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UNIVERSITY OF OMAHA
OMAHA, NEBRASKA

GENERAL CATALOG
1959-60 - 1960-61
UNIVERSITY OF OMAHA
OMAHA, NEBRASKA
Bulletin of the
UNIVERSITY OF OMAHA
VOLUME XX, NUMBER 1
JUNE, 1959
GENERAL CATALOG
for the academic years
1959 - 60
1960 - 61
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 6,100 (2,700 day — 3,400 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.

The University, as a further service to the community, 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 for University credit on KMTV; and sponsors a wide variety of conferences, workshops, lectures, and concerts to enrich the regular academic program.
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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.

In 1959, The Student Activities Building and the Applied Arts-Classroom Building were completed for use in an expanded educational program.
UNIVERSITY OF OMAHA

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, film-strips, 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.
UNIVERSITY OF OMAHA

CALENDAR FOR 1959-60

FIRST SEMESTER

September 8
Last day for students who completed registration at an early date to call for class cards. Cards not claimed will be destroyed.

September 8, 9
University Faculty Meetings.

September 8
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 8, 9
Registration for College of Adult Education; 4:30 to 8:30 p.m.

September 8 (Men)
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.

September 11 (Women)
Physical examinations for new students. Examination hours are: 12:30 to 4 p.m.; note: students not present for examinations at scheduled times will be charged late reporting fee.

September 9, 10 (Men)
Registration for former students.

September 11 (Women)
Registration for new students.

September 10, 11
New Student Day, 9 to 4 p.m.; required of new and transfer students.

September 14, 15
Registration
Program changes are acceptable.

September 16
Classes begin, day and Adult Education.

September 17
Late registration, day school and Adult Education.

September 23
Last day for adding credit classes to a day school schedule.

September 24
Last day for adding credit classes to an Adult Education schedule, until 6:30 p.m.

Thursday, October 8
Founders' Day Convocation.

Sunday, October 11
Open House.

October 30
Six week grade reports for freshmen.

November 17
Midsemester scholastic reports due in Dean's Office.

November 25
Thanksgiving recess begins at 9:40 p.m.

November 30
Classes resume at 7:30 a.m.

December 7 - 11
Registration for second semester, 1959-60.

December 18
Last day for filing applications for degrees to be conferred in January, 1960.

December 19
Christmas Convocation at 10 a.m.

January 4
Christmas vacation begins at 12 noon.

January 18 - 23
Classes resume at 7:30 a.m.

January 23
Final Examinations.

January 25 - 31
Last day for students who completed registration at an early date to call for class cards. Cards not claimed will be destroyed.

Vacation for first semester students.
SECOND SEMESTER, 1959-60

Friday, 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 25 (Men)  
January 26 (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 28, 29  
Registration for new students and former students, 1-4 p.m., January 28; 8 a.m.-3 p.m., January 29.

January 29,30  
Registration for College of Adult Education, 4:30 to 8:30 p.m., January 29; 9 a.m.-noon, January 30.

January 29  
New Student Day at 9 a.m.; required of all new students.

February 1  
Classes begin, day school and Adult Education.

February 1  
Late registration, day school and Adult Education.

February 6  
Last day for adding credit classes to a day school schedule.

February 8  
Last day for adding credit classes to an Adult Education schedule, until 6:30 p.m.

March 29  
Midsemester scholastic reports due in Dean's Office.

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

April 9  
Spring vacation begins at 12 noon.

April 18  
Classes resume at 7:30 a.m.

May 6  
Ma-ie Day — student holiday.

May 9 - 13  
Registration for Summer School and for first semester 1960-61.

May 27 - June 3  
Final Examinations.

May 30  
Memorial Day.

June 5  
Baccalaureate.

June 6  
Fifty-first Commencement.

SUMMER, 1960

May 23 - June 10  
Intersession.

June 10 (1 - 4 p.m.)  
Registration for day and evening classes.

June 11 (9 - 12 noon)  
First Term.

June 13 - July 16  
Evening Term.

June 14 - August 4  
Holiday.

July 4  
Second Term.

July 18 - August 20  
Last day for filing applications for degrees to be conferred in August, 1960.

July 22
UNIVERSITY OF OMAHA

CALENDER FOR 1960-61

FIRST SEMESTER

September 8
Guidance Examinations for all first semester freshmen and all transfer students; note: students not present for tests at scheduled time will be charged late reporting fee.

September 9 (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 examination at the scheduled time will be charged late reporting fee.

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

September 12
Last day for students who completed registration at an early date to call for class cards. Cards not claimed will be destroyed.

September 12, 13
University Faculty Meetings.

September 12, 13
Registration for College of Adult Education; 4:30 to 8:30 p.m.

September 14
New Student Day, 9 to 4 p.m.; required of new and transfer students.

September 14
Registration for former students, 8 to 4 p.m.

September 15
Registration for former students, 8 a.m. to 12 noon.

September 16
Registration for new students, 1 to 4 p.m.

September 17
Registration for new students, 8 to 4 p.m.

September 17
Program Changes are acceptable.

September 19
Classes begin, day and Adult Education.

September 19
Late registration, day school and Adult Education.

September 24
Last day for adding credit classes to a day school schedule.

September 26
Last day for adding credit classes to an Adult Education schedule, until 6:30 p.m.

October 7
Founders’ Day Convocation.

October 9
Open House.

November 1
Six week grade reports for freshmen.

November 15
Midsemester scholastic report due in Dean’s Office by 5 p.m.

November 23
Thanksgiving recess begins at 9:40 p.m.

November 28
Classes resume at 7:30 a.m.

December 5 - 9
Registration for second semester 1960-61.

December 16
Last day for filing applications for degrees to be conferred in January, 1961.

December 16
Christmas Convocation at 10:00 a.m.

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

Tuesday, January 3
Classes resume at 7:30 a.m.

January 21 - 28
Final Examinations.

January 28
Last day for students who completed registration at an early date to call for class cards. Cards not claimed will be destroyed.

January 30 - February 4
Vacation for first semester students.
SECOND SEMESTER, 1960-61

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

January 25, (Women)
February 2, 3
Registration for new students and former students, 1-4 p.m., February 2; 8 a.m.-3 p.m., February 3.

February 3, 4
Registration for College of Adult Education, 4:30 to 8:30 p.m., February 3; 9 a.m.-noon, February 4.

February 3
New Student Day at 9 a.m.; required of all new and transfer students.

February 6
Classes begin, day school and Adult Education.

February 6
Late registration, day school and Adult Education.

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

February 13
Last day for adding credit classes to an Adult Education schedule, until 6:30 p.m.

March 29
Easter Convocation at 10 a.m.

March 29
Spring Vacation begins at 9:40 p.m.

April 4
Classes resume at 7:30 a.m.

April 7
Midsemester scholastic reports due in Dean’s Office by 5 p.m.

April 7
Last day for filing applications for degrees to be conferred in June, 1961.

May 1 - 5
Registration for Summer School and for first semester 1961-62.

May 12
Ma-ie Day — student holiday.

May 26 - June 2
Final Examinations.

May 30
Memorial Day.

June 4
Baccalaureate.

June 5
Fifty-second Commencement.

May 22 - June 9
Intersession.

June 9
Registration for day and evening classes, 1 to 4 p.m.

June 10
Registration for day and evening classes, 9 to 12 noon.

June 12 - July 15
First term.

June 13 - August 3
Evening term.

July 4
Holiday.

July 17 - August 19
Second term.

July 21
Last day for filing applications for degrees to be conferred in August, 1961.

SUMMER, 1961

Interse ssion.

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

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

First term.

Evening term.

Holiday.

Second term.

Last day for filing applications for degrees to be conferred in August, 1961.
UNIVERSITY OF OMAHA

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UNIVERSITY OF OMAHA

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Ph.D., University of Iowa, 1953; Professor and Head of Department

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M.Ed., University of Nebraska, 1952; Associate Professor; Associate Dean of Student Personnel

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DORIS H. TABOR ........................................Education
M.S., University of Omaha, 1958; Instructor

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

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

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

DANIEL C. TREDWAY ................................Elementary Education
M.A., Colorado State College, 1954; Instructor

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

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

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

FREDERICK C. WEISSER ..............................Engineering
B.S., C.E., Texas University, 1952; Instructor
UNIVERSITY OF OMAHA

RALPH M. WILLIAMS ................................................. Accounting
B.A., Ohio State University, 1929; Assistant Professor

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

VICTOR WOLFRAM .................................................... Music
M.M., Juilliard School of Music, 1946; Assistant Professor

DONALD Z. WOODS .................................................... Speech
Ph.D., University of Minnesota, 1950; Associate Professor; Assistant to the President; Director of Academically-Related Activities and Coordinator of Special Services

VIRGIL V. YELKIN .................................................... Physical Education for Men
M.S., University of Omaha, 1957; Associate Professor; Director of Athletics; Baseball Coach

*Leave of Absence, 1959-60

AIR FORCE ROTC DETACHMENT 470

LT. COL. SHIRL H. SWENSON ........................................... Air Science
M.A., Georgetown University, 1954; Professor

MAJOR LESLIE H. HENDRICKSON, JR. ............................... Air Science
B.S., United States Military Academy, 1944; Associate Professor; Commandant of Cadets

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

CAPTAIN JOSEPH M. DAVIS ........................................... Air Science
B.A., Marietta College; Assistant Professor, Assistant Commandant of Cadets

CAPTAIN ALBERT H. SWANSON ....................................... Air Science
B.S., Creighton University, 1949; Assistant Professor, Assistant Director of Instruction

M/Sgt. JOHN D. BROCK ............................................... Air Science
Personnel Sergeant Major

M/Sgt. FRANK C. SINCLAIR ........................................... Air Science
B.G.E., University of Omaha, 1958; Detachment Supply N.C.O.

