (II) ................................. Miss Nass

322 Recreation Education: 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) ................................. Mr. Cotton

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

335 Plays and Games: 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

348 Organization and Administration of Athletics: Procedures, materials, and techniques to be used in organizing and administering a program of athletics on the secondary and college level. Prerequisite: P.E. 243.
Credit 2 hours (II) ................................. Mr. Yelkin

422 Organization and Administration of Physical Education and Intramurals: Organization and administration of physical education and intramurals on the elementary and secondary level. Prerequisite: P.E. 243.
Credit 3 hours (II) ................................. Mr. Brock

463 Kinesiology and Correctives: The science of bodily movements, mechanics and muscular exercises in relation to sports, posture, corrective movements, and everyday activity. Prerequisite: Biology 245 or Natural Science 102.
Credit 3 hours (I) ................................. Mr. Brock

497 Problems in Physical Education: Participation 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

527 Advanced Organization and Administration of Physical Education, Intramurals and Athletics.
Credit 3 hours (I, S) ................................. Mr. Cotton

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

All physical education majors must complete thirty-six 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, or 211, 212, 2 hours in any 200 activity course, 243, 249, 252, 305, 312, 315, 320, 321, 335, 422.
The student should choose a variety of team and individual sports, social, folk, and modern dance. One semester of swimming is required.

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

113 Restricted Physical Education: For those physically unfit for general physical education. Prerequisite: University Physician's recommendation.
Credit 1 hour each (I—II) Miss Schaake

211 Intermediate Physical Education: An activity course to give 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 Breese

221 Recreational Activities: An activity course to develop 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 Breese

223 Beginning Modern Dance: An activity course to introduce basic modern dance techniques and acquire 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

224 Intermediate Modern Dance: The general aims are the attainment 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

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

249 Techniques of Teaching Sports: Gives an opportunity to attain knowledge, skill, and practical experience necessary for 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 Schaake

252 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 Schaake

303 First Aid: Gives knowledge and skill in administering immediate, temporary treatment in case of accident or sudden illness before the services of a physician can be secured. Red Cross certification (Standard, Advanced, Instructors) given upon satisfactory completion of course. Prerequisite: Women physical education majors of junior standing and/or by permission of instructor.
Credit 2 hours (I) Miss Nass

312 Methods in Modern Dance: Offers physical education majors the aims, methods, and evaluation of content and organization for teaching a modern dance course. Prerequisite: P.E. 224.
Credit 2 hours (II) Miss Nass
313 **Sports Officiating I:** Provides students with techniques of officiating the fall and winter team sports for women. Sports include field hockey, soccer, and volleyball. Prerequisites: Women physical education majors and minors of junior or senior standing and/or by permission. Credit 1 hour (I) ............................................. Miss Schaake

314 **Sports Officiating II:** Provides students with techniques of officiating the fall and spring team sports for women. Sports include basketball, speedball, and softball. Prerequisite: Women physical education majors and minors of junior or senior standing and/or by permission. Credit 1 hour (II) ............................................. Miss Schaake

315 **Physical Diagnosis and Correctives:** 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) ............................................. Miss Schaake

**DEPARTMENT OF SECONDARY EDUCATION**

**Assistant Professor Kennedy (Head); Associate Professor Wollard; Assistant Professors Butler, Johnson, Pfisterer.**

351 **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. Prerequisites: Education 111 and Education 205 or Psychology 281. Credit 5 hours (I, II, S) ............................................. Mr. Wollard

353 **Special Methods in Teaching High School Subjects:** 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. Kennedy and Staff

357 **Student Teaching in Secondary Schools:** Observation and participation in classroom instruction; the student will begin teaching when those in charge consider him sufficiently prepared to do so in terms of curriculum requirements. Admission only by permission of Director of Student Teaching. Credit 3 or 5 hours each—maximum total 8 (I, II, S) . . . Mr. Kennedy and Staff

397 **Practicum in Reading and Study Skills:** A laboratory course designed for the study of techniques which are involved in the improvement of reading and the development of study skills and habits. This course is especially for students planning to teach in secondary schools and should be taken in conjunction with Education 351, Secondary Education. Prerequisite: Admission to Education 351. Credit 1 hour (I, II) ............................................. Mr. Johnson

458 **Co-curricular Activities:** Student activities with which the secondary school teacher must deal. Prerequisite: Education 351. Credit 3 hours (II, S) ............................................. Mr. Pfisterer

474 **Problems in Teaching Reading in the Secondary School:** An advanced study of the problems of teaching reading in the secondary school for teachers and administrators. Prerequisites: Education 205 or Psychology 281, courses in methods of instruction, permission of instructor. Credit 3 hours (E, S) ............................................. Mr. Johnson

507 **Topics in Secondary Education.** Credit 3 hours (E, S) ............................................. Mr. Kennedy, Mr. Butler

514 **Improvement of Secondary School Instruction.** Credit 3 hours (E, S) ............................................. Mr. Kennedy, Mr. Wollard
A major in Special Education consists of a minimum of eighteen (18) semester hours composed of pertinent courses selected from this and/or other departments of the University under the advisement of a professor in this Department. Students may prepare for teaching slow learning children, physically handicapped, the hard of hearing, and the deaf.

421 Teaching Speech to the Deaf: The formation and development of speech for the deaf child, including the special methods and techniques necessary. Includes formation and development of the English sounds; voice building and voice analysis; diagnosis and remedial techniques for the deaf; use of hearing aids and other methods for speech conservation with the hard of hearing child. Observation of and demonstration with children. Prerequisite: Education 205 or Psychology 281.

Credit 3 hours each (I, II)

423 Teaching Language to the Deaf: The development of and procedures used in teaching language to the deaf, with a descriptive and comparative study of the various special methods employed in the schools for the deaf in the United States. Includes classroom demonstrations with deaf children of various grade levels. Prerequisite: Education 205 or Psychology 281.

Credit 3 hours each (I, II)

425 Supervised Teaching in Special Education: Offers the student guided experience in teaching in the field of Special Education. First part of the course is largely observation. Student will begin teaching when those in charge consider him sufficiently prepared in terms of curriculum requirements: Prerequisite: Permission of the Director of Student Teaching.

Credit 3 or 5 hours each (I—II)

488 Methods and Materials in Special Education: The effective practices in teaching the various types of pupils who need special kinds of instruction. Prerequisite: Education 205 or Psychology 281.

Credit 3 hours (E, 1957—1959, S)

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 131.
# UNIVERSITY OF OMAHA

## DEPARTMENT OF ADMINISTRATION AND SUPERVISION

**Associate Professor Wollard (Head); Professors Gorman, Holliday, MacGregor; Assistant Professors Kennedy, Nolte, Oleson, Pflasterer.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>499</td>
<td><em>Special Problems in College Business Management.</em></td>
<td>1 - 3 hours</td>
<td>Mr. Gorman</td>
</tr>
<tr>
<td>501</td>
<td>Introduction to Educational Research.</td>
<td>3 hours</td>
<td>Mr. Gorman</td>
</tr>
<tr>
<td>502</td>
<td>Principles of School Administration.</td>
<td>3 hours</td>
<td>Mr. Kennedy</td>
</tr>
<tr>
<td>503</td>
<td>Principles of Supervision.</td>
<td>3 hours</td>
<td>Miss Holliday</td>
</tr>
<tr>
<td>504</td>
<td>Curriculum Principles.</td>
<td>3 hours</td>
<td>Mr. Wollard</td>
</tr>
<tr>
<td>505</td>
<td>School Business Management.</td>
<td>3 hours</td>
<td>Mr. Nolte</td>
</tr>
<tr>
<td>515</td>
<td>School Law.</td>
<td>3 hours</td>
<td>Mr. Nolte</td>
</tr>
<tr>
<td>520</td>
<td>Principles of Guidance.</td>
<td>3 hours</td>
<td>Mr. Oleson</td>
</tr>
<tr>
<td>521</td>
<td>Problems in Guidance Administration and Service.</td>
<td>3 hours</td>
<td>Mr. Pflasterer</td>
</tr>
<tr>
<td>522</td>
<td>Counseling Practices.</td>
<td>3 hours</td>
<td>Mr. Oleson</td>
</tr>
<tr>
<td>531</td>
<td>Modern Developments in Education.</td>
<td>3 hours</td>
<td>Mr. MacGregor</td>
</tr>
<tr>
<td>532</td>
<td>Social Foundations of Education.</td>
<td>3 hours</td>
<td>Mr. MacGregor</td>
</tr>
<tr>
<td>540</td>
<td>Practicum in Public School Administration and Supervision.</td>
<td>3 hours</td>
<td>Mr. Wollard and Staff</td>
</tr>
<tr>
<td>546</td>
<td>Workshop in College Business Management.</td>
<td>1 hour per week</td>
<td>Mr. Gorman and Staff</td>
</tr>
<tr>
<td>550</td>
<td>Educational Seminar.</td>
<td>3 hours</td>
<td>Mr. Wollard and Staff</td>
</tr>
<tr>
<td>601</td>
<td>Graduate Thesis.</td>
<td>3 hours</td>
<td>Mr. Wollard and Staff</td>
</tr>
</tbody>
</table>

*May not be taken for undergraduate credit.*
COLLEGE OF BUSINESS ADMINISTRATION

JOHN W. LUCAS, Dean

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

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

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

THE LOWER DIVISION

Carefully planned two-year curricula are available in accounting, marketing, retailing, and secretarial science. 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.
Finance: The Provident Loan and Finance Company Scholarship of $250 is available to a male student enrolled in the Finance curriculum for use during his senior year provided he meets the requirements of the scholarship.

Finance: A scholarship of $250 has been established by the Woodmen of the World Life Insurance Society for the student who at the close of his junior year has been most proficient in the study of finance.

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 work in the Real Estate Finance course is of superior quality.

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 $50 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 six $100 scholarships for junior or senior students who are enrolled in the four-year retailing program. Among other factors, the students must show satisfactory scholastic achievement and be acceptable for retail employment.

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. Ten additional scholarships of $200 each are available to sophomores, juniors, and seniors.

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.
Sales Management: The Omaha Sales Executives Club has established a scholarship of $250 available to a senior who is interested in the field of sales management and who meets all requirements of the scholarship.

Secretarial: The Neboma Chapter of the National Secretaries Association Scholarship of $100 is available to a junior or senior woman who is interested in the secretarial field as a career.

Urban Land Uses and City Planning: The Eastern Nebraska Chapter No. 111 Society of Residential Appraisers has established an award of $25 to be given the student majoring in real estate who does superior work in the course Urban Land Uses and City Planning.

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 21, 22); 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.

Sixty of the credit hours presented for the degree must be earned in upper division courses.

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

Students must earn credit in English 112 or pass a proficiency test in English equivalent to English 112. English 109 will be required if the score on the English placement test indicates a need for training in elementary English.

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.

A maximum of eight semester hours credit in laboratory courses (band, chorus, madrigal singers, orchestra; singly or in any combination) may be applied toward any degree in this College.
## REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

*For adviser see area of specialization*

### FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting 101, Elementary</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>English 111, Elementary Composition</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><em>Sec. 117, Elementary Typewriting</em></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>†Physical Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting 102, Elementary</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 111, Algebra</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Sociology 215, Introductory Sociology</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>English 112, Composition</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>†Physical Education</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

### SECOND YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>B.A. 323, Business Law</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>The humanities, the social sciences, the natural sciences</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Speech 201, Speech for Business and Industry</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>†Physical Education</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics 212, Principles of Economics</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>B.A. 324, Business Law</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>The humanities, the social sciences, the natural sciences</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>B.A. 313, Introduction to Statistics</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>†Physical Education</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### THIRD YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.A. 325, Corporation Finance</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>B.A. 331, Marketing</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>B.A. 350, Industrial Organization and Management or B.A. 355, Office Management and Control</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>B.A. 319, Business Communications and Reports</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>†Specialization Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.A. 334, Credits and Collections</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>B.A. 351, Personnel Organization and Management</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>B.A. 320, Business Communications and Reports</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>†Specialization Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

### FOURTH YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.A. 446, Government and Business Economics 311, Money and Banking</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>†Specialization Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.A. 425, Business Cycles</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>†Specialization Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

*Electives in the same or related fields must be substituted if proficiency is established by examination. See page 122.

**The student must select 6 credit hours in the humanities, the social sciences, or the natural sciences from an area not already required.

†Students may elect Air Force ROTC.

†The student will consult with his major adviser in planning an area of professional specialization.
AREAS OF PROFESSIONAL SPECIALIZATION

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.

In addition to the courses prescribed in the basic program 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 or fourth years.

Throughout the program of study the student should make a reasonable selection of courses from the offerings of other Colleges in the University to provide for a balanced program.

ACCOUNTING

Mr. Crossman and Mr. Hockett, Advisers

Accounting data are widely used by all types of businesses and by the government. Students who have a broad training in the field of business supplemented by intensive preparation in the field of accounting may find professional opportunities in public or private accounting, 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. 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 following basic courses in accounting should be taken by all students specializing in this area regardless of the field in which they plan to work. The minimum requirement is twelve credit hours.

<table>
<thead>
<tr>
<th>THIRD YEAR</th>
<th>FOURTH YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acc. 301, Advanced Accounting...</td>
<td>Acc. 306, Cost Accounting...</td>
</tr>
<tr>
<td>Acc. 305, Cost Accounting...</td>
<td>Acc. 306, Cost Accounting...</td>
</tr>
<tr>
<td>Acc. 407, Income Tax Accounting...</td>
<td>Acc. 408, Auditing...</td>
</tr>
</tbody>
</table>

RECOMMENDED ELECTIVES IN ACCOUNTING

| Acc. 307, Governmental Accounting | Acc. 412, C.P.A. Review and Problems |
| Acc. 410, Budgetary Control       | Acc. 413, Advanced Income Tax Accounting and Procedure |
| Acc. 411, Accounting Systems      |                                |
| Acc. 451-452, Accounting Laboratory |                               |

OTHER RECOMMENDED ELECTIVES

| Econ. 312, Public Finance | B.A. 371, General Insurance |
| B.A. 333, Principles of retailing | B.A. 374, Property and Casualty Insurance |
| B.A. 344, Real Estate Principles and Practices | B.A. 415, Management of Business Finance |
| B.A. 360, Transportation Principles | B.A. 438, Industrial Purchasing and Materials Control |
FINANCE
Mr. Harris, 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.