T/Sgt. HUGH H. MEYERS .............................................. Air Science
B.G.E., University of Omaha, 1958; Detachment First Sergeant

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

Maine C. Andersen, M.D. ................................ University Physician
Thelma Engle ........................................ University Hostess
James Eriksen, B.A. ................................ Executive Secretary, Alumni Association
Yvonne Harsh, B.A. ................................ Director, Teacher Placement
John F. Heckinger, M.B.A. .......................... Director, Auxiliary Agencies
Elizabeth L. Hill, M.Ed. ............................... Associate Dean of Student Personnel
James F. Holly, M.A. ................................ Associate Librarian
William E. Jaynes, Ph.D. ............................. Director, Industrial Testing and Institutional Research

Harold Keefover, B.S. ................................ Controller
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
Robert S. McGranahan, M.A. ....................... Director, General Printing and Information

George Meyers ........................................ Manager, Food Services
Ruth Moline, B.A. ..................................... Director, Teaching Aids
B. Gale Oleson, Ph.D. ............................... Director, Academic Testing & Counseling
Donald J. Pflasterer, M.Ed. ......................... Associate Dean of Student Personnel
William K. Picard, B.Sc. ............................ Purchasing Agent
Freda Sallquist ....................................... Stenographic Bureau Manager
Alice C. Smith, B.A. ................................ Registrar
Hazel C. Spangler .................................... Secretary to the President
Velma Titzell .......................................... Cashier
Harvey Vogler ........................................ Business Manager of Athletics
Marjorie Warner, R.N. ............................... Student Health Nurse
John E. Woods, B.A. ................................. Director of Placement & Liaison for Air Force ROTC & Veterans Information

Marwin O. Wrolstad, L.L.B. ......................... Business Manager
Virgil Yelkin, B.Sc. ................................. Director of Athletics

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, 1932-1953

Nell Ward .................................. Chemistry
Ph.D., State University of Iowa, 1939; Professor and Head of Department, 1918-1955

FACULTY LECTURERS

Carl Jonas .................................. English
B.A., Williams College, 1936

Eugene Kingman .................................. Humanities
B.F.A., Yale University, 1935; Joslyn Professor of Fine Arts

Casper Y. Offutt .................................. Latin American History
L.L.B., Harvard University, 1920

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

INTERNES AND ASSISTANT INSTRUCTORS

Bruce Baker .................................. English
B.A., Harvard University, 1957; Assistant Instructor

Helena Bell .................................. Music
M.M., Eastman School of Music, 1948; Assistant Instructor

Jack Bourdass .................................. Music
M.M., University of Nebraska, 1957; Assistant Instructor

Richard Condon .................................. Social Science
B.A., University of Omaha, 1959; Intern

Beryl Eagleson .................................. English
B.S., University of Omaha, 1958; Assistant Instructor

Nancy Land .................................. Reading
B.S., University of Omaha, 1957; Intern

Harriet C. Long .................................. English
M.A., University of California, 1949; Assistant Instructor

Margaret M. Miller .......................... English
M.A., University of Omaha, 1957; Assistant Instructor

Gayle Morrow .................................. English
B.A., University of Omaha, 1958; Assistant Instructor

Kermit Peters .................................. Music
M.M., Eastman School of Music, 1958; Assistant Instructor

Gene R. Pugh .................................. Social Science
B.S., University of Omaha, 1958; Intern

Ruth Anne Snavely .......................... History
B.A., University of Omaha, 1958; Intern

Gene Truax .................................. History
B.A., University of Omaha, 1958; Intern

Joseph Twaranovica .......................... Psychology
B.S., University of Omaha, 1951; Assistant Instructor
COLLEGE OF ADULT EDUCATION

MICHEL BEILIS, M.A., Administrative Assistant
JAMES CHASTAIN, M.B.A., Director, Insurance Training Program
WILLIAM J. GERBRACHT, B.A., Administrative Assistant
ROY W. NOLTE, M.A., Liaison for Military Instruction
VIRGIL SHARPE, Administrative Assistant
WILLIAM T. UTLEY, M.A., Director, Institute for Public Affairs
S. V. WILLIAMS, M.E., Director, Technical Institute
GENEVIEVE WOODS, B.Sc., Chairman, Correspondence Study Department

INSTRUCTORS

ART
STEPHEN J. POLCHERT, M.F.A., Cranbrook Art Academy, 1953

BUSINESS ADMINISTRATION
KENNETH C. FLINT, B.A., University of Miami, 1934
ROWLAND HAYNES, LL.D., University of Omaha, 1948
CLAUDE L. Jelen, B.A., University of Omaha, 1932
HUGO KAIN, M.S., University of Illinois, 1954
JOSEPH KIRSHENBAUM, B.S., University of Omaha, 1953
FRANK F. MARKS, B.G.E., University of Omaha, 1957
DONALD H. MCArTHUR, LL.B., University of Nebraska, 1952
CECIL F. McGEE, M.A., University of Omaha, 1955
BETTY A. O'CONNOR, B.S., University of South Dakota, 1940
PAUL A. RAUTH, LL.B., Creighton University, 1955
ROBERT M. SPIRE, LL.B., Harvard Law School, 1952
CECIL M. STEWART, B.S., Ohio State University, 1941
W. L. SUNDERMAN, B.S., University of Nebraska, 1935
THURLAN W. WENDELL, B.S., University of Nebraska, 1940
WALTER C. WHITTHOFF, A.B., Ohio University, 1934
DARWIN C. WILSON, B.S., University of Nebraska, 1948
R. WAYNE WILSON, LL.B., University of Illinois, 1947
ROBERT J. WILSON, B.S., Indiana University, 1942

ECONOMICS
RUSHTON G. CORTELYOU, M.B.A., Harvard Business School, 1929
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
BERNARD R. GYGER, M.E., Colorado A&M, 1950
EDWIN H. PARRISH, M.A., University of Nebraska, 1946
SHIRLEY M. ROBINS, B.S., University of Omaha, 1951
JOHN C. MCQUINN, Ed.D., University of Nebraska, 1958
PAUL J. TURNQUIST, Ed.D., Colorado State College of Education, Greeley, 1957

ENGINEERING
WALTER A. CHATFIELD, B.S., University of Colorado, 1949
WILFRED G. HILL, B.S., Iowa State College, 1926
HERBERT L. WEIL, M.S.E., University of Michigan, 1926
LESLIE L. BRITTEN, B.S., University of New Hampshire, 1941
MARVIN L. VANEK, B.Arch., University of Nebraska, 1958
ENGLISH
Vesta V. Dobson, M.A., University of Omaha, 1955
Helen Payne, M.A., University of Wisconsin, 1922

FOREIGN LANGUAGES
Vojislav Dosenovich, M.A., University of Omaha, 1953
Peggy C. Payne, B.A., Birmingham-Southern College, 1944
Frances S. Robb, M.A., University of Nebraska, 1956
Norman L. Zinn, M.A., University of Kansas, 1954

GENERAL SCIENCE
Paul B. Ackerson, M.S., University of Omaha, 1952
Lloyd L. Darrow, M.S., University of Omaha, 1952
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
James E. Jordan, B.A., Washburn University, 1955

HOME ECONOMICS
Patricia M. Goodrich, B.S., University of Nebraska, 1941
Christina A. Hedelund, B.S., University of Omaha, 1951
Martha Boelsen, Edison Appliance Institute, 1934

MATHEMATICS
Roy L. Heath, Jr., B.A., University of Omaha, 1956
Donald B. Johnson, M.A., University of Omaha, 1952

POLITICAL SCIENCE
Michael N. Danielson, M.A., Rutgers University, 1956

PSYCHOLOGY
Frances M. Edwards, M.A., University of Omaha, 1936
David Holt, M.A., George Washington University, 1949
Peter V. Knolla, M.A., University of Omaha, 1949
Robert S. Kincely, A.B., Hastings College, 1940

RELIGION
Sidney H. Brooks, M.H.L., Hebrew Union College, 1946
Myer S. Kripke, M.H.L., Jewish Theological Seminary, 1937
Roger E. Manners, B.D., Yale University, 1945
Roger D. Winger, M.A., University of Chicago, 1920

SOCIOLOGY
Gaylon L. Kuchel, M.A., State University of Iowa, 1950
Donald J. Lehmer, Ph.D., Harvard University, 1952
Maury L. Schwartz, M.S.W., G. W. Brown School of Social Work, 1951

SPEECH
Kenneth Burkholder, M.A., University of Michigan, 1937
Kenneth J. Gilreath, B.A., Wayne State Teachers College, 1955
Curtis B. Siemers, M.A., University of Nebraska, 1952
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 Midwest Conference on Graduate Study.

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 tuition and fees at any time.
ADMISSION TO THE UNIVERSITY

I. PROCEDURES FOR SECURING ADMISSION

1. Obtain an application blank from the Office of the Registrar, Room 220. The blank will be mailed upon request.

2. Return properly completed application blank to the Registrar’s office. An official copy of your high school record (transcript) must either accompany the application or be sent by your high school principal. Students who are transfers from other colleges are required to have official transcripts and evidence of honorable dismissal sent to the Office of the Registrar from each institution attended. All credentials become the property of the University and are not returned to the individual student.

3. All credentials must be on file in the Office of the Registrar before registration may be completed.

4. Report for Guidance Examinations (not entrance examinations) according to scheduled time of administration. Transfer students report unless notified of acceptance with a minimum of 58 semester hours. The fee for the examination taken at a regularly scheduled time (see calendar) is five dollars, payable in advance. (See Counseling)

5. Appear for physical examination on scheduled date (see University Calendar).

6. Attend New Student Day Activities.

7. Complete registration for classes on scheduled date (see University Calendar).

II. REQUIREMENTS FOR ADMISSION

1. A graduate of any accredited high school is eligible to freshman standing. In a few instances, the Colleges require presentation of credit in certain subjects as indicated:

   COLLEGE OF ADULT EDUCATION       No specific requirements
   COLLEGE OF ARTS AND SCIENCES       No specific requirements
COLLEGE OF APPLIED ARTS
AND SCIENCES

No specific requirements

Engineering curriculum requires:

- English 3 units
- Algebra 1 1/2 units
- Geometry 1 1/2 units
- Science 1 unit

(above freshman year)

COLLEGE OF BUSINESS
ADMINISTRATION

Algebra — 1 unit, for curricula requiring college algebra. Deficiency may be removed after registration.

COLLEGE OF EDUCATION

No specific requirements

2. 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.

3. 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 may be admitted to the College of Adult Education on approval of the Dean.

4. 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.

III. ADVANCED STANDING

Credits submitted from other colleges and universities will be properly evaluated by the University Committee on Admissions and Advanced Standing. Such transcripts must be received six weeks prior to the beginning of the semester for evaluation, otherwise the transfer student must elect courses at his own risk during his first semester in attendance.
IV. COUNSELING

1. The University believes that academic programs can be most efficiently planned in terms of the interests, aptitudes, and objectives of the individual student; therefore, an extensive counseling system has been developed.

2. All new students who have not reached junior standing are required to take a series of guidance examinations.

3. Each student is assigned to an academic counselor who will, through interpretation of the examination results and by personal interview, advise the student on the courses for which he should register. It is desirable to take these examinations as early as possible in advance of the opening of the school year. One full day is required. The date scheduled for such 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 examinations have been completed.

All inquiries and correspondence relating to the admission of day school students should be addressed to:

The Registrar

THE UNIVERSITY OF OMAHA

OMAHA 1, NEBRASKA
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."

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 reported by the faculty to the Registrar at the end of each semester become a part of the student’s permanent record and are included in the computation of his quality points earned and his grade point average.
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).

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.

EXAMINATIONS

All examinations must be taken at the scheduled time, otherwise late fee is charged. See page 174 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 first 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 first week of a course.

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 examination. 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 date listed in the University Calendar, see page 6.

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 and pay the required fee.

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; geography, 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. All grades reported by the faculty to the Registrar at the end of each semester become a part of the student's permanent record and are included in the computation of his quality points earned and his grade point average.

2. Residence — Thirty of the last 36 hours required for the degree 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, 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.

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, chemistry, economics, English, French, geography, 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-
requirements for the Bachelor of Arts degree by transfer of credits acceptable for that degree as determined by the Committee on Advanced Standing. Such students shall be eligible for recommendation for the degree by the faculty.

**REQUIREMENTS FOR THE DEGREE**

**BACHELOR OF FINE ARTS**

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

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

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

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

5. **Maximum hour limits**—No candidate may count toward the 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 consulted 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 satisfactory 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. Trickett, Adviser

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

No program of prescribed studies is outlined for pre-legal students. Rather, and in keeping with the suggestions of the Committee on Pre-Legal Education of the Association of American Law Schools, the academic program of each student is arranged in the way which will best assure the development of those basic skills and insights needed for the study of law. Copies of the summary statement of the Association of American Law Schools may be obtained from the Pre-Legal Adviser.

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

PRE-MEDICAL CURRICULUM

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.

<table>
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<th>GENERAL PRE-MEDICAL PROGRAM</th>
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<tr>
<td><strong>First Semester</strong></td>
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<td><em>Mathematics 111A or 113</em></td>
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<td>Biology 113 (Gen. Zool.)</td>
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<td>Chemistry 111 or 181</td>
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<td>English</td>
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<td>Physical Education</td>
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<td>Electives</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<td>*Mathematics 112 or 114</td>
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<td>Biology 114 (Gen. Zool.)</td>
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<td>English</td>
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<td>Physical Education</td>
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<td>Electives</td>
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<th><strong>First Year</strong></th>
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<tr>
<td><em>Chemistry 213</em></td>
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<td><em>Physics 111 or 211</em></td>
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<td>Physical Education</td>
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<td><strong>Second Year</strong></td>
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<td><em>Chemistry 214</em></td>
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<td>Modern foreign language</td>
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<td>Physical Education</td>
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<td>Electives</td>
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<td><strong>Third Year</strong></td>
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<td>Modern foreign language</td>
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<td>Electives</td>
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*Five hour courses if majoring in chemistry.
†Students may elect Air Force ROTC.

DEPARTMENT 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 such courses are offered only as a late afternoon or evening course.

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, sur-
veying the whole field of knowledge, in order to communicate general
understanding.

THE HUMANITIES

101 Introduction to the Humanities: A functional survey of literature, phil-
osophy, 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 em-
phasizes the variety of ideals which motivate life today.
Credit 5 hours per semester (I—II) ...................... Mr. Payne

THE NATURAL SCIENCES

101 Introduction to the Physical Sciences: A selected sampling from the fields
of geology, physics, chemistry, and astronomy, correlated with every day prob-
lems 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 prin-
ciples and methods of physical science. Lecture, discussion, laboratory.
Credit 5 hours (I, II, S) .......................... 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 be-
tween audio-visual presentation and identification of common forms of plants
and animals).
Credit 5 hours (I, II, S) .................................... Staff
103 Individual Projects in Natural Sciences: Field and laboratory work on
an intermediate level, not involving original research. Prerequisite: Natural
Science 101 to 103, and 102 to 104, and permission of instructor.
Credit arr. (I, II, S) ............................. Staff

THE SOCIAL SCIENCES

101 Introduction to the Social Sciences: First semester: historical roots of
our contemporary civilization. Second semester: problems of modern Amer-
ican society.
Credit 5 hours per semester (I, II) ....................... Mr. Bonner

ART

ASSOCIATE PROFESSOR BLACKWELL (HEAD); INSTRUCTORS J. ANDERSEN, P.
HILL.
A major will lead to either the Bachelor of Arts or the Bachelor of Fine Arts
degree.

THE DEGREE BACHELOR OF ARTS

All majors are required to take a minimum of 33 credit hours; 15 credit hours
shall be in the area of history and theory of Art and 18 credit hours in the area of
studio work. Art 111, 121, 122, 131, 141, 151, and 201 are required.

THE DEGREE BACHELOR OF FINE ARTS

A student may become a candidate for this degree on approval of the Art
Faculty. This degree requires a total of 130 credit hours with a minimum of 58
credit hours and a maximum of 68 credit hours in art. Fifteen credit hours shall be
in the history and theory of art, 39 credit hours in studio work, and 4 credit hours
in thesis. Art 111, 112, 121, 122, 131, 141, 151, 161, and 201 are required.
HISTORY AND THEORY OF ART

201 Introduction to Art: The first semester is an introduction to the theory of art. The second semester is a survey of art history.
Credit 3 hours each (I, II) .................... Mr. Blackwell

The following art history courses trace the stylistic and iconographic developments of those periods and cultures indicated by the course title. The courses are intended to be taken consecutively by art majors but are open to all students.

203 Primitive and Prehistoric Art
Credit 3 hours (I) .................................. Staff

204 Ancient Art
Credit 3 hours (II) ............................... Mr. Hill

305 Medieval Art
Credit 3 hours (I) ............................... Mr. Blackwell

306 Renaissance and 17th Century Art
Credit 3 hours (II) ............................... Mr. Blackwell

407 18th, 19th, 20th Century Art
Credit 3 hours (I) ............................... Mr. Hill

408 Oriental Art
Credit 3 hours (II) .................................. Miss Andersen

STUDIO AREA

111 Elementary Drawing: The fundamentals of composition. 111 prerequisite to 112.
Credit 3 hours each (I, II, S) .................. Miss Andersen, Mr. Hill

121 Elementary Design: The fundamental principles of color and design layout.
Credit 3 hours each (I, II, S) .................. Miss Andersen, Mr. Hill

131 Elementary Sculpture: The fundamental principles of three dimensional form.
Credit 3 hours (I, II, S) .......................... Staff

141 Elementary Painting: Introductory course in watercolor, casein, and gouache.
Credit 3 hours (I, II, S) .......................... Mr. Hill, Mr. Blackwell

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

161 Elementary Ceramics: A basic course in ceramics, concentrating on hand built forms.
Credit 3 hours (I, II, S) .......................... Staff

Credit 3 hours (I) ................................. Miss Andersen, Mr. Hill

221 Intermediate Design: Application of color and layout principles to advertising and interior design. Prerequisite: Art 122.
Credit 3 hours each (I, II) ...................... Miss Andersen, Mr. Hill

231 Intermediate Sculpture: More complex three dimensional problems, concentrating on ceramic and wood sculpture. Prerequisite: Art 131.
Credit 3 hours (I) ................................. Staff

241 Intermediate Painting: Problems in composition using the oil media. Prerequisite: Art 141.
Credit 3 hours (I, S) ............................. Mr. Blackwell, Mr. Hill
251 Intermediate Graphics: Planographic process using the silk-screen technique. Prerequisite: Art 151. Credit 3 hours (I). Mr. Blackwell

261 Intermediate Ceramics: Continuation of 161. Concentrating on the potter’s wheel and the application of glazes. Prerequisite: Art 161. Credit 3 hours (I). Staff

311 Advanced Drawing: Problems in the use of drawing techniques and procedures for individual interpretation. Prerequisite: Art 211 to 311; 311 to 411. Credit 3 hours each (II). Miss Andersen, Mr. Hill

321 Advanced Design: Application of design media and elements to special areas. Prerequisite: Art 122. Credit 3 hours each (II). Miss Andersen, Mr. Hill

331 Advanced Sculpture: Creative modeling, casting and more complex problems of three dimensional structure. Prerequisite: Art 131 to 331; 331 to 432. Credit 3 hours each (II). Staff

341 Advanced Painting: More complex problems in the oil medium and the introduction of tempera, polymer, and encaustic techniques. Prerequisite: Art 241 to 341; 341 to 442. Credit 3 hours each (II, S). Mr. Blackwell, Mr. Hill

351 Advanced Graphics: Planographic process using the lithographic technique. Prerequisite: Art 151. Credit 3 hours (II). Mr. Blackwell

361 Advanced Ceramics: Advanced problems in casting and preparation of glazes. Prerequisite: Art 261 to 361; 361 to 461. Credit 3 hours each (II). Staff

422 Advanced Design: Application of design media and elements to special areas. Prerequisite: Art 122. Credit 3 hours each (II). Miss Andersen, Mr. Hill

452 Advanced Graphics: Intaglio process using the etching, drypoint, engraving, and aquatint techniques. Prerequisite: Art 151. Credit 3 hours (II). Mr. Blackwell

481 Technical Problems: Advanced study in one field after regular courses are completed. Prerequisite: Permission of department head. Credit 3 hours each (I, II, S). Staff

491 Thesis: Creative project or written paper. Prerequisite: Permission of department head. Credit 2 hours each (I, II, S). Staff

CHEMISTRY
Professor Marquardt (Head); Associate Professor Linstromberg; Assistant Professors O’Connor, Stageman.

A major in chemistry consists of 42-44 hours of courses 111-112 (or 181-182), 211, 212, 213-214, 349-350, and 6 hours selected from 413, 414, 451-452, or 495-496. Mathematics through Integral Calculus must be included in the supporting subjects, as well as one year of college physics and a reading knowledge of scientific German. Chemistry 111a and 112a cannot be substituted for chemistry 111-112, or 181-182 in the chemistry major, pre-med or pre-engineering curriculum without the approval of the department head.

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, or 112, or 182. Credit 5 hours (II). Mr. Stageman
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, or 112, or 182. Credit 5 hours (II)..........................Mr. Stageman

General Chemistry: Lecture 3 hours, laboratory demonstration 2 hours; not open to those with high school chemistry. Prerequisite: 1 year each, high school algebra and geometry. Credit 4 hours (I, II, S)..............................Mr. Marquardt

General Chemistry: Lecture 3 hours, laboratory 4 hours. Prerequisite: Chemistry 111. Credit 4 hours (II, S).................................Mr. Marquardt

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, II)..................................Mr. Stageman

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).............................Mr. Linstromberg

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, odd years, ie '60-'61)............................Mr. Stageman

Chemical Principles and Semi-Micro Qualitative Analysis: Analysis of simple mixtures; the application of chemical laws and theories to analytical methods; lecture 2 hours, laboratory 4 hours. Prerequisite: Chemistry 111-112 or 181-182. Credit 3 hours (I, odd years, ie '60-'61)..............................Mr. O'Connor

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, odd years, ie '60-'61).............................Mr. O'Connor

Organic Chemistry: The chemistry of the carbon 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. O'Connor

Organic Preparations: Class 2 hours, laboratory 8 hours. Prerequisite: Three years of college chemistry, including Chemistry 214. Credit 3 hours (I, even years, ie '59-'60)..........................Mr. Linstromberg

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, even years, ie '59-'60)..........................Mr. Linstromberg
Advanced Analytical Chemistry: Class 2 hours, laboratory 4 hours. Prerequisite: Three years of college chemistry, including Chemistry 212. Credit 3 hours each (I—II). Mr. O'Connor

Problems in Chemistry: Independent work upon special problems, with scheduled conferences and written report, including survey of literature involved. Prerequisite: Three years of chemistry and consent of instructor. Credit arranged (I, II). 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, political science, sociology, psychology, business administration, and mathematics.

211 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

311 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

312 American Economic History: A survey of American economic development. (Same as History 307). Prerequisite: Economics 211, History 111 and 112. Credit 3 hours (II). Mr. Robbins

313 Economic Geography: An intensive study of commercial production in agriculture, fishing, forestry, mining, and manufacturing as related to geographic factors. Credit 3 hours (I). Mr. Schilz

314 Public Finance: Theories of taxation and principles of public expenditure. Prerequisite: Economics 211. Credit 3 hours (II, even years, ie '59-'60). Mr. Crane

315 Labor Problems: An historical and analytical survey of developments in the field of labor. Prerequisite: Economics 211. Credit 3 hours (I). Mr. Crane

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

412 International Economics: Principles and financing of international trade. Monetary, tariff and lending policies. Prerequisite: Economics 211 and 212. Credit 3 hours (II, odd years, ie '60-'61). 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; Associate Professor Brown; Assistant Professors Nyholm, Rodgers; Assistant Instructors Baker, Eagleson, Long, Miller, Morrow.