All students in this area are required to register for B.A. 340, Investment Principles and Practices, and B.A. 415, Management of Business Finance.

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

**RECOMMENDED ELECTIVES**

- Acc. 201, Intermediate Accounting
- B.A. 344, Real Estate Principles and Practices
- B.A. 360, Transportation Principles
- B.A. 371, General Insurance
- B.A. 372, Life Insurance
- B.A. 407, Income Tax Accounting and Procedure
- B.A. 410, Budgetary Control
- B.A. 440, Real Estate Finance
- Economics 312, Public Finance

INDUSTRIAL MANAGEMENT
Mr. Hill, Adviser

The increased tempo of business activity has caused management to place greater emphasis upon efficient utilization of manpower. Management responsibilities extend beyond the technicalities of production, sales, and finance. They must include concepts of social and economic maturity that find expression in the human relations aspect of contemporary business. It is the purpose of the Industrial Management program to develop for the student a professional knowledge of and a practical acquaintance with management principles and their use in modern business situations.

Students specializing in the Industrial Management curriculum will register for Accounting 305, Cost Accounting, instead of B.A. 334, Credits and Collections.

With this change, the required third and fourth year program is as follows:

**THIRD YEAR**

- Econ. 315, Labor Problems ............. 3
- Acc. 305, Cost Accounting ............. 3
- Engin. 405, Motion and Time Study ................. 3

**FOURTH YEAR**

- B.A. 438, Industrial Purchasing and Materials Control ............. 3
- B.A. 436, Production Control, or ... 3
- P.A. 402, Supervisory Management 3

**RECOMMENDED ELECTIVES**

- B.A. 355, Office Management and Control
- Acc. 410, Budgetary Control
- Econ. 318, Collective Bargaining
- Psych. 333, Industrial Psychology
- Soc. 380, Industrial Sociology
- B.A. 376, Social Insurance
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 ............ 3
- B.A. 374, Property and Casualty Insurance ............... 3

**RECOMMENDED ELECTIVES**
- B.A. 335, Salesmanship
- B.A. 340, Investment Principles and Practices
- B.A. 344, Real Estate Principles and Practices
- Accounting 407, Income Tax Accounting and Procedure
- B.A. 432, Sales Management

MARKETING

Mr. Bull, Adviser

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

The marketing courses 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. 430, Wholesaling .......... 3
- B.A. 432, Sales Management ....... 2
- Elective (Marketing) ............ 3

**RECOMMENDED ELECTIVES**
- Ret. 311, Store Service Laboratory
- Ret. 405, Retail Advertising and Sales Promotion
- B.A. 336, Principles of Advertising
- B.A. 430, Wholesaling
- B.A. 360, Principles of Transportation
- B.A. 438, Industrial Purchasing and Materials Control
- Economics 319-20, Economic Geography
PERSONNEL MANAGEMENT

Mr. Hill, Adviser

Business accomplishes its objectives through people. Management is assisted in meeting the complexities of human relations and maintaining an adequate working force by a highly specialized staff of people trained in personnel management. The Personnel Management curriculum is designed to give the student a foundation in personnel management fundamentals and a knowledge of methodology used in attaining maximum human effectiveness in industry.


With these changes, the required third and fourth year program is as follows:

THIRD YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 376, Social Insurance</td>
<td>3</td>
</tr>
<tr>
<td>Economics 315, Labor Problems</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

FOURTH YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 404, Problems in Personnel Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 380, Industrial</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 393, Industrial Supervisory Management</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 333, Industrial Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Journalism 423, Public Relations</td>
<td></td>
</tr>
<tr>
<td>Engineering 405, Motion and Time Study</td>
<td></td>
</tr>
<tr>
<td>Psychology 434, Advanced Industrial Psychology</td>
<td></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.

The real estate courses which must be included in the 12 credit minimum are as follows:

THIRD YEAR

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

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

RECOMMENDED ELECTIVES

B.A. 345, Real Estate Management
B.A. 347, Urban Land Uses and Engineering 121, Engineering Drawing
Engineering 124, Architectural Drafting
B.A. 335, Salesmanship
B.A. 336, Principles of Advertising
City Planning
B.A. 355, Office Management and Control

GENERAL BUSINESS

Mr. Leonard, 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 selected from four areas is required,

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
B.A. 402, Supervisory Management

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. 433-452, Business Administration Laboratory

BUSINESS ADMINISTRATION AND LAW

Mr. Leonard, 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, prior to registration in law school.
3. B.A. 323 and 324 may not be presented for degree credit in this program.
4. 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.
5. 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></th>
<th>FIRST YEAR</th>
<th></th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>Accounting 101, Elementary</td>
<td>Accounting 102, Elementary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>3</td>
<td>Accounting</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business</td>
<td>Mathematics 111, Algebra</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Sociology 215, Introductory Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>English 111, Elementary Composition</td>
<td>English 112, Composition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>*Sec. 117, Elementary Typewriting</td>
<td>**Physical Education</td>
<td>1</td>
<td>Electives</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>**Physical Education</td>
<td>1</td>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>SECOND YEAR</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td>Second Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting 201, Intermediate Accounting</td>
<td>Accounting 202, Intermediate Accounting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Economics 212, Principles of Economics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**Humanities, social sciences, natural sciences</td>
<td>**Humanities, social sciences, natural sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech 201, Speech for Business and Industry</td>
<td>B.A. 313, Introduction to Statistics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*Physical Education</td>
<td>1</td>
<td>**Physical Education</td>
<td>1</td>
<td>Electives</td>
</tr>
<tr>
<td>16</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>THIRD YEAR</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>B.A. 331, Marketing</td>
<td>B.A. 334, Credits and Collections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.A. 350, Industrial Organization and Management or</td>
<td>Economics 311, Money and Banking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>B.A. 355, Office Management and Control</td>
<td>B.A. 320, Business Communications and Reports</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Accounting 407, Income Tax</td>
<td>Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>3</td>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 325, Corporation Finance</td>
<td>3</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FOURTH YEAR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.A. 344, Real Estate Principles and Practices</td>
<td>B.A. 344, Real Estate Principles and Practices</td>
<td></td>
</tr>
<tr>
<td>B.A. 351, Personnel Organization and Management</td>
<td>B.A. 371, General Insurance</td>
<td></td>
</tr>
<tr>
<td>Government 201, American National Government</td>
<td>B.A. 446, Business Policy and Administration</td>
<td></td>
</tr>
<tr>
<td>Government 204, American State and Local Government</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

RECOMMENDED ELECTIVES

- Mathematics 254, Mathematics of Finance
- B.A. 425, Business Cycles
- B.A. 446, Government and Business Government 201, American National Government
- B.A. 404, American State and Local Government

*Electives must be substituted if proficiency is established by examination. See page 122.

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

†Students may elect Air Force ROTC.
SECRETARIAL SCIENCE
Miss Holley, Adviser

This program is designed for students who wish to prepare for secretarial, managerial, or clerical office positions. By combining typewriting, shorthand, record management, and office procedures with selected courses in business administration as outlined, students may earn the degree Bachelor of Science in Business Administration.

### FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Sec. 111, Elementary Shorthand</em></td>
<td><em>Sec. 112, Intermediate Shorthand</em></td>
</tr>
<tr>
<td><em>Sec. 117, Elementary Typewriting</em></td>
<td><em>Sec. 118, Intermediate Typewriting</em></td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business</td>
<td>B.A. 110, Record Management</td>
</tr>
<tr>
<td>English 111, Elementary Composition</td>
<td>English 112, Composition</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Soc. 215, Introductory Sociology</td>
</tr>
<tr>
<td>†P.E. 111, Physical Education</td>
<td>†P.E. 112, Physical Education</td>
</tr>
<tr>
<td><strong>The humanities, the social sciences, or the natural sciences</strong></td>
<td><strong>The humanities, the social sciences, or the natural sciences</strong></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
</tbody>
</table>

### SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sec. 229, Advanced Typewriting</td>
<td>Sec. 108, Office Machines</td>
</tr>
<tr>
<td>Accounting 101, Elementary Accounting</td>
<td>Accounting 102, Elementary Accounting</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td><strong>The humanities, the social sciences, or the natural sciences</strong></td>
<td>Economics 212, Principles of Economics</td>
</tr>
<tr>
<td>†P.E. 211, Physical Education</td>
<td>†P.E. 212, Physical Education</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>

### THIRD YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sec. 335, Advanced Shorthand</td>
<td>Sec. 336, Secretarial Practices</td>
</tr>
<tr>
<td>B.A. 331, Marketing</td>
<td>B.A. 320, Business Communications</td>
</tr>
<tr>
<td>B.A. 319, Business Communications and Reports</td>
<td>B.A. 334, Credits and Collections</td>
</tr>
<tr>
<td>B.A. 323, Business Law</td>
<td>B.A. 324, Business Law</td>
</tr>
<tr>
<td>B.A. 355, Office Management</td>
<td>B.A. 351, Personnel Organization and Management</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>17</td>
<td>17</td>
</tr>
</tbody>
</table>

### FOURTH YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 446, Government and Business</td>
<td>Sec. 400, 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. 371, General Insurance or Estate</td>
<td>Economics 311, Money and Banking</td>
</tr>
<tr>
<td>B.A. 344, Principles of Real Estate</td>
<td>Electives</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>

*Electives in business administration must be substituted if proficiency is established by examination or high school credit.

**The student must select 6 credit hours in the humanities, the social sciences, or the natural sciences in areas not already required.

†Students may elect Air Force ROTC.
HIGH SCHOOL TEACHING

Miss Holley, Mr. Kennedy, Advisers

Students desiring to qualify for a secondary teaching certificate in connection with the degree Bachelor of Science in Business Administration may do so by meeting the certification requirements of the state in which they wish to teach. The requirements for Nebraska are found on page 107.

Those students who are candidates for the degree Bachelor of Science in Education but plan to use business administration or secretarial science as their subject major should consult with the head of Secretarial Science department 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 or a teaching field are as follows:

SECRETARIAL

Sec. 118, Intermediate Typewriting ... 2
Sec. 220, Advanced Typewriting . . . 2
Sec. 112, Intermediate Shorthand ... 3
Sec. 335, Advanced Shorthand . . . 3
B.A., Introduction to Business . . . . 3
Acc. 101, Elementary Accounting ... 3
Upper Division business administration courses recommended by the adviser . . . . . 9

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. Davidson, Mr. Kennedy, 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 107) 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.
TELEVISION — RADIO

Mr. Leonard, 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.

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 earn credit in English 112 or pass a proficiency test in English equivalent to English 112. English 109 will be required if the score on the English placement test indicates a need for training in elementary English.

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

TWO-YEAR PROGRAM IN ACCOUNTING

Mr. Mehl, Adviser

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 101, Elementary</td>
<td>Accounting 102, Elementary</td>
</tr>
<tr>
<td>Accounting</td>
<td>Accounting</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business</td>
<td>Mathematics 111, Algebra</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Sociology 215, Introductory Sociology</td>
</tr>
<tr>
<td>English 111, Elementary Composition</td>
<td>English 112, Composition and Industry</td>
</tr>
<tr>
<td>*Sec. 117, Elementary Typewriting</td>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>†Physical Education</td>
</tr>
<tr>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>**</td>
<td>**</td>
</tr>
</tbody>
</table>

** | 15 | 15 |

** | 16 | **
UNIVERSITY OF OMAHA

FIRST YEAR

First Semester

Accounting 201, Intermediate Accounting
Accounting 305, Cost Accounting Economics 211, Principles of Economics
**The humanities, the social sciences, the natural sciences.**
†Physical Education
Electives

Second Semester

Accounting 202, Intermediate Accounting
Accounting 306, Cost Accounting or Accounting 307, Governmental Accounting Economics 212, Principles of Economics
**The humanities, the social sciences, the natural sciences.**
†Physical Education
Electives

**Electives must be substituted if proficiency is established by examination. See page 122.**

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

†Students who are planning to do governmental and institutional accounting should take Accounting 307, Governmental Accounting.

†Students may elect Air Force ROTC.

TWO-YEAR PROGRAM IN MARKETING

Mr. Bull, Adviser

FIRST YEAR

First Semester

Economics 211, Principles of Economics
English 111, Elementary Composition
Sec. 117, Elementary Typewriting
B.A. 128, Introduction to Business Psychology 111, Introduction to Psychology
†Physical Education

Second Semester

Economics 212, Principles of Economics
English 112, Composition
Sociology 215, Introductory Sociology
Speech 201, Speech for Business and Industry
†Physical Education
Electives

15

†Physical Education

Second Semester

Accounting 101, Elementary Accounting
B.A. 331, Marketing B.A. 333, Principles of Retailing
**The humanities, the social sciences, the natural sciences.**
†Physical Education
Electives

3

3

3

3

1

3

3

3

1

4

†Electives must be substituted if proficiency is established by examination. See page 122.

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

†Students may elect Air Force ROTC.
# TWO-YEAR PROGRAM IN SECRETARIAL SCIENCE

**Miss Holley, Adviser**

## First Year

| Semester | 
|----------|---|
| First Semester | Second Semester |
| *Sec. 111, Elementary Shorthand.* | 3 |
| *Sec. 117, Elementary Typewriting* | 2 |
| B.A. 128, Introduction to Business | 3 |
| Psychology 111, Introduction to Psychology | 3 |
| English 111, Elementary Composition | 3 |
| *P.E. 111, Physical Education* | 1 |
|  | 15 |

## Second Year

| Semester | 
|----------|---|
| First Semester | Second Semester |
| Sec. 335, Advanced Shorthand... | 3 |
| Sec. 229, Advanced Typewriting. | 2 |
| Economics 211, Principles of Economics | 3 |
| B.A. 319, Business Communications and Reports | 2 |
| **The humanities, the social sciences, the natural sciences.** | 3 |
| *P.E. Physical Education* | 1 |
| Electives | 3 |
| 17 |

- Electives in business administration must be substituted if proficiency is established by examination or high school credits.
- The student is required to select 6 credit hours in the humanities, the social sciences, or the natural sciences.
- Students may elect Air Force ROTC.