Students who elect a major in English literature must pass, as prerequisites, English 231 and 232 and History 261 and 262 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 111 and 112 for History 261 and 262 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 English 245, 246, and 353.

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

285 **Contemporary British and American Drama:** Readings in British and American plays written since 1900, with emphasis on problems of form and content rather than historical development. Prerequisite: English 112 or proficiency.
Credit 3 hours (I, odd years, ie '60-'61) .......................... Mr. Rodgers

331 **Narrative Writing:** Discussion of and practice in various types of narrative writing. Prerequisite: Permission of instructor.
Credit 3 hours (II) .......................... Mr. Harper

353 **Teachers' Review of Communications Skills:** A review of the elements of English composition for students intending to teach English in high school. Prerequisite: Upperclass standing and major or minor work in English.
Credit 1 hour (I) .......................... Mrs. Brown

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

368 **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. Prerequisite: Permission of instructor.
Credit 3 hours (II) .......................... Mr. Harper

371 **Advanced Composition:** Critical and creative writing. Prerequisite: Permission of instructor.
Credit 3 hours each (E) .......................... Mr. Wardle

400 **Advanced Studies:** Individual study under departmental supervision. Prerequisite: Permission of department head.
Credit 6 hours maximum (II) .......................... Staff

433 **Sixteenth Century Literature:** Poetry and prose of the age of Shakespeare. Prerequisite: English 231.
Credit 3 hours (I, odd years, ie '60-'61) .......................... Staff

434 **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

437 **Shakespeare's Tragedies:** A critical study of seven tragedies. Prerequisite: English 231.
Credit 3 hours (I, odd years, ie '60-'61) .......................... Mr. Wardle
439 Shakespeare's Comedies and Histories: A rapid reading of approximately twenty of the plays. Prerequisite: English 231. Credit 3 hours (I) .................................................. Mr. Wardle

440 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, odd years, ie '60-'61) .......................................................... 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 (I, odd years, ie '60-'61) ............................................. Staff

450 English Drama before 1642: Development of the English drama, exclusive of Shakespeare, from the beginning to 1642. Prerequisite: English 231. Credit 3 hours (II, odd years, ie '60-'61) ............................................... Mr. Rodgers

450 The English Novel: English novel from the beginnings to the end of the Victorian period. Prerequisite: English 232. Credit 3 hours (II) ................................................................. Staff

465 The English Language: Lectures on the structural development of the English language and readings in various periods of English. Prerequisite: English 231. Credit 3 hours (I, odd years, ie '60-'61) .................................................. Mr. Harper

467 The American Novel: The major American novelists from Hawthorne to the present. Prerequisite: English 246. Credit 3 hours (I, odd years, ie '60-'61) .......................................................... Mr. Rodgers

468 History of the English Language: Lectures on the structural development of the English language and readings in various periods of English. Prerequisite: English 231. Credit 3 hours (I, odd years, ie '60-'61) .................................................. Mr. Rodgers

502 Romance and Reality. Prerequisite: Graduate standing or permission of department head. Credit 3 hours (II, odd years, ie '60-'61) .................................................. Mr. Rodgers

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

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

508 Studies in the Literature of the English Renaissance. Prerequisite: graduate standing or permission of department head. Credit 3 hours (II) ................................................................. Staff

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

601 Thesis
602 Credit 3 hours (I, II, S) ................................................................. Staff
FOREIGN LANGUAGES AND LITERATURES

Professor Espinosa (Head); Associate Professor Maxwell; Assistant Professors Beilis, Hazard.

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

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

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

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

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

FRENCH

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

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

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

315 Survey of French Literature: An introduction to the study of French literature from its beginning to the contemporary period. Prerequisite: French 313. Credit 3 hours (I, II) ....... Mr. Hazard

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

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

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

326 Eighteenth Century Writers: Voltaire, Montesquieu, Marivaux, Diderot, Rousseau, St. Pierre, and others. Prerequisite: French 212. Credit 3 hours (II) ............... Mr. Hazard
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. Hazard, Mr. Beilis

French Civilization: Its development from earliest times through the Age of French Classicism to the present. Prerequisite: French 313 or permission of instructor.
Credit 3 hours (I—II) ........................................... Mr. Hazard

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. Hazard, 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 Civilization: Its development from earliest times through the advent of German Classicism to the present. Prerequisite: German 313 or permission of instructor.
Credit 3 hours (I—II) .............................................. 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

Greek: Elementary conversation, reading, and writing; essentials of grammar; conversational practice supplemented by audio-oral laboratory activities.
Credit 3 hours each (I, II) .......................................... 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

112

LATIN

241 Anthology of Latin Literature: Selected Roman works and authors, 240 B.C. to 43 B.C.: Andronicus, Plautus, Cato, Terence, Caesar, Cicero, Lucretius and Catullus. Prerequisite: One year high school Latin or equivalent.
Credit 3 hours (I) .......................... Mr. Espinosa

Credit 3 hours (II) ...................... Mr. Espinosa

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—I, 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; 211 prerequisite to 212.
Credit 3 hours each (I, S—I, 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
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

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

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

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

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

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

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

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

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

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

GENERAL SCIENCES

A major in General Science consists of Chemistry 111-112 (or 181-182), Physics 111-112 (or 211-212), Mathematics 111A-112, Biology 113-114, Biology 153-154 or an approved alternate, plus 15 credit hours in advanced courses which count toward a major in Biology, Chemistry, or Physics.

An education minor consists of Chemistry 111-112 (or 181-182), Physics 111-112 (or 211-212), Biology 113-114, and Biology 153-154.
A departmental or education major in biology requires credit in: Biology 113-114, 153-154; a morphological science (Biology 215-216, 303-304, 351, or 361); physiology (Biology 401-402 or 403-404); Biology 325, 415 and one or more electives from 310, 320, 322, 336, 353; chemistry 111-112 (or 181-182), 213-214; physics 111-112 (or 211-212); Mathematics 111A, and 112.

An education minor consists of Biology 113-114, Biology 153-154, Biology 245, and any other course counting toward a Biology major.

102 Introduction to the Natural Sciences: A survey course in biology for non-science majors; does not count toward any science major or minor.
Credit 5 hours .................. Staff
Natural Science 104, credit arr. (See page 38) ........ Staff

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: Anatomy and physiology of the vascular plants, and a survey of the great plant groups.
Credit 3 hours each (I, II) ............ Mr. Anderson

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 Introduction to Bacteriology: A course primarily for student nurses. A study of the basic principles of microbiology. Lecture, laboratory. Prerequisite: Student Nurses or Home Economic majors.
Credit 3 hours (I) ............... Mr. Anderson

245 Physiology and Anatomy of Man: The structure and functioning of the human body; lecture, discussion, laboratory. Prerequisite: College biology or Natural Science 102, or nursing students only first semester.
Credit 5 hours (I, II) ............. Mr. Busch

303 Plant Morphology: An advanced course covering the structure, life cycles, the development of alternation of generations, relationships and evolution of plants. Prerequisite: One year of General Botany.
Credit 4 hours (I) .............. Mr. Ellis

304 Plant Anatomy: A study of cells, tissues, and organs of vascular plants, with emphasis on internal structure. Prerequisite: One year of General Botany.
Credit 4 hours (II) ............... Mr. Ellis

310 Ecology: The basic principles of those environmental factors that determine the habitats of plants and animals. Prerequisite: Biology 113-114 or 153-154.
Credit 3 hours (II) ............... Mr. Ellis

312 Personal and Community Health: The nature and control of factors affecting the health of the individual and the community. Lecture, discussion, demonstration, quiz. Prerequisite: One year of College Biology.
Credit 3 hours (II) .............. Mr. Ellis

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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>322</td>
<td>Entomology</td>
<td>The collection and study of insects. Prerequisite: One year of general zoology.</td>
<td></td>
<td>4 hours</td>
<td>Mr. Derbyshire</td>
</tr>
<tr>
<td>325</td>
<td>Genetics</td>
<td>Principles of Heredity; lecture, discussion, problems. Prerequisite: One year of College Biology, Zoology, Botany, or Natural Science 102.</td>
<td></td>
<td>3 hours</td>
<td>Mr. Ellis</td>
</tr>
<tr>
<td>336</td>
<td>General Bacteriology</td>
<td>The nature of microorganisms, their life processes, and their biological and economic significance. Lecture, laboratory. Prerequisites: Biology 153-154, Chemistry 111-112 (or 181-182).</td>
<td></td>
<td>4 hours</td>
<td>Mr. Anderson</td>
</tr>
<tr>
<td>351</td>
<td>Histology</td>
<td>The microscopic anatomy of tissues and organs, their adaptations, and functional significance. Prerequisite: One year of General Zoology and a course in Anatomy.</td>
<td></td>
<td>4 hours</td>
<td>Mr. Busch</td>
</tr>
<tr>
<td>353</td>
<td>Microtechnique</td>
<td>Techniques of microscope slide manufacture. Prerequisite: Two years of biological sciences.</td>
<td></td>
<td>3 hours</td>
<td>Staff</td>
</tr>
<tr>
<td>361</td>
<td>Embryology</td>
<td>The development of the vertebrates; lecture, discussion, laboratory. Prerequisite: Biology 113-114.</td>
<td></td>
<td>3 hours</td>
<td>Mr. Derbyshire</td>
</tr>
<tr>
<td>401</td>
<td>General Physiology I-II</td>
<td>Chemical and physical principles that explain the phenomena of function in animals. Prerequisites: Mammalian anatomy, and 8 hours organic chemistry and 8 hours physics.</td>
<td></td>
<td>3 hours each</td>
<td>Mr. Busch</td>
</tr>
<tr>
<td>402</td>
<td>Plant Physiology</td>
<td>A study of the physical and chemical causation of plant function. Prerequisites: One year of Botany, Organic Chemistry, and Physics (may be taken concurrently).</td>
<td></td>
<td>3 hours each</td>
<td>Mr. Busch</td>
</tr>
<tr>
<td>415</td>
<td>Biological Theory</td>
<td>Evolution and various theories underlying biology. Prerequisite: Genetics.</td>
<td></td>
<td>3 hours</td>
<td>Mr. Busch</td>
</tr>
<tr>
<td>417</td>
<td>Biometry</td>
<td>See Psychology 417, Statistical Methods.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>495</td>
<td>Problems in Biology</td>
<td>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 or permission of instructor.</td>
<td></td>
<td>Credit arranged</td>
<td>Staff</td>
</tr>
</tbody>
</table>

The following courses may be taken by special permission for graduate credit: 303, 304, 310, 320, 325, 361, 403, 404, 417, 495, 496.

**PHYSICS**

*Associate Professor McMillan, Adviser; Instructors Stern, Weisser.*

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 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.**

Natural sciences 103, credit arranged (see page 38).