## DEPARTMENT OF RETAILING

**Hurford H. Davison, Head**

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 participating in the program work in retail stores 15 to 20 hours each week for which they receive compensation at the prevailing 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. The on-the-job experience provides much 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.

A number of scholarships are available to students enrolled in this program. The Omaha World-Herald offers six scholarships of $100 each to juniors and seniors with good scholastic standing. The Associated Retailers of Omaha also offer fifteen scholarships of $200 each to students who enroll in the retailing program. Five of these are offered to freshmen each year and the other ten are available to sophomores, juniors, and seniors.

Students are aided by the head of the department both in initial placement in jobs as a part of the Store Service Training and, also, upon graduation. The demand for graduates has steadily been greater than the supply.

### REQUIREMENTS FOR THE DEGREE

**BACHELOR OF SCIENCE IN RETAILING**

**Mr. Davison, Adviser**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td></td>
</tr>
<tr>
<td>Ret. 105, Retail Salesmanship...</td>
<td>Acc. 101, Elementary Accounting</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business</td>
<td>Economics 211, Principles of Economics</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Sociology 215, Introductory</td>
</tr>
<tr>
<td>*English 111, Composition...</td>
<td>*English 112, Composition...</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>†Physical Education</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td><strong>15</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECOND YEAR</strong></td>
<td></td>
</tr>
<tr>
<td>Ret. 202, Merchandise Information (Textiles)</td>
<td>Ret. 203, Merchandise Information (Non-Textile)</td>
</tr>
<tr>
<td>Economics 212, Principles of Economics</td>
<td>B.A. 331, Marketing</td>
</tr>
<tr>
<td>B.A. 319, Business Communications and Reports</td>
<td>B.A. 320, Business Communications and Reports</td>
</tr>
<tr>
<td>**The humanities, the social sciences, the natural sciences...</td>
<td>**The humanities, the social sciences, the natural sciences...</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>†Physical Education</td>
</tr>
<tr>
<td>Speech 201, Speech for Business and Industry</td>
<td>Electives</td>
</tr>
<tr>
<td><strong>15</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THIRD YEAR</strong></td>
<td></td>
</tr>
<tr>
<td>B.A. 333, Principles of Retailing</td>
<td>Ret. 306, Retail Buying</td>
</tr>
<tr>
<td>B.A. 336, Principles of Advertising</td>
<td>B.A. 334, Credits and Collections</td>
</tr>
<tr>
<td>B.A. 323, Business Law</td>
<td>B.A. 324, Business Law</td>
</tr>
<tr>
<td>B.A. 325, Corporation Finance</td>
<td>†Ret. 310, Store Service Laboratory</td>
</tr>
<tr>
<td>†Ret. 310, Store Service Laboratory</td>
<td>†Ret. 311, Store Service Laboratory</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td><strong>17</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>
### FOURTH YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ret. 401, Retail Merchandising</td>
<td>Ret. 408, Retail Personnel Management</td>
</tr>
<tr>
<td>Ret. 409, Retail Advertising and Sales Promotion</td>
<td>Ret. 414, Problems in Retailing</td>
</tr>
<tr>
<td>*Ret. 410, Store Service Laboratory</td>
<td>B.A. 448, Business Policy and Administration</td>
</tr>
<tr>
<td>B.A. Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>Electives</td>
<td>**Ret. 411, Store Service Laboratory</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>**</td>
</tr>
</tbody>
</table>

### RECOMMENDED ELECTIVES

- Art 121-122, Elementary Design
- Art 251-252, Commercial Art and Illustrative Advertising
- H. Ee. 103, Clothing Construction
- H. Ee. 108, Home Decoration
- H. Ee. 205, Costume Design
- Sec. 117, Elementary Typewriting

*Electives must be substituted if proficiency is established by examination. See page 122.

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

†Students may elect Air Force ROTC.

†A minimum of 4 credits of Store Service Laboratory are required for graduation; approved Retailing or B.A. electives may be substituted for all or any part of the remaining four credits.

### TWO-YEAR PROGRAM IN RETAILING

**Mr. Davison, Adviser**

#### FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ret. 105, Retail Salesmanship</td>
<td>*English 112, Composition</td>
</tr>
<tr>
<td>*English 111, Elementary Composition</td>
<td>Accounting 101, Elementary</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Accounting 201, Speech for Business</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business</td>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td>P.E. 111, Physical Education</td>
<td>Economics 211, Principles of Economics</td>
</tr>
<tr>
<td>Electives</td>
<td>**Economics 212, Principles of Economics</td>
</tr>
<tr>
<td></td>
<td>**The humanities, the social sciences, the natural sciences.</td>
</tr>
<tr>
<td></td>
<td>Ret. 306, Retail Buying</td>
</tr>
<tr>
<td></td>
<td>**The humanities, the social sciences, the natural sciences.</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>**</td>
</tr>
</tbody>
</table>

#### SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 333, Principles of Retailing</td>
<td>B.A. 336, Principles of Advertising</td>
</tr>
<tr>
<td>B.A. 331, Principles of Marketing</td>
<td>B.A. 319, Business Communications and Reports</td>
</tr>
<tr>
<td>Economics 212, Principles of Economics</td>
<td>B.A. 323, Business Law</td>
</tr>
<tr>
<td>**The humanities, the social sciences, the natural sciences.</td>
<td>Ret. 306, Retail Buying</td>
</tr>
<tr>
<td>Ret. 309, Merchandise Information (Textiles)</td>
<td>**The humanities, the social sciences, the natural sciences.</td>
</tr>
<tr>
<td>P.E. 211, Physical Education</td>
<td>Electives</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>17</td>
</tr>
</tbody>
</table>

*Electives must be substituted if proficiency is established by examination. See page 122.

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

†Students may elect Air Force ROTC.
DEPARTMENTS OF INSTRUCTION

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 188.

ACCOUNTING

PROFESSORS CROSSMAN (HEAD), HELMSTADTER; ASSOCIATE PROFESSOR HOCKETT; ASSISTANT PROFESSOR MEHL; INSTRUCTOR WORTMAN.

101 Elementary Accounting: Theory and principles of accounting; analysis and recording of business transactions; control accounts, adjusting and closing entries, financial statements. Second semester, business vouchers; partnerships; basic corporation accounting; departmentalization; introduction to cost accounting; budgeting; analysis of financial statements. 101 prerequisite to 102. 2 hrs. lecture, 2 hrs. lab.
Credit 3 hours each (I, II, S, C—I, II, S, C). Mr. Helmstadter, Mr. Wortman

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

301 Advanced Accounting: 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: 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, Mr. Mehl

307 Governmental Accounting: Accounting techniques as applied to the accounting system for a governmental unit. Emphasis is placed upon fund accounting as distinguished from profit motive accounting. Prerequisite: Accounting 102.
Credit 3 hours (II). Mr. Hockett

407 Income Tax Accounting and Procedure: Application of the federal income tax law to individuals and to accounting practice; preparation of individual returns and solution of problems met by the taxpayer. Prerequisite: Accounting 102.
Credit 3 hours (I). Mr. Crossman, Mr. Mehl

408 Auditing: Standards, principles, and procedures; audit programs, working papers, and reports. 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. Prerequisite: Accounting 102 and B.A. 350 or B.A. 355.
Credit 3 hours (II) ............................................. Mr. Crossman

411 **Accounting Systems**: Principles of accounting system installations and of their relationship to internal control; design of accounting forms; use of mechanical equipment. Prerequisite: Accounting 301 and Accounting 306.
Credit 3 hours (I, alternate years) ........................ Mr. Mehl

412 **C.P.A. Review and Problems**: A problem and discussion approach to assist the student in preparing for the C.P.A. examination. Topics include preparation and correction of financial statements; receiverships and liquidations; consolidated statements; estates and trusts; governmental accounting; cost accounting and budgets; accounting theory and auditing questions. Prerequisite: Accounting 301, Accounting 306 and Accounting 408.
Credit 3 hours (II) ................................................ Mr. Hockett

413 **Advanced Income Tax Accounting and Procedure**: Federal income tax law as it pertains to partnerships and corporations; conference and practice requirements. Excise taxes and estate and trust returns briefly considered. Prerequisite: Accounting 407.
Credit 3 hours (II) ............................................. Mr. Crossman

451 **Accounting Laboratory**: Under the guidance of the major adviser, the senior student will apply his professional knowledge in employment in public or private accounting practice. Supplementary reading of professional literature will be required. Prerequisite: Permission of the major adviser.
Credit 2 hours each (I—II) ........................................ Mr. Crossman

**BUSINESS ADMINISTRATION**

**Professors Lucas (Head), Crossman, Davison; Emeritus Professor Haynes; Associate Professors Harris, Lewis, Osborn; Assistant Professors Bull, J. Hill, Leonard, Minteer; Instructor Wortman.**

128 **Introduction to Business**: A description of the forms of business organization, and an operational analysis of: accounting, statistics, financing and risk bearing, personnel management, factory management, marketing, competition and governmental regulation.
Credit 3 hours (I, II, S) ................................. Mr. J. Hill, Mr. Wortman

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. A group of self-analysis tests will be administered to all registrants.
Credit 3 hours (E) ................................................ Mr. Haynes

228 **Personal Finance**: The financial problems which people usually encounter in managing their own individual and family affairs. Applicable on associate titles in college of business administration.
Credit 3 hours (II) ............................................. Mr. Harris

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 112; 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—I, II) 

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-II) 

331 **Marketing:** 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:** 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) 

340 **Investment Principles and Practices:** Theory of investment management and its application in the formulation of investment policy; selection, analysis, and management of the securities portfolio for different types of investors. Prerequisite: B.A. 325.
Credit 3 hours (II) 

344 **Real Estate Principles and Practices:** 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)
345 **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 (I) ............................................. Mr. Lewis

346 **Real Estate Law:** The business law of land, fixtures, estates in land, land contracts, deeds, leases, mortgages, adverse possession, easements, zoning, restrictive covenants, eminent domain; rights and duties of owners and occupiers of land to adjoining owners, trespassers, licensees and invitees; real estate brokerage. Prerequisite: B.A. 344. 
Credit 3 hours (II) ............................................. Mr. Lewis

347 **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 (I) ............................................. Mr. Lewis

350 **Industrial Organization and Management:** Fundamentals of industrial organization, their application and effect. Principles of scientific management relative to manufacturing facilities, the product, production standards, wages, labor relations, procurement, production control, and the budget as a tool of control. Prerequisite: B.A. 128. 
Credit 3 hours (I, II) ............................................. Mr. J. Hill

351 **Personnel Organization and Management:** Principles and problems of personnel management. Employee selection, placement, development, service rating, promotion and transfer, discipline, wages, services, and labor relations. 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. J. Hill

355 **Office Management and Control:** The duties and responsibilities of the office manager; fundamental principles of office management: office records and reports; office equipment; selection and training; control of output and of cost. Prerequisite: Acc. 102 and B.A. 128. 
Credit 3 hours (I) ............................................. Mr. J. Hill

360 **Transportation Principles:** 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

371 **General Insurance:** Protection against personal hazards by the use of life insurance, accident and sickness, fire, automobile, and personal liability policies. Prerequisite: B.A. 128 and Econ. 212. 
Credit 3 hours (I, II, C) ............................................. Mr. Osborn

372 **Life Insurance:** 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:** 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 3 hours (I) ........................................ Mr. Osborn

402 **Supervisory Management:** The supervisory relationship to the worker and to upper management. The tools of supervision, settling grievances, training and training methods, employee rating, human relations, and discipline. Prerequisite: B.A. 351.
Credit 3 hours (II). ........................................ Mr. J. Hill

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

415 **Management of Business Finance:** A case method approach to the analysis and solution of problems in the financial organization and management of business. Prerequisite: B.A. 325.
Credit 3 hours (I) ........................................ Mr. Harris

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 (I, II) ...................................... Mr. Harris

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

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 (I—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. J. Hill

438 **Industrial Purchasing and Materials Control:** The organization of the purchasing function, problems of purchasing policies and procedures, sources of supply, prices, contract negotiation and renegotiation, quality control, receiving, and stores control. Prerequisite: B.A. 331 or B.A. 350 or B.A. 355.
Credit 3 hours (I) ........................................ Mr. J. Hill
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>440</td>
<td>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.</td>
<td>B.A. 344.</td>
<td>2 hours (I)</td>
<td>Mr. Lewis</td>
</tr>
<tr>
<td>441</td>
<td>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.</td>
<td>B.A. 344.</td>
<td>3 hours (II)</td>
<td>Mr. Lewis</td>
</tr>
<tr>
<td>446</td>
<td>Government and Business: The scope and effect of governmental policies upon business; present-day developments in administrative law and governmental controls over privately managed industry.</td>
<td></td>
<td>3 hours (I-II)</td>
<td>Mr. Lewis</td>
</tr>
<tr>
<td>448</td>
<td>Business Policy and Administration: 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.</td>
<td>Senior standing; B.A. 325, B.A. 331, and B.A. 350 or B.A. 355.</td>
<td>3 hours (I-II)</td>
<td>Mr. Leonard</td>
</tr>
<tr>
<td>450</td>
<td>Special Problems in Business Administration: Individual investigation of specific problems in the fields of accounting, finance, insurance, management, marketing, and real estate. By permission.</td>
<td></td>
<td>1 to 3 hours</td>
<td>Mr. Crossman</td>
</tr>
<tr>
<td>451</td>
<td>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.</td>
<td>Permission of the major adviser in the senior student's area of specialization.</td>
<td>2 hours each (I-II)</td>
<td>Mr. Harris, Mr. Lewis, Mr. Osborn</td>
</tr>
</tbody>
</table>

**RETAILING**

**Professor Davison (Head); Instructor S. Anderson**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>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.</td>
<td></td>
<td>2 hours (I, II)</td>
<td>Mr. Davison</td>
</tr>
<tr>
<td>202</td>
<td>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.</td>
<td></td>
<td>3 hours (I)</td>
<td>Mrs. S. Anderson</td>
</tr>
<tr>
<td>203</td>
<td>Merchandise Information — Non-Textiles: 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.</td>
<td></td>
<td>3 hours (II)</td>
<td>Mrs. S. Anderson</td>
</tr>
</tbody>
</table>
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

310 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

401 Retail Merchandising: Principles and practices in maintaining the proper balance between buying and selling activities of a group of departments; planning of purchases, open to buy, markup, inventory analysis and control, stock turnover, and the retail method of inventory. Prerequisite: B.A. 333.
Credit 3 hours (I) .................................................. Mr. Davison

405 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

408 Retail Personnel Management: Retail personnel practices and problems; sources of supply, techniques of selecting, interviewing and testing; placement, job evaluation; training plans and procedures; supervision, ratings, reviews, promotion, and separation; employee recreation and welfare; labor relations and collective bargaining; current legislation. Degree credit will not be given for both Ret. 408 and B.A. 351. Prerequisite: B.A. 333.
Credit 3 hours (II) .................................................. Mr. Davison

414 Problems in Retailing: 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

SECRETARIAL SCIENCE

ASSOCIATE PROFESSOR HOLLEY (HEAD); ASSISTANT PROFESSOR MINTEER; INSTRUCTOR RAUCH.

A student may enter advanced courses in shorthand and typewriting on the basis of high school credits or by passing proficiency tests. These tests must be taken during the student’s first year of residence.
<table>
<thead>
<tr>
<th>Section</th>
<th>Course Title</th>
<th>Description</th>
<th>Credit Hours (I, II, S)</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>108</td>
<td>Office Machines</td>
<td>Operation of standard office equipment, including duplicating and dictating machines; calculators, adding, and other business machines.</td>
<td>2 hours (I, II)</td>
<td>Miss Holley</td>
</tr>
<tr>
<td>110</td>
<td>Record Management</td>
<td>Indexing and filing rules and their application; methods of filing and practice materials for skill development.</td>
<td>3 hours (I, II, S)</td>
<td>Miss Holley</td>
</tr>
<tr>
<td>111</td>
<td>Elementary Shorthand</td>
<td>Fundamentals of Gregg System; speed objective, 60 words per minute; transcription.</td>
<td>3 hours (I, II, S)</td>
<td>Miss Holley, Miss Rauch</td>
</tr>
<tr>
<td>112</td>
<td>Intermediate Shorthand</td>
<td>Development of reading skill; speed objective 90 words per minute; transcription. Prerequisite: Sec. 111 or one-year of high school shorthand.</td>
<td>3 hours (I, II, S)</td>
<td>Miss Holley, Miss Rauch</td>
</tr>
<tr>
<td>117</td>
<td>Elementary Typewriting</td>
<td>Mastery of keyboard; rhythm drills; personal and business letters; rough drafts; simple manuscripts, and tabulation; speed objective, 25 net words per minute. For beginners only.</td>
<td>2 hours (I, II, S)</td>
<td>Miss Holley, Miss Minteer, Miss Rauch</td>
</tr>
<tr>
<td>118</td>
<td>Intermediate Typewriting</td>
<td>Development of speed and accuracy; continuation of business letter writing; tabulation, special problems and reports; speed objective 40 net words per minute. Prerequisite: Sec. 117.</td>
<td>2 hours (I, II)</td>
<td>Miss Holley, Miss Rauch</td>
</tr>
<tr>
<td>229</td>
<td>Advanced Typewriting</td>
<td>Mechanics of letter writing; speed drills; manuscripts; legal forms; statistical reports; duplicating; employment tests; speed objective, 60 net words per minute. Prerequisite: Sec. 118.</td>
<td>2 hours (I, II)</td>
<td>Miss Holley, Miss Rauch</td>
</tr>
<tr>
<td>335</td>
<td>Advanced Shorthand</td>
<td>Business vocabulary; Dictaphone; Ediphone, speed objective, 120 words per minute; transcription. Prerequisite: Sec. 112 or 2 years of high school shorthand.</td>
<td>3 hours (I, II)</td>
<td>Miss Holley, Miss Rauch</td>
</tr>
<tr>
<td>336</td>
<td>Secretarial Practices</td>
<td>Dictation, transcription, office procedures, human relations. Prerequisite: Sec. 335, Sec. 229.</td>
<td>3 hours (I, II)</td>
<td>Miss Holley</td>
</tr>
<tr>
<td>400</td>
<td>Advanced Secretarial Practices</td>
<td>Secretarial duties and responsibilities in the modern office. Prerequisite: Sec. 336, Sec. 229.</td>
<td>3 hours (II)</td>
<td>Miss Holley</td>
</tr>
<tr>
<td>451</td>
<td>Secretarial Science Laboratory</td>
<td>Under the guidance of the major adviser the senior student will apply professional knowledge in a part-time employment situation in commerce or industry. Supplementary text and periodical materials will be a part of the required reading for the course. Prerequisite: Permission of the major adviser.</td>
<td>2 hours each (I—II)</td>
<td>Miss Holley</td>
</tr>
</tbody>
</table>
The mission of the Air Force ROTC is to select and prepare cadets through a program of instruction to serve as officers in the Reserve and regular components of the Air Force. The program is designed to develop in the cadet by example and participation the attributes of character, personality and leadership essential to every Air Force officer; to provide the cadet with a course of training which with his other academic curriculum will qualify him to discharge his duties as an Air Force officer; and to develop in the cadet an interest in the Air Force to help him understand its mission, organization, problems, and techniques and to increase his desire to become an Air Force officer. A commission as second lieutenant USAF Reserve is normally tendered each cadet completing the AFROTC and graduating from the University.

The Department of Air Science is organized as a regular instructional department of the University of Omaha and, as any other department, functions according to standards, rules, and policies of the University. The program of military instruction includes a two-year basic course and a two-year advanced course.

For the first time in the history of ROTC, young women, at various colleges and universities across the country, the University of Omaha being among them, will have the opportunity to compete for commissions as officers in the USAF, through the AFROTC program.

The purposes of the Air Force ROTC program for women are: to stimulate interest in the Air Force as a career for college women; to provide an additional source of WAF Officers for the active Air Force; and to help maintain the desired educational level in the Air Force officer corps, and more specifically the WAF officer group.

THE BASIC AFROTC PROGRAM

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 (women students excepted).

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

Students for the advanced course are selected from the basic students who meet mental and physical qualifications and who apply for entrance into the advanced program. The advanced course is designed to prepare the cadet to have an understanding of the Air Force, to prepare him to assume the duties and responsibilities of an Air Force officer, and to provide additional training in leadership and command. Classes are held four hours per week with an additional hour of leadership development. Three hours upper division credit are given for each semester completed. For advanced 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.

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.

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.

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

WAF CADETTE PROGRAM

Female enrollees will be required to complete only the last two years of the AFROTC program. It has been recommended, however, that young women be encouraged to enroll in the first two years or Basic Program. Women enrolled in the Basic Course, receiving academic credit, will be given preference for enrolling in the Advanced Course. Cadettes will be required to attend summer camp and will receive uniforms as well as a small stipend. Enrollment of all WAF cadettes will be on a voluntary basis only. The WAF cadette will attend co-educational classes, but will have a Military Leadership Laboratory period with the WAF Director assigned to the AFROTC Detachment. Upon completion of the two-year Advanced Course, each WAF Cadette will be tendered a commission as a Second Lieutenant in the United States Air Force.
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)
For twenty-five years the University has provided courses and special educational opportunities for adults. The creation of the College of Adult Education by the Board of Regents in 1952 was a recognition of the importance of this service by the University to thousands of adults.

The program of this College is broad in extent and varied in character. The many courses and programs of the College provide for intellectual development, vocational and professional training, and cultural enjoyment.

Credit toward any degree of the University may be earned through the scheduled courses of the College of Adult Education. The educational program of the College is divided into three areas — academic studies, general education, and community service.

1. **Academic Studies** includes the courses which earn degree credits and which are offered in the late afternoon and evening. A wide selection of courses are offered in the liberal arts, the applied arts and sciences, business administration, and 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 is provided for those persons who wish to continue their education but who are unable to participate in resident classes. Students may enroll at any time. No more than twenty-five credits earned through the correspondence study plan may be applied toward an undergraduate degree.

2. **General Education** includes a wide variety of 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.

"General Courses" deal with a wide range of popular subjects and are devoted to the dissemination of information and the development of hobby and artistic skills.

"Technical Institute" courses are provided to aid adults in improving their understanding of the technical aspects of various job fields.

"Art Museum Courses" are of two types — studio courses in all art media and gallery lecture series covering the whole range of the fine arts. These courses are held in the Joslyn Art Museum.

General Education courses carry no academic credit.

3. **Community Service** offers a variety of informal educational services to the community through the medium of conferences, lectures, seminars, forums, clubs, institutes, publications, and special bulletins which are arranged from time to time to meet the needs and interests of special groups of adults.
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.

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.

STUDENT CLASSIFICATION

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

1. **Credit Students** — Persons who register for 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. 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 173.
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. Group testing at a reduced fee may be arranged for adults currently enrolled in the College.

PRE-PROFESSIONAL CURRICULA

Mr. Nolte, Adviser

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.

TV CLASSROOM

Mr. Borge, Adviser

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 pioneer course.

The variety of credit courses is presented in cooperation with television station KMTV, Channel 3. TV Courses which carry two or three credit hours are scheduled for one-half hour each Saturday morning. Weekly written assignments, course readings, and examinations 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

Mr. Nolte, Adviser

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 near Omaha. 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
Mr. Osborn, Adviser

A broad program of courses in the field of insurance is offered through the College of Adult Education. 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.

COOPERATIVE PROGRAMS FOR BUSINESS
Mr. Emery, Adviser

Each year the College is instrumental in developing and conducting special courses or curricula for segments of local industry and business. Special courses for business use faculty members and selected business specialists. Courses may be held on campus or at business establishments.

INSTITUTE FOR PUBLIC AFFAIRS
Mr. Utley, Head

As a division of the College, the Institute for Public Affairs provides a variety of lecture, seminar, and conference opportunities for the general citizen and for persons engaged in or interested in special aspects of city government and community life.

The fall semester World Affairs Institute and the spring semester American Heritage Institute bring leaders of international and national reputation before the citizen.

A continuing series of small conferences and seminars is provided for persons in all phases of civic government and community activity.

CREDIT TOWARD TEACHERS’ CERTIFICATES
Mr. Gorman, Adviser

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
Mr. Lewis, Adviser

The College of Business Administration offers through the College of Adult Education a 15-hour certificate program in the field of real estate.

THE ADULT EDUCATION CONFERENCE CENTER
Mr. Emery, Director

As a part of the Gene Eppley Library building, the Adult Education Conference Center is a facility uniquely designed to house conferences,
institutes, and short-term non-credit courses for adults. The College of Adult Education has developed and co-sponsored a great variety of conferences of a cultural, technical, professional, civic, and educational nature. Individuals or organizations interested in arranging a conference consistent with the policy for using the Conference Center are invited to contact the Dean of the College.

REQUIREMENTS FOR THE DEGREE
BACHELOR OF GENERAL EDUCATION

Mr. Emery, Advisor

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 semester hours of credit must be earned in residence at the University of Omaha.

(2) Programs of individual students must be approved by an advisory committee from the faculty.

The program for the degree Bachelor of General Education will include the following:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (a) English composition</td>
<td>6</td>
</tr>
<tr>
<td>(b) The humanities</td>
<td>12</td>
</tr>
<tr>
<td>(c) Psychology, history, government, and social sciences</td>
<td>12</td>
</tr>
<tr>
<td>(d) Mathematics, natural or physical science</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>

2. Area of concentration (departmental) | 30
   (nine hours of which may be in a cognate field)

3. Electives | 55
   (which will include 12 hours in each of two different subject fields.)

4. At least 30 hours of the 125 hours must be earned in courses numbered 300 or above.

The required core courses and areas of concentration may be flexible in character to meet the needs of the mature student.
REQUIREMENTS FOR THE TITLE
ASSOCIATE IN GENERAL EDUCATION

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.

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) of the last twenty-one (21) semester hours of credit must be earned in residence at the University of Omaha.
(3) Eight (8) semester hours of credit in military science and twelve (12) additional hours in military credits will be accepted as electives in meeting the total credit requirements for the title.

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:

<table>
<thead>
<tr>
<th>Credit</th>
<th>Requirement</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>The three divisions</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Area of concentration</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>
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 issuance or renewal of certificates for teachers and administrators.

(3) To provide for professional advancement and scholarly objectives.

Consistent 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 facts, methods, or values. Under the guidance of a major adviser, the student must rely 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 the supervision of special projects in undergraduate courses 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 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.
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 final Comprehensive Examination committees, as well as counsel 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 students entering the teaching profession, nevertheless, it must also be noted that pre-professional training, along many other lines, is adequately provided. The University has excellent research facilities close at hand. In fact, the 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.

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 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 directed academic electives.

Professional education may include curricula in the following fields: administration, supervision, secondary education, elementary education, educational guidance, and master teacher preparation.

Students may major in the following fields: elementary education, guidance, public school administration, secondary education, nursing education, special education, and college business management. 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).