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. Stern

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

301 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 3 hours theory; with Lab 4 hours (I, every year, ie ’59—’60).*** Mr. McMillan

312 Modern Physics: Recent developments in physical theories. Prerequisites: Physics 111-112, or 211-212, and calculus. Credit 3 hours (II, even years, ie ’59—’60).*** 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. McMillan

385 Heat and Temperature Measurement: Principles of Heat and Temperature Measurement, Phase Diagrams, Calorimetry, Thermodynamics, Temperature Scales. Prerequisite: Calculus and Physics 112 or 212. Credit 3 hours theory, with Lab 4 hours (I, even years, ie ’59—’60).*** Mr. McMillan and Staff

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 or permission of instructor. Credit arranged (I, II, S).*** Mr. McMillan

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

**GEOGRAPHY**

**PROFESSOR SCHILZ (HEAD)**

Geography observes the changing distribution of man and his activities as they are interrelated to all the features of water, land, atmosphere, plants and animals, and as they are varied within historical periods and cultural stages, and by military, political and economic objectives.

Courses 254, 353, 363, and 432 offer credit in Natural Sciences; all others offer credit in Social Sciences.

A major requires: (1) courses 223, 254, and 313; (2) four additional 300 courses; and (3) three 400 courses.

202 Human and Cultural Geography: Differences between developed and underdeveloped countries with regard to culture, health and diet, business, and production. Credit 2 hours.*** Mr. Schilz

212 Conservation of Resources: The geographic factors underlying the wise use of our resources: people, water, mineral, soils, grass, forests, fuel and energy. Credit 2 hours.*** Mr. Schilz
Regional World Geography: An introduction to geographic factors in the life and production activities in 14 climate regions of the world.
Credit 3 hours (I, S 1) ...................................... Mr. Schilz

Physical Geography: An introduction to the landforms, climates, flora, fauna, soils, waters, noting their world distribution, variety, process of change; all as a basis for man's habitat and use. One Physics or Chemistry course is prerequisite or co-requisite. Lecture and Lab.
Credit 4 hours (II, S 2) ...................................... Mr. Schilz

Latin America: Advantages and limitations of the natural environment, population characteristics, and economic developments are considered in Mexico, Central America, West Indies, and South America. Prerequisite: Geography 223.
Credit 3 hours (I, S, even years, ie '59-'60) ................................ Mr. Schilz

Asia: Typical life and export production related to physical and climatic features. Emphasis upon Southeast Asia. Prerequisite: Geography 223.
Credit 3 hours (II, S, odd years, ie '60-'61) .................... Mr. Schilz

Africa: The geographic factors which set the stage for the economic and national revolution in countries and protectorates. Emphasis upon northeast Africa. Prerequisite: Geography 223.
Credit 3 hours (II, even years, ie '59-'60) .................... Mr. Schilz

Economic Geography: An intensive study of commercial production in agriculture, fishing, forestry, mining, and manufacturing as related to geographic factors. Prerequisite: Geography 223.
Credit 3 hours (I) ........................................... Mr. Schilz

Europe: An intensive examination of major natural regions, resources, industrial development, and current economical-political problems from a geographic point of view. Prerequisite: Geography 223 and 313.
Credit 3 hours (II) ........................................... Mr. Schilz

United States and Canada: A consideration by regions of the economic life from a geographic viewpoint. Prerequisite: Geography 223 and 313.
Credit 3 hours (II, S, even years, ie '59-'60) .................... Mr. Schilz

Cartography and Graphics: A laboratory in compilation, drawing, and lettering maps, graphs, and charts. Prerequisite: Geography 254.
Credit 3 hours (I, '59-'60) ...................................... Mr. Schilz

Map and Photo Interpretation: Practice in intelligence to be obtained from topographic, geologic, hydrographic and aeronautical charts, and selected serial photos. Prerequisite: Geography 254.
Credit 3 hours (II, '59-'60) ...................................... Mr. Schilz

Political Geography: Analysis of the geographic factors underlying international relations followed by detailed study of problem areas. Prerequisite: Geography 223 and 313.
Credit 3 hours (II, '60-'61) ...................................... Mr. Schilz

Urban Geography: The modern American city from the viewpoint of geography. Prerequisite: Geography 223 and 313.
Credit 2 hours (II, '61-'62) ...................................... Mr. Schilz

Nebraska Geography: The growth of Nebraska, past and present, as related to geologic and geographic factors. Prerequisite: Geography 223 and 313.
Credit 2 hours (S) ........................................... Mr. Schilz

Climatology: System of classifying climates, with studies of selected regions. Prerequisite: Geography 254.
Credit 2 hours (I, '60-'61) ...................................... Mr. Schilz

Transportation and Trade: Trade center, requirements of sea, land, and air transport, and recent international trade: all examined in the light of geographic factors. Prerequisite: Geography 223 and 313.
Credit 2 hours ........................................... Mr. Schilz
Students who elect a major in History must pass, as prerequisites, either History 111 and 112 or History 151 and 152, or the equivalents. In addition they must pass one of the following 200-level course sequences, or the equivalent:

- History 247-248, Latin America;
- History 251-252, Ancient History;
- History 261-262, English History;
- History 271-272, Russian History;

To complete the requirements for the major they must pass eighteen hours of History, or the equivalents, from courses in the 300 and 400 groups. (Students primarily interested in English history may present English 231 and 232 as credit towards the eighteen hours normally required from courses in History at the 300 and 400 level provided that they present History 261-262 as their 200-level course sequence and complete at least six hours satisfactorily from among the following: History 364, 461, 462, and 463.) In addition they must pass one of the following courses, or the equivalent:

- History 493, Historical Research;
- History 496, Great American Historians;
- History 497, Great European Historians.

(With permission of the department head, students allowed to enroll in Honors 401-402 or either History 510 or 550 may substitute three hours of satisfactory credit in such courses for the work required in History 493, 496, or 497.)

Students who wish to teach History in secondary schools may elect either the major described above or an academic major or a teaching field in the College of Education. Information regarding permitted modifications in the major requirements in the College of Arts and Sciences and the detailed requirements of the academic major or teaching field in the College of Education will be made available to interested persons.

111 **American History:** (111), to 1865; (112), since 1865; a general survey of the basic forces shaping American life.
Credit 3 hours each (I, II, S, C) . . . . . . . . . . . . . . . . . . . . . . . . . Mr. Adrian, Mr. Bonner, Mr. Robbins

151 **European History:** (151), 1500 to 1815; (152), since 1815; a general survey of the development of Europe.
Credit 3 hours each (I, II, S) . . . . . . . . . . . . . . . . . . . . . . . . . Mr. Rothrock, Mr. Trickett

247 **Latin America:** (247), to 1825; (248), modern Latin America; a survey of Latin American history from pre-Columbian times to the present day. Prerequisite: Sophomore standing; 247 prerequisite to 248 or permission of instructor.
Credit 3 hours each (I, II) . . . . . . . . . . . . . . . . . . . . . . . . . Mr. Offutt

251 **Ancient History:** (251), Greece; (252), Rome; a survey of the political, social, religious, and economic history of Greece and Rome. Prerequisite: Sophomore standing; 251 prerequisite to 252 or permission of instructor.
Credit 3 hours each (I, II) . . . . . . . . . . . . . . . . . . . . . . . . . Mr. Beck

261 **English History:** (261), to 1688; (262), the expansion of England; the evolution of British society and the development of British institutions. Prerequisite: Sophomore standing; 261 prerequisite to 262 or permission of instructor.
Credit 3 hours each (I, II) . . . . . . . . . . . . . . . . . . . . . . . . . Mr. Trickett
271 **Russian History:** (271), to 1855; (272), since 1855; a survey of the history of the peoples of Russia from the migrations to the present day. Prerequisite: Sophomore standing; 271 prerequisite to 272 or permission of instructor. Credit 3 hours each (I, II)                      Mr. Beck

281 **The Far East:** (281), modern China; (282), emergence of modern Japan and Southeast Asia; a study of Asian societies in the modern world. Prerequisite: Sophomore standing; 281 prerequisite to 282 or permission of instructor. Credit 3 hours each (I, II) Mr. Rothrock

312 **American Economic History:** Same as Economics 312. Prerequisite: History 111 and 112 or Economics 211. Credit 3 hours each (I, II) Mr. Robbins

313 **American Colonial History:** A study of the background, settlement, and development of the English Colonies. Prerequisite: History 111 and 112. Credit 3 hours (I) Mr. Adrian

315 **The American Frontier:** (315), 1763 to 1840; (316), since 1840; the economic, social, and political forces that created the West and helped in the shaping of America. Prerequisite: History 111 and 112; 315 prerequisite to 316 or permission of instructor. Credit 3 hours each (I, II) Mr. Robbins

334 **Diplomatic History of the United States:** A study of the foreign relations of the United States since 1763. Prerequisite: History 111 and 112. Credit 3 hours (II) Mr. Bonner, Mr. Beck

341 **History of Nebraska:** From earliest known records to the present. Prerequisite: History 111 and 112. Credit 3 hours (II) Mr. Adrian

344 **History of the South:** Economic, social, and political development of the South as a region. Prerequisite: History 111 and 112. Credit 3 hours (II) Mr. Adrian

353 **Medieval Europe:** (353), 284-1095; (354), 1095-1492; cultural, social, economic, and religious developments in Europe from the decline of Rome to the Renaissance. Prerequisite: History 151 and 152 or Social Science 101; 353 prerequisite to 354 or permission of instructor. Credit 3 hours each (I, II odd years, ie '60-'61) Mr. Trickett

355 **Renaissance and Reformation:** An introduction to the leading artists, writers, thinkers, and reformers of the age. Prerequisite: History 151 and 152 or Social Science 101. Credit 3 hours (I, even years, ie '59-'60) Mr. Trickett

364 **History of the British Empire and Commonwealth:** Britain in America, Africa, India, and the Pacific; and the advancement from Empire to Commonwealth. Prerequisite: History 261 and 262 or with permission of instructor; History 151 and 152 or Social Science 101. Credit 3 hours each (I, II odd years, ie '60-'61) Mr. Trickett

411 **Representative Americans:** (411), 1600-1800; (412), 1800 to the present; a biographical approach to American history. Prerequisite: History 111 and 112; 411 prerequisite to 412 or permission of instructor. Credit 3 hours each (I, II odd years, ie '60-'61) Mr. Robbins

416 **The Jacksonian Era:** An interpretive study of the middle period of American history. Prerequisite: History 111 and 112. Credit 3 hours (I) Mr. Robbins

418 **Civil War and Reconstruction:** The years of war and the problems of re-shaping the Union in the years that followed. Prerequisite: History 111 and 112. Credit 3 hours (II) Mr. Robbins
428 Twentieth Century America: United States in the role of a world power since 1898. Prerequisite: History 111 and 112. Credit 3 hours (I) .......................... Mr. Adrian, Mr. Bonner

429 Ideas in Twentieth Century America: An analysis of the more important ideas which have had an influence in recent America. Prerequisite: History 111 and 112. Credit 3 hours (II) .......................... Mr. Bonner

433 American Constitutional History: (433), to 1860; (434), since 1860; a study of constitutional theory and practice in the North American colonies of England and in the United States. Prerequisite: History 111 and 112; 433 prerequisite to 434 or permission of instructor. Credit 3 hours each (I, II) .......................... Mr. Beck

434 Sixteenth Century Europe: A study of European society during the critical years following the Renaissance and Reformation. Prerequisite: History 151 and 152 or Social Science 101. Credit 3 hour (II, even years, ie '59-'60) .......................... Mr. Rothrock