MAJOR FIELDS

Students pursuing a master's degree in education shall be expected to take at least nine semester hours in directed electives.* These should preferably be in courses other than those offered in the College of Education. These courses shall be selected on the basis of advisement and availability. For purposes of brevity, such courses shall be designated as directed electives. The following proposed programs are for the M. S. in Education degree.

Master Teaching Degree — Elementary

**I. Academic electives .......... 18 hrs.
II. Required Courses .......... 12 hrs.
   Ed. 501, Educational Research
   Ed. 506, Topics in Elementary Education
   Ed. 550, Educational Seminar (or Thesis)
   Psy. 510, Adv. Educational Psychology
III. Select one course from the following:
   Ed. 418, Mental Health in the School
   Ed. 461, Audio-Visual Materials in Education
   Ed. 473, Prob. in Teaching Reading in the Elem. School
   Ed. 503, Prin. of Supervision
   Ed. 504, Curriculum Principles
   Ed. 512, Cultural and Content Subjects in Elem. School
   * Except where otherwise specified.
   ** Students who elect to take the M.A. degree will also reduce their electives by three hours.
   *** Student may elect to take alternate of required subject; e.g. Ed. 507 in required area, then Ed. 514 can be taken as an elective or vice versa.

Guidance

I. Directed electives .......... 9 hrs.
II. Required Courses .......... 21 hrs.
   Ed. 501, Educational Research
   Ed. 520, Principles of Guidance
   Ed. 521, Prob. in Guidance
   Ed. 522, Counseling Practices
   Ed. 540, Practicum
   Ed. 550, Seminar (or Thesis)
III. Select one course from the following:
   Ed. 417, Statistical Methods
   Ed. 480, Tests and Measurements
   Total Credit Hours .......... 33

Master Teaching Degree — Secondary

**I. Academic electives .......... 18 hrs.
II. Required Courses .......... 12 hrs.
   Ed. 501, Educational Research
   ** Ed. 507, Topics in Secondary Education
   OR
   Ed. 514, Improvement of Secondary School Instruction
   Ed. 550, Educational Seminar (or Thesis)
   Psy. 510, Adv. Educational Psychology
III. Select one course from the following:
   Ed. 418, Mental Health in the School
   Ed. 481, Audio-Visual Materials in Education
   Ed. 474, Prob. in Teaching Reading in the Secondary School
   Ed. 502, Prin. of School Administration
   Ed. 504, Curriculum Principles
   Ed. 507, Topics in Secondary Education
   Ed. 514, Improvement of Secondary School Instruction
   Ed. 520, Principles of Guidance

Elementary Administration

I. Directed electives .......... 9 hrs.
II. Required Courses .......... 18 hrs.
   Ed. 473, Prob. in Teaching Reading in the Elementary School
   Ed. 501, Educational Research
   Ed. 503, Principles of Supervision
   Ed. 540, Practicum
   Ed. 550, Seminar (or Thesis)
III. Select two courses from the following:
   Ed. 418, Mental Health in the School
   Ed. 461, Audio-Visual Materials in Education
   Ed. 511, Tool Subj. in Elem. Grades
   Ed. 512, Cultural & Content Subjects in Elem. Schools
   Ed. 504, Curriculum Principles
   Ed. 506, Topics in Elem. Education
   Ed. 531, Mod. Developments in Educ.
   Total Credit Hours .......... 33
Public School Administration

I. Directed electives ............ 6 hrs.
II. Required Courses ............. 24 hrs.
   Ed. 501, Educational Research
   Ed. 502, Prin. of School Admin.
   Ed. 504, Curriculum Principles
   Ed. 505, School Bus. Management
   Ed. 506, Topics in Elem. Education
   Ed. 540, Practicum
   Ed. 550, Seminar ) or Thesis

III. Select one course from the following:
   Ed. 458, Co-curricular Activities
   Ed. 461, Audio-Visual Mat. in Educ.
   Ed. 473, Prob. in Teaching Reading
   Ed. 474, Prob. in Teaching Reading
   Ed. 481, Prin. of Adult Education
   Ed. 503, Prin. of Supervision
   Ed. 507, Topics in Sec. Education
   Ed. 514, Improvement in Sec. School Instruction
   Ed. 515, School Law
   Ed. 531, Mod. Developments in Educ.

Total Credit Hours .......... 33

Secondary Administration

I. Directed electives ............ 9 hrs.
II. Required Courses ............. 21 hrs.
   Ed. 501, Educational Research
   Ed. 502, Prin. of School Admin.
   Ed. 503, Principles of Supervision
   Ed. 507, Topics in Secondary Educ.
   Ed. 540, Practicum
   Ed. 550, Seminar ) or Thesis

III. Select one course from the following:
   Ed. 458, Co-curricular Activities
   Ed. 461, Audio-Visual Mat. in Educ.
   Ed. 474, Prob. in Teaching Reading
   Ed. 475, Prob. in Teaching Reading
   Ed. 481, Prin. of Adult Education
   Ed. 504, Curriculum Principles
   Ed. 505, School Bus. Management
   Ed. 506, Topics in Elem. Education
   Ed. 514, Improvement of Secondary School Instruction
   Ed. 515, School Law
   Ed. 520, Prin. of Guidance
   Ed. 531, Mod. Developments in Educ.

Total Credit Hours .......... 33

Foundations of Education
(General Education)

I. Academic electives ............ 9 hrs.
II. Required Courses ............. 18 hrs.
   Ed. 501, Educational Research
   Ed. 531, Mod. Developments in Educ.
   Ed. 532, Social Foundations of Educ.
   Phi. 417, Men and Ideas
   Phi. 418, Men and Ideas

III. Select two courses from the following:
   Ed. 506, Topics in Elem. Educ.
   Ed. 507, Topics in Secondary Educ.
   Psy. 510, Advanced Educ. Psychology
   Psy. 480, Tests and Measurements
   Ed. 520, Principles of Guidance
   Ed. 500, In-Service Teacher Educ.
   Ed. 417, Statistical Methods

Special Education

I. Directed electives ............ 9 hrs.
II. Required Courses ............. 12 hrs.
   Ed. 501, Educational Research
   Ed. 540, Practicum
   Ed. 500, Seminar ) or Thesis
   Ed. 488, Methods & Materials in Spec. Education

III. Select at least four courses from the following as directed by the adviser... 12 hrs.
   Psy. 402, Sch. Adj. to Child Problems
   Psy. 480, Tests & Measurements
   Psy. 418, Mental Health in the School
   Psy. 421, Individual Mental Tests
   Psy. 422, Clinical Tests
   Psy. 426, The Problem Child

   Ed. 421, Teaching Speech to the Deaf
   Ed. 422, Teaching Speech to the Deaf
   Ed. 423, Teaching Language to the Deaf
   Ed. 424, Teaching Language to the Deaf

College Business Management Major:

A degree for administrators of colleges and universities — presidents, business managers, accountants, comptrollers, purchasing agents, registrars, etc. For more
complete details of this program, write to the Graduate Office or to the Office of Business Management or the Dean of the College of Education.

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.

Besides the 4 to 10 hours in workshops, the candidate for the Master's degree will offer 12 hours of standard courses in the field of education as noted below (Education 481G, 500, 532 and 550). Directed electives comprising from 12 to 17 credit hours may be taken from graduate level courses in education, economics, political science, psychology, or business administration. In total hours, 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.

Prerequisite: Bachelor's degree from an accredited institution and preparation in accounting and major work in either business administration or education. Students with inadequate preparation in accounting must achieve reasonable proficiency in order to be admitted to the program for the degree.

I. Required Courses ................................................. 15 hrs.
   Ed. 481, Prin. of Adult Education
   Ed. 500, Special Problems (Subject to be associated with college business management and report worthy of publication)
   Ed. 532, Social Foundations of Educ.
   Ed. 546, Workshop in College Business Management (not to exceed 10 hours)
   Ed. 550, Seminar

II. Directed Electives .............................................. (not to exceed 18 hrs.)
(From graduate level courses in Education, Political Science, Psychology or Business Admin.)

**MINOR FIELDS**

**Audio-Visual**

Ed. 468, Audio-Visual Production
Ed. 508, Topics in Audio-Visual Education

**Guidance**

Select any three of the following:
Ed. 520, Principles of Guidance
Ed. 480, Tests and Measurements
Ed. 521, Prob. in Guidance Admin. and Service
Ed. 522, Counselling Practices
Ed. 417, Statistical Methods

**Reading**

Ed. 473, Prob. in Teaching Reading in the Elem. School
Ed. 474, Prob. in Teaching Reading in the Secondary School
Ed. 477, Diagnostic and Remedial Instruction
Ed. 500, Special Problems

**Education**

Ed. 501, Introduction to Educ. Research
Ed. 531, Mod. Developments in Education
Ed. 532, Social Foundations of Education
Ed. 550, Educational Seminar

**Physical Education for Men**

P. E. 497, Problems in Physical Education

**Academic Minors**

At least nine hours in any one of the following subjects: English, History, Government, Psychology, Sociology, Biology, Chemistry, Economics, French, German, Spanish, Mathematics, and Social Science.
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

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 relate their personal and professional qualifications as a prospective school administrator.

Students who have 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.
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 (I, S) ......................................................... Mr. Gorman

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

Principles of School Administration: 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 (II, S) ......................................................... Mr. Kennedy

Principles of Supervision: The nature, functions, and principles of supervisory practices in modern schools. Prerequisite: Education 501.
Credit 3 hours (I, S) ......................................................... Miss Holliday

Curriculum Principles: 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 (II, S) ......................................................... Mr. Wollard

School Business Management: The principles and practices of management of the school plant and school finances. Includes class and laboratory activities. Prerequisite: Education 501.
Credit 3 hours (I, S) ......................................................... Mr. Nolte

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 (I, S) ......................................................... Mr. Nolte

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

Problems in Guidance Administration and Service: Guidance programs with emphasis on vocational information. Prerequisite: Education 501, 520.
Credit 3 hours (I, S) ......................................................... Mr. Pflasterer

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 (II, S) ......................................................... Mr. Oleson

Modern Developments in Education: An analytical study of recent educational theories and practices. Prerequisite: Education 501.
Credit 3 hours (I, S) ......................................................... Mr. MacGregor
532 **Social Foundations of Education:** 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 (I, II, S) ................................. Mr. MacGregor

540 **Practicum in Public School Administration and Supervision:** 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 (II, S) .................................. Mr. Wollard and Staff

546 **Workshop in College Business Management:** 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:** Educational problems, to be taken as the last course in program for Master of Science degree.
Credit 3 hours (II, S) .................................. Mr. Wollard 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. Wollard and Staff

**ELEMENTARY EDUCATION**

473 **Problems in Teaching Reading in the Elementary School**
Credit 3 hours (I, S) .................................. Mr. Johnson

477 **Diagnostic and Remedial Instruction**
Credit 3 hours (I, S) .................................. Mr. Johnson

506 **Topics in Elementary Education:** Selected topics involving principles, problems, and trends in modern elementary education. Prerequisite: Education 501.
Credit 3 hours (II, S) .................................. Miss Holliday

511 **Tool Subjects in the Elementary School:** The history, philosophy, principles, methods, and materials involved in the teaching of the tool subjects in the elementary school. Prerequisite: Education 501 and 506.
Credit 3 hours (I, S) .................................. Mr. Dunn

512 **Cultural and Content Subjects in the Elementary School:** The history, philosophy, principles, methods, and materials involved in the teaching of the cultural and content subjects. The problem of integration will also be considered. Prerequisite: Education 501 and 506.
Credit 3 hours (II, S) .................................. Mr. Dunn

**FOUNDATION AND GENERAL COURSES**

417 **Statistical Methods** (Biometry)
Credit 3 hours (I, S) .................................. Mr. Briggs
418 Mental Health in the School
Credit 3 hours (I, II, S) ........................................ Mr. Porterfield

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

461 Audio-Visual Materials in Education
Credit 3 hours (I, II, S) ........................................ Staff

468 Audio-Visual Production
Credit 3 hours (II, S) ........................................ Staff

481 Principles of Adult Education
Credit 3 hours (I, II, S) ........................................ Mr. Emery

500 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. Not more than 3 hours credit will be accepted in workshops or special problems projects toward the degree. Prerequisite: Graduate standing and permission of the instructor.
Credit variable (I, II, S) ........................................ Mr. Gorman and Staff

508 Topics in Audio-Visual Education: 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

NURSING EDUCATION

509 Organization and Administration of Nursing Education Programs: 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 (I, S) ........................................ Staff

549 Topics in Nursing Education: Selected topics involving principles, problems, and trends in nursing education. Prerequisite: Education 501.
Credit 3 hours (II, S) ........................................ Staff

PHYSICAL EDUCATION FOR MEN

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

PHYSICAL EDUCATION FOR MEN AND WOMEN

497 Problems in Physical Education
Credit 3 hours (S) ........................................ Mr. Brock
Advanced Organization and Administration of Physical Education, Intramurals, and Athletics: For those who are actively engaged in the field of physical education, and athletics. It deals with the principles, problems, and procedures for administering 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 (I, S).......................... Mr. Cotton

SECONDARY EDUCATION

Co-Curricular Activities
Credit 3 hours (II, S).......................... Mr. Pflasterer

Problems in Teaching Reading in the Secondary School
Credit 3 hours (55, S).......................... Mr. Johnson

Topics in Secondary Education: Selected topics involving principles, problems, trends, and issues in secondary education. Prerequisite: Education 501.
Credit 3 hours (I, S).......................... Mr. Kennedy, Mr. Wollard

Improvement of Secondary School Instruction: A study of the secondary school student in light of the nature and needs of the adolescent child and in relation to the goals of education, with implications for teachers, counselors, and administrators. Emphasis will be placed on instructional procedure, curriculum, and classroom management. Prerequisite: Education 501 and 507.
Credit 3 hours (II, S).......................... Mr. Kennedy, Mr. Wollard

SPECIAL EDUCATION

Teaching Speech to the Deaf
Credit 3 hours (I).......................... Mr. Gorman and Staff

Teaching Speech to the Deaf
Credit 3 hours (II).......................... Mr. Gorman and Staff

Teaching Language to the Deaf
Credit 3 hours (I).......................... Mr. Gorman and Staff

Teaching Language to the Deaf
Credit 3 hours (II).......................... Mr. Gorman and Staff

Supervised Teaching in Special Education
Credit 3 or 5 hours each (I-II).................. Miss Holliday and Staff

Methods and Materials in Special Education
Credit 3 hours (II, 1957-1959, S).................. Miss Holliday

ENGLISH

Sixteenth Century Literature
Credit 3 hours (I).......................... Mr. Collins

Chaucer
Credit 3 hours (II).......................... Staff
437  Shakespeare's Tragedies
Credit 3 hours (II) ............................................... 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. Collins

450  English Drama before 1642
Credit 3 hours ..................................................... Mr. Wardle

465  The English Novel
Credit 3 hours (alternate years) ................................. Staff

467  The American Novel
Credit 3 hours (I) .................................................. Mr. Harper

468  History of the English Language
Credit 3 hours (alternate years) .................................. Mr. Harper

481  Literature of the Victorian Period
Credit 3 hours (alternate years) ................................. Mr. Wardle

504  History of Literary Criticism: Literary criticism from the beginnings to the present time, with emphasis on the criticism of ancient Greece and Rome, nineteenth century England, and twentieth century America.
Credit 3 hours (alternate years) .................................. Mr. Wardle

506  American Literary Movements: The major literary movements in nineteenth and twentieth century America as they are expressed in poetry, fiction, drama, and criticism.
Credit 3 hours (II) .................................................. Mr. Harper

508  Studies in the Literature of the English Renaissance: A seminar in a few significant literary figures of the English Renaissance.
Credit 3 hours ...................................................... Staff

Credit 3 hours ...................................................... Mr. Rodgers

601  Graduate Thesis
Credit 3 to 6 hours (I, II, S) ...................................... Staff

HISTORY AND POLITICAL SCIENCE

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>411</td>
<td>Europe 1815-1870.</td>
<td>Junior standing.</td>
<td>3 hours (alternate years)</td>
<td>Miss Tirrell</td>
</tr>
<tr>
<td>412</td>
<td>Europe 1870-1919.</td>
<td>Junior standing.</td>
<td>3 hours (alternate years)</td>
<td>Miss Tirrell</td>
</tr>
<tr>
<td>422</td>
<td>Europe Since 1919.</td>
<td>Junior standing.</td>
<td>3 hours (alternate years)</td>
<td>Miss Tirrell</td>
</tr>
<tr>
<td>425</td>
<td>Civil War and Reconstruction.</td>
<td>Junior standing.</td>
<td>3 hours (alternate years)</td>
<td>Mr. Robbins</td>
</tr>
<tr>
<td>426</td>
<td>Twentieth Century America, 1898-present.</td>
<td>Junior standing.</td>
<td>3 hours (II)</td>
<td>Mr. Adrian</td>
</tr>
<tr>
<td>427</td>
<td>Europe Since 1919.</td>
<td>Junior standing.</td>
<td>3 hours (alternate years)</td>
<td>Miss Tirrell</td>
</tr>
<tr>
<td>431</td>
<td>Civil War and Reconstruction.</td>
<td>Junior standing.</td>
<td>3 hours (alternate years)</td>
<td>Mr. Adrian</td>
</tr>
<tr>
<td>455</td>
<td>Representative Americans.</td>
<td>History 211, 212 and junior standing.</td>
<td>3 hours each (I, II)</td>
<td>Mr. Robbins</td>
</tr>
<tr>
<td>462</td>
<td>The French Revolution and the Napoleonic Era.</td>
<td>Junior standing.</td>
<td>3 hours (I)</td>
<td>Miss Tirrell</td>
</tr>
<tr>
<td>485</td>
<td>Far East.</td>
<td>Junior standing.</td>
<td>3 hours (alternate years)</td>
<td>Miss Tirrell</td>
</tr>
<tr>
<td>495</td>
<td>Independent Study of Problems of History: Designed to</td>
<td>Senior standing.</td>
<td>1 to 5 hours (I, II, S)</td>
<td>Staff</td>
</tr>
<tr>
<td>501</td>
<td>Seminar on Recent America.</td>
<td>An introduction to bibliography and</td>
<td>3 hours (I, II, S)</td>
<td>Mr. Adrian</td>
</tr>
<tr>
<td>601</td>
<td>Graduate Thesis.</td>
<td></td>
<td>3 to 6 hours (I, II, S)</td>
<td>Staff</td>
</tr>
<tr>
<td>602</td>
<td>Graduate Thesis.</td>
<td></td>
<td>3 to 6 hours (I, II, S)</td>
<td>Staff</td>
</tr>
</tbody>
</table>

The following courses may be taken for major, minor, or Master Teacher by special permission:


### POLITICAL SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Credit Hours</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>418</td>
<td>Constitutional Law.</td>
<td>Junior standing.</td>
<td>3 hours (I)</td>
<td>Mr. Utley</td>
</tr>
<tr>
<td>431</td>
<td>Political Theory.</td>
<td>Junior standing.</td>
<td>3 hours each (I, II)</td>
<td>Staff</td>
</tr>
<tr>
<td>490</td>
<td>Problems in Government.</td>
<td>Advanced students in government</td>
<td>1 to 6 hours (I, II, S)</td>
<td>Staff</td>
</tr>
<tr>
<td>601</td>
<td>Graduate Thesis.</td>
<td></td>
<td>3 to 6 hours (I, II, S)</td>
<td>Staff</td>
</tr>
</tbody>
</table>

The following courses may be taken for major, minor, or Master Teacher by special permission:

# UNIVERSITY OF OMAHA

## PSYCHOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisite</th>
<th>Credit</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>400</td>
<td>Minor Problems: Investigation of minor problems in the various fields of psychology.</td>
<td>Sixteen hours of psychology and permission of the Head of the Department.</td>
<td>1 or more hours per semester (I, II)</td>
<td>Mr. Thompson</td>
</tr>
<tr>
<td>402</td>
<td>School Adjustment to Child Problems.</td>
<td>Nine hours of psychology and permission of instructor.</td>
<td>2 to 3 hours (E, S)</td>
<td>Mr. Thompson</td>
</tr>
<tr>
<td>411</td>
<td>Psychology of Politics.</td>
<td>Permission of instructor.</td>
<td>3 hours (E)</td>
<td>Mr. Thompson</td>
</tr>
<tr>
<td>417</td>
<td>Statistical Methods (Also Education 417)</td>
<td></td>
<td>3 hours (I, S)</td>
<td>Mr. Briggs</td>
</tr>
<tr>
<td>418</td>
<td>Mental Hygiene.</td>
<td>Six hours of psychology</td>
<td>3 hours (I, II, S)</td>
<td>Staff</td>
</tr>
<tr>
<td>421</td>
<td>Individual Mental Tests.</td>
<td>Permission</td>
<td>3 hours (I, II)</td>
<td>Mr. Thompson</td>
</tr>
<tr>
<td>422</td>
<td>Clinical Tests.</td>
<td>Six hours of psychology</td>
<td>3 hours (II)</td>
<td>Staff</td>
</tr>
<tr>
<td>424</td>
<td>Abnormal Psychology.</td>
<td>Six hours of psychology and Junior standing.</td>
<td>3 hours (II)</td>
<td>Mr. Thompson</td>
</tr>
<tr>
<td>426</td>
<td>The Problem Child.</td>
<td>Six hours of psychology</td>
<td>3 hours (S)</td>
<td>Mr. Thompson</td>
</tr>
<tr>
<td>427</td>
<td>Psychology of the Exceptional Child.</td>
<td>Nine hours of psychology and permission.</td>
<td>3 hours (E, S)</td>
<td>Mr. Thompson, Miss Edwards</td>
</tr>
<tr>
<td>433</td>
<td>Vocational Psychology.</td>
<td>Permission of instructor.</td>
<td>3 hours (I)</td>
<td>Staff</td>
</tr>
<tr>
<td>434</td>
<td>Advanced Industrial Psychology (Business Psychology). A continuation of Psychology 333.</td>
<td></td>
<td>3 hours (E)</td>
<td>Staff</td>
</tr>
<tr>
<td>480</td>
<td>Tests and Measurements.</td>
<td>Six hours of psychology</td>
<td>3 hours (II, S)</td>
<td>Mr. Thompson</td>
</tr>
<tr>
<td>483</td>
<td>Child Psychology.</td>
<td>Nine hours of psychology and permission of the instructor.</td>
<td>3 hours (E, S)</td>
<td>Miss Edwards</td>
</tr>
<tr>
<td>510</td>
<td>Advanced Educational Psychology.</td>
<td>Six hours of psychology</td>
<td>3 hours (E, S)</td>
<td>Mr. Hurst, Mr. Thompson</td>
</tr>
<tr>
<td>513</td>
<td>Theoretical Psychology:</td>
<td>Twelve hours of psychology.</td>
<td>3 hours (S)</td>
<td>Mr. Thompson</td>
</tr>
<tr>
<td>601</td>
<td>Graduate Thesis.</td>
<td></td>
<td>3 to 6 hours (I, II, S)</td>
<td>Staff</td>
</tr>
</tbody>
</table>

The following courses may be taken by special permission:

- Psychology 331, 333, 352, 385.
UNIVERSITY OF OMAHA

SOCIOLOGY

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

414 Urban Sociology. Prerequisite: One year of Sociology.
Credit 3 hours (I, II, S) .............................................. Mr. Sullenger

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: Methods used in social investigation; original
research in the field of interest of students is undertaken. Prerequisite: Two
years in Sociology.
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

490 History of Social Thought. Prerequisite: Basic courses in Sociology.
Credit 3 hours (I) ...................................................... Mr. Sullenger

503 Twentieth Century Social Theory: 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

510 Occupational Sociology: Occupations, occupational associations, vocational
choice, assignment of work, occupational mobility, and the relation of occupation
to other factors.
Credit 3 hours (I, II, S) .............................................. Mr. Wilber

517 Propaganda and Social Control: Major techniques of 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, 380.

COURSES FOR MASTER TEACHER
AND MINOR FIELDS

BIOLOGY

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

The following courses may be taken by special permission:
Chemistry 413, 414, 451, 452, 495, 496.

ECONOMICS

The following courses may be taken by special permission:

FOREIGN LANGUAGES AND LITERATURES

FRENCH

The following courses may be taken by special permission. French 313, 320, 324, 325, 326, 335, 336, 338, 443.

GERMAN

The following courses may be taken by special permission:
German 313, 333, 335, 336, 338, 422, 443.

SPANISH

The following courses may be taken by special permission:

MATHEMATICS

The following courses may be taken by special permission:
Mathematics 311, 324, 364, 423, 424.

PHILOSOPHY

421  **Men and Ideas.**
422  Credit 3 hours (I, II, S) .............................................  *Mr. Payne*

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.
THE SUMMER SESSIONS *
DONALD G. EMERY, Director

A study program of maximum flexibility is provided students in the University Summer Sessions. Courses are scheduled in the day, at night, in the early summer, and in late summer.** The main sessions are:

INTERSESSION: Three weeks of intensive study in late May and early June provide a choice from two or three courses for rural teachers after their school year has closed. Three semester hours credit may be earned.

FIRST SESSION: A five-week session including Saturday class meetings permits the summer student to earn six semester hours of credit. Both graduate and undergraduate courses from many departments are offered. The FIRST SESSION begins in early June.

SECOND SESSION: This second five-week session begins in mid-July and provides many courses. Students may earn six semester hours credit.

EVENING SESSION: A student may enroll for one evening course. An evening course meets twice a week for eight weeks. Three semester hours of credit may be earned. The EVENING SESSION begins the same week as the FIRST SESSION. A student carrying a full study load of six hours in each five-week session cannot enroll for an evening course. An evening course may be carried in place of one day course.

UNIT COURSES: Workshops or 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 prefer shorter but more intensive study. The typical workshop devotes the forenoon to lecture and discussion and the afternoon to research and special projects. Unit course credit varies from one to three semester hours.

Twelve hours credit is the maximum number a student may earn in summer study except that INTERSESSION study permits an additional three hours of credit.

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 173.

* The University is completely air-conditioned.

** See the University calendar (pages 5, 6, 7, 8) for specific dates.
THE GENE EPPLEY LIBRARY

The Gene Eppley Library, a gift of Eugene C. Eppley of Omaha, is a modern Georgian two-story building housing the library and the Adult Education Conference Center. Designed to reflect the principles of functional planning, the library offers an invitation to reading through its open shelf collections and integrated reading areas. Each student may select his own type of study facility—from an individual carrell to an easy chair in the popular smoking lounge.

The library numbers over 100,000 volumes chosen through the cooperative efforts of the faculty and library staff to provide for the curricular and recreational reading interests of students. Over 500 American and foreign periodicals are received regularly and extensive back files are maintained through binding and microfilms. As a United States government document depository, the library makes available complete files of the major government publications. The extensive pamphlet collection is particularly strong in the field of vocational materials.

The open shelf arrangement of the general book collection gives students the opportunity to select their own materials and invites browsing in all subject fields. Reference librarians provide library instruction through orientation lectures and assist students in using the library for information and research. Librarians serve as reader-consultants in guiding students in selecting reading materials and developing reading programs. A collection of paper-backs for general reading is located in the second floor lounge area and a rental collection of current books is a popular department in the literature section.

The Audio-Visual Department of the library makes available the newer media of communication including educational films, filmstrips, and recordings. Its facilities include listening rooms, a class room, a pre-view room and a tape recording laboratory. Instruction in the use of audio visual materials is a requirement for all students in the College of Education.

Special services in the library include the Education Curriculum Laboratory with its collections of text books and curriculum materials, research rooms for faculty, and seminar rooms for advanced classes. A classroom and laboratory house the materials for library science students and a sample collection of literature for elementary and high school. The Adult Education Conference Center with its auditorium, conference rooms, and lounge offers opportunities for workshops, conferences, and informal groups to work in close cooperation with library materials.
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 177) pay an additional $6 per credit hour, hence for a normal 15 semester-credit-hour load, non-residents would pay an additional $90.