435 Seventeenth Century Europe: The ascendency of France in Europe and the age of absolutism. Prerequisite: History 151 and 152 or Social Science 101. Credit 3 hours (I, odd years, ie '60-'61) .......................... Mr. Rothrock

436 Eighteenth Century Europe: The Old Regime, the French Revolution and the Napoleonic Wars. Prerequisite: History 151 and 152 or Social Science 101. Credit 3 hours (II, odd years, ie '60-'61) .......................... Mr. Rothrock

437 Nineteenth Century Europe: (437), 1815-1870; (438), 1870-1914; an advanced study of what has happened in Europe since 1815 with a view to exposing the consequences of such events. Prerequisite: History 151 and 152 or Social Science 101; 437 prerequisite to 438 or permission of instructor. Credit 3 hours each (I, II) .......................... Mr. Beck, Mr. Trickett

439 Europe Since 1914: The social, economic, and political problems of Europe in the Twentieth Century. Prerequisite: History 151 and 152 or Social Science 101. Credit 3 hours (II, even years, ie '59-'60) .......................... Mr. Trickett

450 English Constitutional History: The development of the legal and governmental institutions of the English people at home and abroad. Prerequisite: History 261 and 262, or with permission of instructor; History 151 and 152, or Social Science 101. Credit 3 hours (II, even years, ie '59-'60) .......................... Mr. Trickett

451 Tudor and Stuart England: A social and intellectual history, rather than a study of politics and foreign relations, of the period from 1485 to 1688. Prerequisite: History 261 and 262 or, with permission of instructor; History 151 and 152, or Social Science 101. Credit 3 hours (I, even years, ie '59-'60) .......................... Mr. Trickett

452 England in the Eighteenth and Nineteenth Centuries: A study of the change and development in Great Britain from 1714 to 1914. Prerequisite: History 261 and 262 or, with permission of instructor; History 151 and 152, or Social Science 101. Credit 3 hours (II, odd years, ie '60-'61) .......................... Mr. Trickett

490 Problems in History: Independent original work on special problems, with scheduled conferences and written reports. Prerequisite: Senior standing and satisfactory completion of twelve hours of work in History from courses in the 300 and 400 groups and permission of the department head. Credit 1 to 5 hours (I, II, S) .......................... Staff
493 **Historical Research:** A study of the critical method of historical research. Prerequisite: Senior standing, acceptance as an undergraduate major or a graduate major or minor in History or permission of the department head.
Credit 3 hours (I) ........................................... Mr. Robbins

496 **Great American Historians:** A survey of the history of American historical writing from colonial times to the present. Prerequisite: Senior standing and acceptance as an undergraduate major or a graduate major or minor in History or permission of the department head.
Credit 3 hours (II) ........................................... Mr. Robbins

497 **Great European Historians:** A survey of the history of European historical writing from the Renaissance to the present. Prerequisite: Senior standing and acceptance as an undergraduate major or a graduate major or minor in History or permission of the department head.
Credit 3 hours (I, even years, i.e. '59-'60) ......................... Mr. Rothrock

510 **Seminar in American History:** A professional course in historical research and writing in the field of American history. (Students may register for this course more than once, but may not repeat the course for credit when the topic is the same as that of an earlier registration.) Prerequisite: Graduate standing, or permission of the department head, and permission of instructor.
Credit 3 hours each registration (I, II) ................................ Mr. Adrian, Mr. Bonner, Mr. Robbins

550 **Seminar in Modern European History:** A professional course in historical research and writing in the field of modern European history. (Students may register for this course more than once, but may not repeat the course for credit when the topic is the same as that of an earlier registration.) Prerequisite: Graduate standing, or permission of the department head, and permission of instructor.
Credit 3 hours each registration (I, II) ................................ Mr. Trickett

601 **Thesis**
Credit 3 hours each
(I, II, S) ......................... Mr. Adrian, Mr. Bonner, Mr. Robbins, Mr. Trickett

**MATHEMATICS**

**Professor Earl (Head); Associate Professor Rice; 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, Mathematics 304 or 411, 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 of instructor.
Credit 3 hours (I, II, S) ................................. Mr. Rice and Staff

111B **College Algebra:** The usual course in college algebra. Prerequisite: Three semesters of high school algebra and two semesters of high school geometry.
Credit 3 hours (I, C) ......................................... Mr. Earl, Mr. Rice

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

112B **Spherical Trigonometry:** The solution of right and oblique spherical triangles; some application to astronomy and navigation. Prerequisite: Mathematics 112 or 113.
Credit 2 hours ................................. Mr. Earl and Staff
113 **College Algebra and Trigonometry:** For students of mathematics, science, and engineering; the less advanced topics of college algebra and trigonometry. Includes all material covered in courses 111A and 112. Prerequisite: Three semesters of high school algebra and two semesters of high school geometry. Credit 5 hours (I) ............................ Mr. Rice and Staff

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

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 permission of instructor. Credit 2 to 3 hours per semester (II) .......................... Mr. Earl
UNIVERSITY OF OMAHA

MUSIC

PROFESSOR PETERSON (HEAD); ASSOCIATE PROFESSOR MILLER; ASSISTANT PROFESSORS CUSTER, TRENHOLM, WOLFRAM; INSTRUCTOR MALIK; ASSISTANT INSTRUCTORS BELL, BOURDESS, PETERS.

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

Attendance at all recitals and concerts sponsored by the Department of Music is required.

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; four-part harmonic dictation; sight-singing and melodic dictation; keyboard harmony. Prerequisite: Music 112; 211 prerequisite to 212.
Credit 4 hours each (I—II) ............................ Mr. Peterson

225 Music of the People: A listening course based on folk music; its influence on and use in art music: nationalism and program music. No previous musical training required.
Credit 3 hours (I, S) ................................... Mr. Trenholm

226 Music Masterpieces: A listening course designed to guide the untrained listener in a better understanding of great works of music of various periods.
Credit 3 hours (II, S) .................................. Mr. Trenholm

301 Instrumental Techniques: Playing orchestra and band instruments; methods and materials. Prerequisite: Music 112 or permission of instructor.
Credit 2 hours each (I—I) .............................. Mr. Malik

311 Counterpoint: Strict counterpoint in two and three parts; free counterpoint; canon; introduction to fugue. Prerequisite: Music 212; 311 prerequisite to 312.
Credit 3 hours each (I—II) .............................. Mr. Malik

315 History of Music: Primitive times through Bach and Handel. Prerequisite: Music Major or permission of instructor.
Credit 3 hours (I) ...................................... Mr. Custer

316 History of Music: Classic, Romantic and Contemporary periods; individual research. Prerequisite: Music 315.
Credit 3 hours (II) ...................................... Mr. Custer

411 Composition: Analysis and composition of small forms; variation; sonatina. Prerequisite: Music 312 or permission of instructor; 411 prerequisite to 412.
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 and 302 or permission of instructor; 415 prerequisite to 416.
Credit 3 hours each (I—II) .............................. Mr. Custer

429 Principles and Materials for Teaching Piano: Practice teaching. Prerequisite: Music 332 or permission of instructor.
Credit 2 hours (II) ...................................... Mr. Wolfram
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, II, S).  
**Mr. Trenholm**

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

352 **Materials and Methods 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 of instructor. 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 of instructor. 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.

Four credits in Music 360, Ensemble, may be taken in addition to the eight maximum above.

Two semesters of marching band (first semester) may be substituted for two semester hours of the Physical Education Requirement. (Only applies to Liberal Arts and Applied Arts students.)

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.

All instrumental majors preparing to teach in the public schools are required to participate in marching band for a minimum of two semesters.

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**

360 **Ensemble:** (A) String; (B) Woodwind; (C) Brass; (D) Small Vocal Groups; (E) Opera Workshop; (F) Piano Repertoire; (G) Piano Accompaniment. Open to any University student by permission of department head. Required of all music majors. May be repeated for credit. Credit 1 hour (I, II).  
**Staff**
APPLIED MUSIC

May be taken only by permission of the Head of the Department of Music.

Credit in applied music will be granted only when the student is registered for the work at the time it is taken. Lessons must be taken at the scheduled time. Excused absences will be made up providing excuse is presented to the Instructor prior to the lesson time. A comprehensive jury examination will be given at the close of each semester. Failure to take the examination at the time it is given will result in a grade of failure.

All applied music majors are required to pass a technical examination in their major instrument by the end of the fourth semester of study, and not later than the beginning of the Junior year.

All music majors preparing to teach music in the public schools must pass an examination in piano proficiency and in the major and minor performance areas by the junior year.

A senior recital is required of all applied music majors.

Minimum requirements in applied music for graduation: Bachelor of Fine Arts, 16 semester hours; Bachelor of Arts, 12 semester hours. One-third of all applied music credits will be in piano.

All students registered for credit in applied music, except those in preparatory courses, are required to participate in at least one student recital per semester.

PREPARATORY

The Department of Music offers private instruction for those who are not prepared to enter the major courses in applied music, and to all others who wish training on a non-credit basis.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Prerequisite</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Piano</td>
<td>1 hour</td>
<td>(I—II—S)</td>
<td>Mr. Wolfram</td>
</tr>
<tr>
<td>Class Voice</td>
<td>1 hour</td>
<td>(I—II—S)</td>
<td>Mr. Miller</td>
</tr>
<tr>
<td>Elementary Piano</td>
<td>1 hour</td>
<td>(I—II—S)</td>
<td>Mr. Wolfram</td>
</tr>
<tr>
<td>Elementary Brass</td>
<td>1 hour</td>
<td>(I—II—S)</td>
<td>Mr. Bourdess, Mr. Custer, Mr. Malik</td>
</tr>
<tr>
<td>Elementary Strings</td>
<td>1 hour</td>
<td>(I—II—S)</td>
<td>Mrs. Bell, Mr. Peterson</td>
</tr>
<tr>
<td>Elementary Woodwinds</td>
<td>1 hour</td>
<td>(I—II—S)</td>
<td>Mr. Peters</td>
</tr>
<tr>
<td>Intermediate Piano</td>
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<td>(I—II—S)</td>
<td>Mr. Peters</td>
</tr>
</tbody>
</table>
**Piano:** To enter the four-year course in piano, the student should be able to play works of the difficulty of Bach, *Two-Part Inventions*; Beethoven *Sonata*, Opus 49; Schumann, *Scenes from Childhood*; scales and broken chords with rhythmic control, tone quality and correct fingering.

- 131-132 Piano
- 231-232
- 331-332 Credit 1-2 hours (I—II—S) .................. Mr. Wolfram
- 431-432

**Voice:** To enter the four-year course in voice, the student should be able to sing standard songs and the simpler classics in good English, on pitch, with correct phrasing and musical intelligence. He should be able to read a simple song at sight. Some knowledge of piano is recommended.

- 133-134 Voice
- 233-234
- 333-334 Credit 1-2 hours (I—II—S) .................. Staff
- 433-434

**Strings:** To enter the four-year course in Violin, Viola, Violoncello and String Bass, the student should be able to play scales and arpeggios in at least two octaves; etudes and studies of intermediate difficulty; one or two movements of a classical sonata; concerti suitable to the student's advancement. Some knowledge of piano is recommended.

- 135-136 Strings
- 235-236 Violin, Viola, Violoncello, String Bass
- 335-336 Credit 1-2 hours (I—II—S) .................. Mrs. Bell, Mr. Peterson
- 435-436

**Woodwinds and Brass:** Required of all entering woodwind and brass majors: the fundamentals of good tone production, breath control and hand position; an elementary knowledge of major and minor scales and arpeggios; one or more solo numbers of good musical quality not too difficult to play well. An elementary knowledge of piano is recommended.

- 137-138 Woodwinds and Brass
- 237-238 Flute, Oboe, Clarinet, Bassoon
- 337-338 Credit 1-2 hours (I—II—S) .................. Mr. Peters
- 437-438

- 139-140 Trumpet, Trombone, French Horn, Tuba
- 239-240
- 339-340 Credit 1-2 hours (I—II—S) .......................... Mr. Bourdess, Mr. Custer, Mr. Malik
- 439-440

**Pipe Organ:** To enter the four-year course in pipe organ, the student should have sufficient piano to enable him to play Bach *Inventions*, Mozart *Sonatas* and the easier Beethoven *Sonatas*.

- 141-142 Pipe Organ
- 241-242
- 341-342 Credit 1-2 hours (I—II—S) .......................... Staff
- 441-442
PHILOSOPHY AND PSYCHOLOGY

PROFESSORS THOMPSON (HEAD), PAYNE; ASSISTANT PROFESSORS HURST, JAYNES; LECTURER 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

411 Twentieth Century Philosophy: (411) Realism, Positivism, Logical Empiricism, Phenomenalism, and Existentialism from 1901 to the present. (412) Idealism, Dialectical Materialism, Pragmatism, Instrumentalism, Humanism, and Vitalism from 1901 to the present. Prerequisite: Junior standing.
Credit 3 hours each (I, II) ................................... Mr. Payne

421 Men and Ideas: Men whose ideas have an effect on the contemporary scene.
Prerequisite: Junior standing.
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

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 (I, II, 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
2. Educational psychology: Psychology 281, 385, 402, 427, 480, 483
3. Clinical psychology: Psychology 418, 421, 422, 424, 426, 480

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

GENERAL PSYCHOLOGY

111 Introduction to General Psychology: 111 is 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) . Mr. Hurst

400 Minor Problems: Investigation of minor problems in the various fields of psychology. Prerequisite: Sixteen hours of psychology and permission of the department head.

Credit 1 or more hours per semester (I, II) . Mr. Thompson

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

Credit 3 hours (E, S) . Mr. Jaynes

513 Theoretical Psychology: The fundamental tenets of the various schools of modern psychology. Prerequisite: Twelve hours of psychology, or permission of the department head.

Credit 3 hours (S) . Mr. Thompson

601 Thesis

602 Credit 3 hours each (I, II, S) . Mr. Thompson

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) . Mr. Hurst

385 Adolescence: Adjustment problems of the adolescent child. Prerequisite: Psychology 281 or Psychology 112.

Credit 3 hours (I, S) . Staff

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) . Mr. Thompson

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) . Staff

480 Tests and Measurements: The administration, construction, and use of group tests of ability and school achievement. Prerequisite: Six hours of psychology and permission of instructor.

Credit 3 hours (II, S) . Mr. Hurst, Mr. Jaynes
UNIVERSITY OF OMAHA

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

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 department head.
Credit 3 hours (II, S) .............................................. Mr. Hurst, Mr. Thompson

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) .............................................. Mr. Hurst

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

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

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

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

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

CLINICAL PSYCHOLOGY

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

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

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

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

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

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

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

For University students a wide variety of techniques used in studying and guiding children of all ages will be demonstrated under standardized conditions, with primary consideration to the intelligence, sensory equipment, language, achievement in school subjects, emotional adjustment, social adjustment, and vocational intentions of the children for whom the service is operated.

POLITICAL SCIENCE

Professor Utley (Head); Associate Professor Lambert.

A major may be secured in Political Science by satisfactorily completing Political Science 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. Lambert, Mr. Utley

204 American State and Local Government: Continuation of Political Science 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. Lambert, 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. Utley

302 Municipal Administration: Administrative organization, personnel, finance, planning, zoning, recreation, water supply, streets, public health, fire, traffic. Prerequisite: Junior standing, and Political Science 201.
Credit 3 hours (II, even years, ie '59-'60) .................... Mr. Utley

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, and Political Science 201.
Credit 3 hours each (I—II) .......................... Mr. Lambert, 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, and Political Science 201.
Credit 3 hours (I) .................................... Mr. Lambert, Mr. Utley
Principles of Public Administration: Problems of personnel, organization, finance, administrative discretion, public relations, and democratic controls. Prerequisite: Junior standing, and Political Science 201.
Credit 3 hours (II, odd years, ie '60-'61) ................................ .. .... Mr. Utley

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

International Organization: The various types of international bodies together with the practical problems confronted in setting up such instruments. Prerequisite: Junior standing, and Political Science 321.
Credit 3 hours (II) ....................................................... Mr. Utley

American Diplomacy: The conduct and control of American foreign policies in terms of objectives, achievements, historical background, policy formulation, and machinery for conduct of. Prerequisite: Junior standing, and Political Science 201.
Credit 3 hours (II) ....................................................... Mr. Lambert, Mr. Utley

Contemporary Problems in American Diplomacy: Current major problems of United States foreign policy. Prerequisite: Junior standing.
Credit 3 hours (I, odd years, ie '60-'61) ................................ .. .... Mr. Utley

American Political Thought: The dominant ideologies which have colored American thinking from the colonial period to the present day. Prerequisite: Junior standing, and Political Science 201.
Credit 3 hours (I, odd years, ie '60-'61) ................................ .. .... Mr. Lambert, Mr. Utley

Credit 3 hours each (I) ....................................................... Mr. Utley

Constitutional Law: The American Constitution as interpreted through the medium of a select number of cases. Prerequisite: Junior standing, and Political Science 201.
Credit 3 hours (II, odd years, ie '60-'61) ................................ .. .... Mr. Utley

Political Theory: The leading political ideals from Greece to the present, with the division with Rousseau. Prerequisite: Junior standing.
Credit 3 hours each (I, II, even years, ie '59-'60) ......................... Mr. Lambert

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. Lambert, Mr. Utley

SOCIOLOGY

Professor McCurtain (Head); Associate Professor McCrary.

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. In addition, the undergraduate majoring in sociology should take Psychology 417, Statistical Methods. Graduate students are required to take this course if they have not already completed it. 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.

SOCIOMETRY

215 Introductory Sociology: An analysis of human behavior from the viewpoint of the group. Credit 3 hours (I, II, S, C) Mr. McCurtain and Staff

216 Contemporary Social Problems: A study of the major social problems in American society with some therapeutic considerations. Prerequisite: Sociology 215. Credit 3 hours (I, II, S) Mr. McCravy

304 Educational Sociology: An analysis of the school as a social institution. Prerequisite: Sociology 215 and Junior standing. Credit 3 hours (I, II, S, C) Mr. McCurtain

310 Rural Sociology: Community life, organization, culture and behavior characteristics and problems in rural areas. Prerequisite: Sociology 215 and Junior standing. Credit 3 hours (I, S) Mr. McCravy

312 General Anthropology: A study of primitive man and his development. Prerequisite: Sociology 215. Credit 3 hours (I) Staff

316 Cultural Anthropology: A study of social organizations and cultures of primitive man and modern society. Prerequisite: Sociology 215. Credit 3 hours (II) Staff

325 Human Nature and Personality: An analysis of human nature, what it is, how developed, and relationship to personality; nature of the self. Prerequisite: Sociology 215. Credit 3 hours (II) Mr. McCurtain

332 Marriage and the Family: The family in various cultures; pre-marital preparation; courtship; marital adjustment; marriage prediction. Prerequisite: Sociology 215. Credit 3 hours (I, II, C) Mr. McCravy, Mr. McCurtain

335 Criminology: Correlative factors of criminal behavior; treatment procedures. Prerequisite: Sociology 215 and Junior standing. Credit 3 hours (I, II, C) Mr. McCurtain

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

380 Industrial Sociology: An analysis of human relationships within the field of industry. Prerequisite: Sociology 215 and Junior standing. Credit 3 hours (I, II) Staff
Population Analysis: A study of population from the quantitative viewpoint; some consideration to qualitative aspect; special emphasis on population of U.S. Prerequisite: Sociology 215 and Junior standing. Credit 3 hours (I, II) .............................. Staff

Urban Sociology: Needs of urban development; settlement patterns for people and their institutions; suburbs; city planning; problems of urban society; community surveys. Prerequisite: Sociology 215 and Junior standing. Credit 3 hours (II, S) .............................. Mr. McCravy

Ethnic Relations: An analysis of various ethnic groups in the U.S. and problems of adjustment to the American way of life. Prerequisite: Sociology 215 and Junior standing. Credit 3 hours (II, S, C) .............................. Staff

Methods of Social Research: Techniques of social science investigation. Required of all majors in the department. Prerequisite: Sociology 215 and Junior standing. Credit 3 hours (I, II) .............................. Staff

Research Seminar: Selected readings or special advanced students in the department. Prerequisite: Twelve hours of sociology and permission of department head. Credit 1 to 6 hours (I, II) .............................. Staff

Development of Social Theory: Deals with the leading European and American writers in social theory. Required of all majors in the department. Prerequisite: Twelve hours of sociology and permission of instructor. Credit 3 hours (I) .............................. Mr. McCurtain

Graduate Thesis. Credit 6 hours (I, II, S) .............................. Staff

SOCIAL WORK

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, II, S) .............................. Mr. McCravy

Child Welfare: The child, his heredity and environment; the development of modern standards and social agency programs; analysis of case studies. Prerequisite: Sociology 320 and permission of instructor. Credit 3 hours (II) .............................. Mr. McCravy

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) .............................. Mr. McCravy

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 and permission of instructor. Credit 3 hours (I, II) .............................. Mr. McCravy

Social Work Field Practice: Supervised field work for preprofessional students in social work. Prerequisite: Sociology 320 and permission of instructor. Credit 2 to 6 hours (I, II) .............................. Mr. McCravy
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 address, theater, television and radio, or speech education. 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), 216, 221, 311 or 312, 317.

**PUBLIC ADDRESS:** CC, 216, 311 or 312, 315, 317. (221 recommended)

**THEATER:** CC, 302, 321-322 sequence or 331-332 sequence, 460 or 401. (English 285 recommended.)

**TELEVISION-RADIO:** CC, 302, 325, 326, 425 or 426. (Economics 211-212 and Bus. Ad. 331 recommended.)

**SPEECH EDUCATION:** (BA with certificate) 302, 221 or 317, 342, 321 or 331.

### Course Descriptions

**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, Mr. Woods

**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, S) .............................................. Mr. Borge
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, or 112 or 342.
Credit 3 hours (S) ............................................. Mr. Clark

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, S) .................................. Mr. Magers

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. Paul

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

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

Scene Design: (321) Theory and practice; the history of stage decoration. (322) Application of principles of design to stage settings. 321 prerequisite to 322.
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. 331 prerequisite to 332.
Credit 3 hours each (I, II, S) ................................... 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, S) ............................................. Mr. Clark

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

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
425 **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

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

441 **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) .......................................................... Staff

460 **Play Direction:** Designed to teach the principles of directing the amateur play. Lecture and supervised direction of workshop productions. Credit 3 hours (II) .................................................. Mr. Clark

**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. Gore.

**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. All grades reported by the faculty to the Registrar at the end of each semester become a part of the student's permanent record and are included in the computation of his quality points earned and his grade point average.