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 177): $6.00

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: $.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
- Payable only once in each College, and in the Graduate Division: $5.00
Registration Fees:
Payable each time a student registers

<table>
<thead>
<tr>
<th>Service</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

**BIOLGY:**
Equipment and supplies, per course (except 312, 325, 415, 417) 5.00

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

**CHEMISTRY:**
Apparatus and supplies, per course 8.00

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

**HOME ECONOMICS:**
Foods, courses 101, 102, 201, 301 (for nurses), supplies, per course 7.50
Clothing and Textiles, courses 103, 104, 106, 202, 303, 304, machines and supplies, per course 3.00

**JOURNALISM:**
Journalism 311, Newspaper Photography 3.00

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

**PHYSICS:**
Apparatus and supplies, per course (except 312, 375, 376) 8.00

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

**SHOP:**
Engineering 110, 111, 155, 214, 215, 310, 311, 315, 316, per course 7.00
Surveying 200 3.00

**VOCATIONAL TESTING AND COUNSELING:**
Aptitude and academic guidance tests, with individual analysis and counseling — fee determined in each case. For child study service tests and reading diagnosis, see administrative officer for charges.
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
  Music Practice Room (with or without piano) 30 minutes per day, 5 days per week
    16 weeks ................................................................ 12.00
    8 weeks ................................................................... 8.00
    Single period-half hour ......................................... .25
  (Payable at Cashier's office in advance)
  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>Withdrawal</th>
<th>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>Withdrawal</th>
<th>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>Withdrawal</th>
<th>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>

**College of Adult Education**

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

<table>
<thead>
<tr>
<th>Withdrawal</th>
<th>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.
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 programs 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 240, for information.
FOR ENTERING FRESHMEN

Ray R. Ridge Scholarship (business administration)
S. H. Elwood Scholarship

FOR SOPHOMORES AND JUNIORS

Building Owners and Managers Association Award
(real estate, junior)
Chi Omega Alumnae of Omaha Scholarship (sophomore girl)
George B. Lake Memorial Awards (American history)
Omaha Real Estate Board Scholarship (junior)
Panhellenic Scholarship (elementary education, women)

FOR JUNIORS AND SENIORS

Associated Nebraska Industrial Editors (Journalism)
Berthe H. Mengedoht Art Awards
Gilbert M. Hitchcock Scholarship (junior, history and government)
Glenn L. Martin Scholarship
Insurers of Omaha Scholarship
Jenkins Memorial Scholarship, University Alumni Association (senior)
Neboma Chapter of the National Secretaries Association Scholarship
Nebraska Chapter #23 of the American Institute of Real Estate Appraisers Award (senior)
Nebraska-Iowa Chapter of the Institute of Real Estate Management Award (senior)
Nebraska Real Estate Association Scholarship (senior)
Nebraska Society of Certified Public Accountants Scholarship (senior)
Omaha Advertising Club Scholarship (communication arts, senior)
Omaha Mortgage Bankers Association Scholarship
(real estate, senior)
Omaha Petroleum Industries Foundation
Omaha Sales Executive Club Scholarship (senior)
Provident Loan and Finance Company Scholarship (senior)
Society of Residential Appraisers Award (real estate, senior)
Woodman of the World Life Insurance Society Scholarships
(American history and finance, seniors)
World-Herald Retailing Scholarships
Zeta Delta Chapter, Chi Omega (social science, senior girl)

FOR ALL CLASSES

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

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

STUDENT TUITION LOANS

Limited loans are available from the John R. and John Potter Webster Fund, the Omaha North Side Woman's Club Fund, Isaac Sadler Chapter D.A.R., the Rotary Club Student Loan Fund, Ak-Sar-Ben Loan Fund, the Woodward Work-Fellowship Fund for Negro students, and Alpha Kappa Delta Memorial Scholarship Loan Fund. 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.
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 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.

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. The service is particularly valuable to students who are planning to go into teaching.

There is increasing need for each of the services in the Bureau: (1) To provide information, materials, and equipment to University faculty and students; (2) To provide photographic services, including darkroom facilities for classes and student publications; (3) To schedule and arrange appropriate exhibits in display 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.

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 a reasonable 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. 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 stu­
dents and the faculty. Student activities cards may be demanded by the
cashiers at any time. Students may bring guests occasionally, but the
practice is not encouraged.

All food is dispensed on a strictly cash basis. No one may defer
payment for meals. Food and beverages must be kept in the Cafeteria.
Coffee, 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 240. 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. 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.

BUREAU OF INDUSTRIAL TESTING AND
INSTITUTIONAL RESEARCH

This bureau offers a number of personnel services. For the student, it
administers psychological tests to be used with his counselor in determin­
ing vocational and academic plans. To the faculty, it offers test scoring
services. For the citizen, it offers vocational counsel and tests. To the
business man, it offers industrial testing and consulting services in such
areas as merit and job evaluation and opinion surveys. For the administra­
tion, it performs institutional research on methods of instruction and
other areas where research is needed.
STUDENT ACTIVITIES

The University recognizes the value of a well-rounded program for student development and encourages students to participate in co-curricular 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 (junior and 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)
RELIGIOUS CLUBS
Omaha University Christian Fellowship
Canterbury Club
Lutheran Student Association
Newman Club
Westminster Student 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
Omaha University Chapter of Rho Epsilon, 1955 (real estate)

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
Alpha Epsilon Pi (colony) 1956
Phi Epsilon Pi, Alpha Chi Chapter, 1950 (inactive)
Lambda Chi Alpha, Iota Delta Zeta Chapter, 1952
Sigma Phi Epsilon, Nebraska Beta Chapter, 1951
Theta Chi, Delta Zeta Chapter, 1950
Pi Kappa Alpha, Delta Chi Chapter, 1952
Tau Kappa Epsilon, 1956

STUDENT PUBLICATIONS
Gateway (newspaper)
Tomahawk (yearbook)
Student Directory
Grain of Sand (literary magazine)
SPECIAL INTEREST GROUPS

Angel’s Flight
Arnold Air Society, Earl S. Hoag Squadron, 1952
   National Headquarters, 1954-55
Band, marching and concert
Brush and Easel Club
Chemistry Club
Choirs
Debate
French Club
Future Teachers of America
German Club
Home Economics Club
Marketing Club
Omaha University Rifle Club
Orchesis (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. Lending 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**

The University of Omaha has gained an enviable reputation for the quality and character of its athletic teams. National recognition and honors have been received in all sports and steady progress in intercollegiate athletics has been evident during the past decade.

Full schedules of contests with other colleges and universities are sponsored each year in football, basketball, baseball, track, tennis, golf, and cross country. Each sport has competent coaches, excellent equipment, outstanding facilities, and appropriate medical care for members of university sponsored teams. The opportunity to participate on a team is open to all bona fide students who have the desire.

Intercollegiate athletics are directed and controlled in the same manner as all other academic and extracurricular activities. All athletic policies conform to the basic policy of the University. These are determined by the Board of Regents and the responsibility for administration is delegated to the President of the University. The specific administration of the program is conducted by the Director of Athletics. A Faculty Committee on Athletics advises in the administration of the program which is designed primarily for the students of the University and its normal constituency.

The athletic program is coordinated with the physical education and intramural programs including the same principles, aims, and objectives.

**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, horseshoes, badminton, and archery. 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.
ALUMNI ASSOCIATION

This organization has as its goals the preservation of college friendships and the advancement of the University of Omaha.

Through the Association’s by-laws, membership is awarded to persons holding college degrees or honorary and associate titles from the University of Omaha, as well as to former students who express an interest in the organization.

Four officers and a fifteen-member Board of Directors govern the Association. Carrying out this work are a full-time executive secretary and his assistant, with offices in Room 151. The office staff keeps up-to-date records on both graduates and former students; special mailings and the regular Alumni Newsletter go to more than 5,000 alumni.

To take the place of membership dues, the Association established in 1953 an Alumni Fund program. More than 2,400 alumni have given $17,545 in voluntary contributions during the past four years.

The Alumni Association sponsors two students each year through the Daniel E. Jenkins Scholarship and the Glenn L. Martin Scholarship, both supported by the Alumni Fund. Fund contributions also paid for the alumni gift of lobby furnishings for the new Gene Eppley Library.

Social events for alumni include Achievement Day, which honors a distinguished alumnus, and Homecoming. In addition, two lecture programs are offered, free of charge, through the Institute of World Affairs and the Great Professors Series. Alumni-Varsity competition in football and baseball complete the yearly program of events.
### UNDERGRADUATE COURSES IN EACH AREA ACCEPTABLE TOWARD DEGREE CREDIT IN THE VARIOUS COLLEGES

<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>
</thead>
<tbody>
<tr>
<td>Introductory Courses</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
<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 301, 411-2)</td>
<td>All</td>
</tr>
<tr>
<td>Art</td>
<td>All</td>
<td>All</td>
<td>All</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 121)</td>
</tr>
<tr>
<td>Economics</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Education</td>
<td>*Secondary Education</td>
<td>All</td>
<td>All</td>
<td>*Secondary Education</td>
</tr>
<tr>
<td>Engineering</td>
<td>Courses 105, 121, 122, 200, 250, 336</td>
<td>All</td>
<td>All (except 250, 331 thru 340)</td>
<td>All (except 250, 331 thru 340)</td>
</tr>
<tr>
<td>English</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Foreign</td>
<td>All</td>
<td>All</td>
<td>All (except French 338, German 338)</td>
<td>All (except French 337, 338; German 337, 338; Span. 339, 349; Port. 111-2; Greek 341; Latin 241)</td>
</tr>
<tr>
<td>General Science</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All (Math. 95, Reading 97)</td>
</tr>
<tr>
<td>History</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All (except History 455-6)</td>
</tr>
<tr>
<td>Government</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Home Economics</td>
<td>18 Semester hours</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Journalism</td>
<td>Courses 115, 116, 211, 227, 312, 322, 416, 422</td>
<td>All</td>
<td>All (except 341, 424)</td>
<td>All (except 101, 245-6, 335, 341, 345-6, 423, 424, 445-6)</td>
</tr>
<tr>
<td>Library</td>
<td>Courses 373, 374, 375, 376, 377</td>
<td>All</td>
<td>All</td>
<td>Not Acceptable</td>
</tr>
<tr>
<td>Mathematics</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All (except 213-4)</td>
</tr>
</tbody>
</table>

* Courses regularly accepted for Certification.
<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>
</thead>
<tbody>
<tr>
<td>Music</td>
<td>All (refer to page 59, Laboratory Courses)</td>
<td>All</td>
<td>All</td>
<td>All (except Music 303-4, (refer to page 59 Laboratory Courses)</td>
</tr>
<tr>
<td>Music Ed.</td>
<td>All (except Music Ed. 151)</td>
<td>All</td>
<td>All</td>
<td>All (except Music Ed. 151)</td>
</tr>
<tr>
<td>Philosophy, Psy., &amp; Rel.</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All (except Psy. 411) Courses 111-2, 177, 211-2, 221-2, 223-4, 227-8</td>
</tr>
<tr>
<td>Physical Ed.</td>
<td>Courses 111-2, 211-2, 221-2, 223-4, 227 or 228, 321, 335, 463</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Retailing</td>
<td>Not Acceptable</td>
<td>All</td>
<td>Not Acceptable</td>
<td>All</td>
</tr>
<tr>
<td>Skills</td>
<td>Not Acceptable</td>
<td>All</td>
<td>All (Math 95, Reading 97)</td>
<td>All</td>
</tr>
<tr>
<td>Dev.</td>
<td>Not Acceptable</td>
<td>All</td>
<td>All</td>
<td>All (except 441-2, 490)</td>
</tr>
<tr>
<td>Sociology</td>
<td>All</td>
<td>All</td>
<td>All (except 441-2, 490)</td>
<td>All (except Speech 441)</td>
</tr>
<tr>
<td>Speech</td>
<td>All (except 201)</td>
<td>All</td>
<td>All</td>
<td>All (except Speech 441)</td>
</tr>
<tr>
<td>A</td>
<td>Page(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Standing</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>124, 132, 137</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accreditation</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities Card</td>
<td>185</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration and Supervision (Education)</td>
<td>119</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission</td>
<td>21-25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Education</td>
<td>18, 19, 148</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aid, Financial for Students</td>
<td>120, 178, 179</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Force ROTC</td>
<td>145-147</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni Association</td>
<td>187</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Arts and Sciences</td>
<td>71</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts and Sciences</td>
<td>32, 155</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Title</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Arts and Sciences</td>
<td>72</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering, 75; Home Economics, 82; Journalism, 87</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Administration</td>
<td>132</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting, 132; Marketing, 133; Secretarial, 134; Retailing, 136</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td>153</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>184, 185</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio-Visual Aids</td>
<td>107, 181</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit Students</td>
<td>30, 149, 175</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts</td>
<td>34, 35, 38</td>
</tr>
<tr>
<td>Bachelor of Fine Arts</td>
<td>35, 38</td>
</tr>
<tr>
<td>Bachelor of General Education</td>
<td>152</td>
</tr>
<tr>
<td>Bachelor of Science</td>
<td></td>
</tr>
<tr>
<td>Business Administration</td>
<td>123</td>
</tr>
<tr>
<td>Engineering-Business Administration</td>
<td>73</td>
</tr>
<tr>
<td>Education</td>
<td>100</td>
</tr>
<tr>
<td>Home Economics</td>
<td>79, 81</td>
</tr>
<tr>
<td>Home Economics-Journalism</td>
<td>80</td>
</tr>
<tr>
<td>Journalism</td>
<td>86</td>
</tr>
<tr>
<td>Medical Technology</td>
<td>94</td>
</tr>
<tr>
<td>Military Science</td>
<td>91</td>
</tr>
<tr>
<td>Nursing</td>
<td>92, 93</td>
</tr>
<tr>
<td>Radio-TV-Journalism</td>
<td>88</td>
</tr>
<tr>
<td>Retailing</td>
<td>135</td>
</tr>
<tr>
<td>Band</td>
<td>59</td>
</tr>
<tr>
<td>Biology</td>
<td>51, 169</td>
</tr>
<tr>
<td>Book Store</td>
<td>181</td>
</tr>
</tbody>
</table>
## UNIVERSITY OF OMAHA

### INDEX — Continued

<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau of Teaching Aids</td>
<td>107, 181</td>
</tr>
<tr>
<td>Business Administration</td>
<td>120, 123, 128, 131, 138</td>
</tr>
<tr>
<td>Business Management</td>
<td>159</td>
</tr>
</tbody>
</table>

**C**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria</td>
<td>182</td>
</tr>
<tr>
<td>Calendar for 1957-58 and 1958-59</td>
<td>5</td>
</tr>
<tr>
<td>Chemistry</td>
<td>40, 170</td>
</tr>
<tr>
<td>Child Study Service</td>
<td>63</td>
</tr>
<tr>
<td>Choir, Chorus</td>
<td>59</td>
</tr>
<tr>
<td>Clothing and Design</td>
<td>83</td>
</tr>
<tr>
<td>College Business Management</td>
<td>159</td>
</tr>
<tr>
<td>College of Adult Education</td>
<td>148</td>
</tr>
<tr>
<td>College of Applied Arts and Sciences</td>
<td>71</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>32</td>
</tr>
<tr>
<td>College of Business Administration</td>
<td>120</td>
</tr>
<tr>
<td>College of Education</td>
<td>97</td>
</tr>
<tr>
<td>Communications and Skills</td>
<td>95</td>
</tr>
<tr>
<td>Conference Center</td>
<td>151</td>
</tr>
<tr>
<td>Cooperative Programs (Business)</td>
<td>151</td>
</tr>
<tr>
<td>Correspondence Courses</td>
<td>148</td>
</tr>
<tr>
<td>Counseling Programs</td>
<td>25, 150</td>
</tr>
<tr>
<td>Credit</td>
<td>26, 30, 31, 151</td>
</tr>
<tr>
<td>Credit for High School Work</td>
<td>22</td>
</tr>
</tbody>
</table>

**D**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debate</td>
<td>69</td>
</tr>
<tr>
<td>Degree Credit, (courses acceptable) in the various colleges</td>
<td>188</td>
</tr>
<tr>
<td>Degrees with Distinction</td>
<td>180</td>
</tr>
<tr>
<td>Degrees with Honors</td>
<td>180</td>
</tr>
<tr>
<td>Dietetics</td>
<td>80</td>
</tr>
<tr>
<td>Distributive Education</td>
<td>118, 131</td>
</tr>
<tr>
<td>Division of Technical Institutes</td>
<td>96</td>
</tr>
<tr>
<td>Dramatics</td>
<td>69</td>
</tr>
<tr>
<td>Dropping a Course</td>
<td>28</td>
</tr>
</tbody>
</table>

**E**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
<td>41, 170</td>
</tr>
<tr>
<td>Education</td>
<td>97, 103, 109, 148, 155, 158, 159, 160, 161, 163</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>103, 108, 158</td>
</tr>
<tr>
<td>Employment Service</td>
<td>182</td>
</tr>
<tr>
<td>Engineering</td>
<td>73</td>
</tr>
<tr>
<td>English</td>
<td>42, 165</td>
</tr>
<tr>
<td>Entrance Requirements</td>
<td>21-25</td>
</tr>
<tr>
<td>Evening School</td>
<td>148</td>
</tr>
<tr>
<td>Examinations</td>
<td>21, 28, 30</td>
</tr>
</tbody>
</table>
## UNIVERSITY OF OMAHA

### INDEX — Continued

<table>
<thead>
<tr>
<th>F</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>10-19</td>
</tr>
<tr>
<td>Fees</td>
<td>173-75</td>
</tr>
<tr>
<td>Finance</td>
<td>125</td>
</tr>
<tr>
<td>Foods and Nutrition</td>
<td>82</td>
</tr>
<tr>
<td>Foreign Languages and Literatures</td>
<td>47, 170</td>
</tr>
<tr>
<td>Foundation, General Courses (Education)</td>
<td>109, 159, 163</td>
</tr>
<tr>
<td>Fraternities</td>
<td>184</td>
</tr>
<tr>
<td>French</td>
<td>47, 170</td>
</tr>
<tr>
<td>Freshman Days</td>
<td>See Calendar</td>
</tr>
<tr>
<td>Freshman Standing</td>
<td>21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Academic Regulations</td>
<td>30</td>
</tr>
<tr>
<td>General Business</td>
<td>128</td>
</tr>
<tr>
<td>General Education Division</td>
<td>148, 152</td>
</tr>
<tr>
<td>General Sciences</td>
<td>51</td>
</tr>
<tr>
<td>Geography</td>
<td>53</td>
</tr>
<tr>
<td>German</td>
<td>48, 170</td>
</tr>
<tr>
<td>Grades</td>
<td>26, 27</td>
</tr>
<tr>
<td>Graduate Courses</td>
<td>161-70</td>
</tr>
<tr>
<td>Graduate Division (See also Graduate Catalog)</td>
<td>154-70</td>
</tr>
<tr>
<td>Greek</td>
<td>49</td>
</tr>
<tr>
<td>Guidance</td>
<td>158, 160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>H</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Service</td>
<td>181</td>
</tr>
<tr>
<td>Hebrew</td>
<td>49</td>
</tr>
<tr>
<td>High School Teaching (Business)</td>
<td>131</td>
</tr>
<tr>
<td>Historical Sketch</td>
<td>4</td>
</tr>
<tr>
<td>History</td>
<td>54, 166, 167</td>
</tr>
<tr>
<td>Home Economics</td>
<td>79, 81, 84</td>
</tr>
<tr>
<td>Home Economics — Education</td>
<td>80</td>
</tr>
<tr>
<td>Home Economics — Journalism</td>
<td>80</td>
</tr>
<tr>
<td>Home Economics — Retailing</td>
<td>81</td>
</tr>
<tr>
<td>Home Making</td>
<td>83</td>
</tr>
<tr>
<td>Honors</td>
<td>178, 180, 183</td>
</tr>
<tr>
<td>Humanities</td>
<td>37</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification Card</td>
<td>185</td>
</tr>
<tr>
<td>Industrial Arts Teaching</td>
<td>75, 106</td>
</tr>
<tr>
<td>Industrial Editing</td>
<td>87</td>
</tr>
<tr>
<td>Industrial Management</td>
<td>125</td>
</tr>
<tr>
<td>Industrial Testing</td>
<td>182</td>
</tr>
<tr>
<td>Insurance</td>
<td>126, 151</td>
</tr>
<tr>
<td>Inter-American Trade</td>
<td>47</td>
</tr>
</tbody>
</table>
### UNIVERSITY OF OMAHA INDEX — Continued

<table>
<thead>
<tr>
<th>Category</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intramural Athletics</td>
<td>186</td>
</tr>
<tr>
<td>Introductory Courses</td>
<td>37</td>
</tr>
<tr>
<td>Italian</td>
<td>49</td>
</tr>
<tr>
<td><strong>J</strong></td>
<td></td>
</tr>
<tr>
<td>Journalism</td>
<td>86, 89</td>
</tr>
<tr>
<td><strong>L</strong></td>
<td></td>
</tr>
<tr>
<td>Languages</td>
<td>47, 170</td>
</tr>
<tr>
<td>Latin</td>
<td>49</td>
</tr>
<tr>
<td>Law</td>
<td>36, 128</td>
</tr>
<tr>
<td>Library (Gene Eppley)</td>
<td>172</td>
</tr>
<tr>
<td>Library Science</td>
<td>110</td>
</tr>
<tr>
<td>Loans</td>
<td>180</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td>126, 133</td>
</tr>
<tr>
<td>Master of Arts Degree</td>
<td>156</td>
</tr>
<tr>
<td>Master of Science in Education Degree</td>
<td>157</td>
</tr>
<tr>
<td>Master Teacher Program</td>
<td>158, 169</td>
</tr>
<tr>
<td>Mathematics</td>
<td>56, 95, 170</td>
</tr>
<tr>
<td>Matriculation</td>
<td>21</td>
</tr>
<tr>
<td>Medical Technology</td>
<td>94</td>
</tr>
<tr>
<td>Medicine</td>
<td>46</td>
</tr>
<tr>
<td>Military Science</td>
<td>91</td>
</tr>
<tr>
<td>Music</td>
<td>57-60</td>
</tr>
<tr>
<td><strong>N</strong></td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>37</td>
</tr>
<tr>
<td>Nebraska Secondary School Certificate</td>
<td>35, 107</td>
</tr>
<tr>
<td>New Students</td>
<td>23</td>
</tr>
<tr>
<td>Non-Resident Status</td>
<td>177</td>
</tr>
<tr>
<td>Nursing</td>
<td>92, 93</td>
</tr>
<tr>
<td>Nursing Education</td>
<td>111, 159, 164</td>
</tr>
<tr>
<td><strong>O</strong></td>
<td></td>
</tr>
<tr>
<td>Officers of Administration</td>
<td>9</td>
</tr>
<tr>
<td>Orchestra</td>
<td>58</td>
</tr>
<tr>
<td>Offutt Air Force Base Program</td>
<td>150</td>
</tr>
<tr>
<td><strong>P</strong></td>
<td></td>
</tr>
<tr>
<td>Piano</td>
<td>60</td>
</tr>
<tr>
<td>Personnel Management</td>
<td>127</td>
</tr>
<tr>
<td>Philosophy</td>
<td>60, 170</td>
</tr>
<tr>
<td>Physical Education for Men</td>
<td>105, 112, 113, 114, 160, 164</td>
</tr>
<tr>
<td>Course</td>
<td>Page Numbers</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Physical Education for Women</td>
<td>106, 114, 115, 164</td>
</tr>
<tr>
<td>Physics</td>
<td>52</td>
</tr>
<tr>
<td>Placement Service</td>
<td>182</td>
</tr>
<tr>
<td>Political Science</td>
<td>64, 166, 167</td>
</tr>
<tr>
<td>Portuguese</td>
<td>49</td>
</tr>
<tr>
<td>Pre-Legal Study</td>
<td>36</td>
</tr>
<tr>
<td>Pre-Medical Study</td>
<td>46</td>
</tr>
<tr>
<td>Pre-professional Courses</td>
<td>36, 150</td>
</tr>
<tr>
<td>Probation</td>
<td>28-30</td>
</tr>
<tr>
<td>Psychology</td>
<td>61-63, 168</td>
</tr>
<tr>
<td>Public Affairs</td>
<td>151</td>
</tr>
<tr>
<td>Public School</td>
<td>159</td>
</tr>
<tr>
<td>Radio and Television</td>
<td>69, 70, 88, 132</td>
</tr>
<tr>
<td>Reading Improvement</td>
<td>95, 160</td>
</tr>
<tr>
<td>Real Estate</td>
<td>127, 151</td>
</tr>
<tr>
<td>Refunds</td>
<td>175</td>
</tr>
<tr>
<td>Regents</td>
<td>9</td>
</tr>
<tr>
<td>Registration</td>
<td>171</td>
</tr>
<tr>
<td>Religion</td>
<td>61</td>
</tr>
<tr>
<td>Residence of Students</td>
<td>177</td>
</tr>
<tr>
<td>Retailing</td>
<td>81, 134, 136, 142</td>
</tr>
<tr>
<td>ROTC</td>
<td>145</td>
</tr>
<tr>
<td>Russian</td>
<td>49</td>
</tr>
<tr>
<td>Scholarships, Grants and Awards</td>
<td>178</td>
</tr>
<tr>
<td>Sciences</td>
<td>51</td>
</tr>
<tr>
<td>Second Baccalaureate Degree</td>
<td>31</td>
</tr>
<tr>
<td>Secondary School Education</td>
<td>104, 107, 117, 158, 159, 165</td>
</tr>
<tr>
<td>Secretarial Science</td>
<td>130, 131, 134, 143</td>
</tr>
<tr>
<td>Skills Development</td>
<td>95</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>37, 170</td>
</tr>
<tr>
<td>Social Work</td>
<td>67</td>
</tr>
<tr>
<td>Sociology</td>
<td>65, 169</td>
</tr>
<tr>
<td>Sororities</td>
<td>184</td>
</tr>
<tr>
<td>Spanish</td>
<td>49, 170</td>
</tr>
<tr>
<td>Secondary Administration</td>
<td>159</td>
</tr>
<tr>
<td>Special Education</td>
<td>118, 159, 165</td>
</tr>
<tr>
<td>Speech</td>
<td>68, 95</td>
</tr>
<tr>
<td>Speech Education</td>
<td>68</td>
</tr>
</tbody>
</table>
UNIVERSITY OF OMAHA

INDEX — Continued

Student Classification .......................................................... 26
Student Loans ........................................................................... 180
Student Organizations ............................................................. 183-85
Student Services ...................................................................... 181
Student Teaching .................................................................... 102
Study Load ............................................................................... 26, 149
Summer Sessions ...................................................................... 171
Swedish .................................................................................... 50

T
Teachers' Certificates ............................................................... 35, 131, 151
Teacher Placement .................................................................... 107
Teaching Aids ........................................................................... 107, 181
Technical Institute ..................................................................... 96
Testing Program ........................................................................ 150, 182
Transfer Students ...................................................................... 23
Tuition and Fees ........................................................................ 173
Two-Year Programs (See Associate Title) .................................. 
TV Classroom ............................................................................ 150

V
Veterans' Administration ........................................................... 24
Vocational Guidance ................................................................. 25

W
Withdrawal from University ..................................................... 28
WAF Cadette .............................................................................. 146