Physical education — The equivalent of at least 4 semester hours of college work in physical education or 4 semesters of Air Force ROTC is 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 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 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 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. thirty of the last 36 hours required for the degree must be registered for and carried in residence at the University.

DEPARTMENT 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 as a late afternoon or evening course.

Courses offered by other Colleges which are acceptable toward degrees in the College of Applied Arts and Sciences are outlined on page 188.
ENGINEERING

PROFESSOR WILLIAMS (HEAD); ASSOCIATE PROFESSORS BROWN, PREWETT; ASSISTANT PROFESSOR DURAND; INSTRUCTORS DAVIS, WEISSER.

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 77 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.

DEGREE REQUIREMENTS

Bachelor of Science in Engineering—Business Administration

MR. WILLIAMS, MR. BROWN, MR. WEISSER, Advisers

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<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tr>
<td><strong>FIRST YEAR</strong></td>
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<tr>
<td><em>English 109 or 111, Elementary Composition</em>*</td>
<td>3</td>
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<tr>
<td>Math. 113, College Algebra and Trigonometry</td>
<td>5</td>
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<tr>
<td>Engineering 121, Engineering Drawing</td>
<td>3</td>
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<tr>
<td>Engineering 100, Orientation</td>
<td>1</td>
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<tr>
<td>Acct. 101, Elementary Accounting, †Physical Education</td>
<td>16</td>
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<td>†Physical Education</td>
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<th>First Semester</th>
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<tr>
<td><strong>SECOND YEAR</strong></td>
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<tr>
<td>Engineering 220, Engineering Drawing</td>
<td>3</td>
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<tr>
<td>Acct. 305, Cost Accounting</td>
<td>3</td>
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<tr>
<td>Engineering 200, Surveying</td>
<td>3</td>
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<tr>
<td>*English 111 or 112, Composition</td>
<td>3</td>
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<td>†Physical Education</td>
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<tr>
<td>Electives</td>
<td>16</td>
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<tr>
<th>Second Semester</th>
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<tbody>
<tr>
<td>Acct. 306, Cost Accounting</td>
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<tr>
<td>Engineering 103, Engineering Problems</td>
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<tr>
<td>Speech 201, Speech for Business and Industry</td>
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<td>†Physical Education</td>
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<tr>
<td>Electives</td>
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Suggested electives: Mathematics 223, 224, Calculus Social Science 101 and 102, Introduction to the Social Sciences Sec. 117, Elementary Typewriting Shop courses
THIRD YEAR

First Semester

Physics 111 or 211, General Physics ................. 4-5
B. A. 350, Industrial Organization and Management .......... 3
Engineering 235, Properties of Materials .................. 3
B. A. 323, Business Law ................................ 3
Economics 211, Principles of Economics .................. 3

Second Semester

Physics 112 or 212, General Physics ................. 4-5
Engineering 230, Statics of Engineering ................. 2-3
B. A. 324, Business Law ................................ 3
Economics 212, Principles of Economics .................. 3
Electives ............................................. 3

16-17

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

FOURTH YEAR

First Semester

Chemistry 111 or 181, General Inorganic Chemistry ............ 4
Engineering 213, Machine Shop ......................................
Engineering 410 ........................................ 1
Electives ............................................. 9-10

Second Semester

B. A. 351, Personnel Organization and Management ............ 3
Chemistry 112 or 182, General Inorganic Chemistry ............ 4
Electives ............................................. 8-9

17-18

†Students may elect Air Force ROTC.
*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 except industrial arts students.

Mathematics 213, 214 — Anal. Geometry and Calculus: may be taken if student has had 3 years high school algebra and 1/2 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:

(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 courses in real estate.

Required

SECOND YEAR
First Semester
B. A. 344, Real Estate Principles and Practices ............... 3

THIRD YEAR
Second Semester
B. A. 346, Real Estate Law ...................................... 3

FOURTH YEAR
First Semester
B. A. 440, Real Estate Finance .................................... 2

Second Semester
B. A. 441, Real Estate Appraisal .................................. 3

Recommended Electives

Engr. 224, Architectural Drafting ................................ 3
Engr. 324, Architectural Drafting ................................ 3
Engr. 424, Architectural Drafting ................................ 3-6
B. A. 335, Salesmanship ......................................... 2
B. A. 345, Real Estate Management ................................ 2
B. A. 347, Urban Land Use and City Planning ................... 3
B. A. 374, Property Insurance ................................... 3
B. A. 407, Income Tax Accounting and Procedure ............... 3
B. A. 451-452, Business Administration Laboratory (Real Estate) .... 2

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

Mr. Davis, Mr. Prewett, Freshman Advisers; Mr. Brown, Mr. Williams,
Sophomore Advisers

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>English 109 or 111, Elementary Composition</th>
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<tbody>
<tr>
<td>*Mathematics 113, College Algebra and Trigonometry</td>
<td>5</td>
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<tr>
<td>*Chemistry 111 or 181</td>
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<td>*Engineering 121, Engineering Drawing</td>
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<td><strong>Total</strong></td>
<td>17</td>
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SECOND YEAR

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<tr>
<th>Semester</th>
<th>Mathematics 223, Differential Calculus</th>
<th>4</th>
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<tbody>
<tr>
<td>Physics 211, General Physics</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Engineering 220, Engineering Drawing</td>
<td>3</td>
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<tr>
<td>Electives</td>
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<tr>
<td><strong>Total</strong></td>
<td>16</td>
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</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

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 3 hours (II) .............................................................. Mr. Brown, Mr. Prewett

105 **Slide Rule and Computing Methods:** Development of computing skills and orderly methods of solving problems; instruction and drill in the use of the slide rule. Not a substitute for Engineering 103. Prerequisite: Permission of instructor.
Credit 1 hour (I) .............................................................. 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 (I, II, 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. Davis, Mr. Prewett, Mr. Weisser

122 **Descriptive Geometry:** The theory application of projection drawing. Normal auxiliary and oblique views. Line and plane problems. Surfaces, developments, and intersections. Used in engineering design. Prerequisite: Engineering 121. Credit 3 hours (I, II, S) ... Mr. Prewett

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. Davis

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) ... Mr. Weisser

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, S) ... Mr. Brown, Mr. Williams

220 **Engineering Drawing:** Charts, graphs, and diagrams; functional scales; computation charts; analytical curves; detail and assembly drawings; machine, piping, and welding drawings; gears and cams; perspective projection; jigs and fixtures. Prerequisite: Engineering 122 and Mathematics 111A. Credit 3 hours (I, II, S) ... Mr. Brown, Mr. Prewett

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 220. 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; first and second moments of areas; product of inertia; mohr's circle; mass moments of inertia. Credit 3 hours (I, II) ... Mr. Brown
230A Statistics 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

233 Introduction to Materials of Construction: The purpose of this course is to make the student familiar with the origin, manufacture, and uses of the more important materials used in the construction of airfield pavements, highways, dams, and buildings. Prerequisite: High school Chemistry or Physics, high school Mathematics or permission of department head.
Credit 3 hours (I, E) ........................................... Staff

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. Brown

315 General Shop (Plastics and Leather): Fundamental procedures and care for hand and machine tool operation. A study of related information and the history of these industries. Construction of projects using the various types of these materials. Prerequisite: Sophomore standing.
Credit 3 hours (I, S) ........................................... Mr. Davis

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) ........................................... Mr. Hill

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

340 Refrigeration and Air Conditioning: Elements of heat transfer; psychrometrics of air; calculation of cooling, product, and service loads; air distribution; home and commercial applications; compressors; pumps; water towers and heat pumps; design problems.
Credit 3 hours (II) ........................................... Mr. Brown
342 **Structural Analysis:** The study of the determination of the strength of structural members and their connections by analytical methods. Beams, columns, plates, springs, welded and riveted joints, shafts and couplings, also pressure vessels. The standard course in strength of materials for students of civil, structural, mechanical, and aeronautical engineering. Prerequisite: Mathematics through calculus; physics; statics.
Credit 3 hours (E) .................................................. Mr. Durand

350 **Shop Teaching Methods:** A study of the methods, techniques and procedures used in teaching the various industrial arts subjects; sources and selection of subject matter; courses of study and instruction sheets and aids. Prerequisite: Minimum 9 hours of shop work. May be substituted for Education 353.
Credit 3 hours (E) .................................................. 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) .................................................. Mr. Williams

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) ........................................... Mr. Brown

412 **Special Engineering Problems:** One, two, or three students may select a special engineering problem for experimenting, researching, and doing advanced original thinking in finding the best solution to that problem, so as to aid themselves and mankind in his upward struggle. Prerequisite: Senior standing or permission of the Dean.
Credit 1-3 hours (I, II, E) ........................................... Mr. Williams

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

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 (I, II, E) ........................................... Mr. Williams

460 **Engineering Thermodynamics:** Fundamental thermodynamic properties of gases and vapors; kinetic theory of heat; constant volume, constant pressure, isothermal, adiabatic, and isentropic reversible and irreversible processes; applications to heating, refrigeration and air conditioning; internal combustion engines, steam and gas turbines. Prerequisites: Math 214 or 224 and Physics 112 or 212.
Credit 3 hours (E) .................................................. Mr. Brown
Students may select one of the following options: Home Economics, Home Economics-Education, Dietetics, Home Economics-Journalism, and Home Economics with specialization in Retailing.

**DEGREE REQUIREMENTS**

**Miss Killian, Adviser**

Bachelor of Science in Home Economics

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>English 109 or 111</td>
<td>English 111 or 112</td>
</tr>
<tr>
<td>Home Economics 101, Food Selection and Preparation</td>
<td>Home Economics 102, Food Selection and Preparation</td>
</tr>
<tr>
<td>Home Economics 103, Clothing Construction</td>
<td>Home Economics 104, Clothing Construction</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Biology 245, Physiology and Anatomy of Man</td>
</tr>
<tr>
<td>Physical Education 111</td>
<td>Physical Education 112</td>
</tr>
<tr>
<td>Electives</td>
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<tr>
<td>16</td>
<td>18</td>
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<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Chemistry 101, College</td>
<td>Chemistry 102, College</td>
</tr>
<tr>
<td>Home Economics 201, Meal Planning and Service</td>
<td>Home Economics 303, Advanced Clothing or Home Economics</td>
</tr>
<tr>
<td>Home Economics 202, Textiles</td>
<td>304, Tailoring</td>
</tr>
<tr>
<td>Physical Education 211</td>
<td>Home Economics 205, Costume Design</td>
</tr>
<tr>
<td>Electives</td>
<td>Physical Education 212</td>
</tr>
<tr>
<td>3-5</td>
<td>Electives</td>
</tr>
<tr>
<td>15-17</td>
<td>15-17</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD YEAR</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Home Economics 301, Nutrition and Dietetics</td>
<td>Home Economics 302, Dietetics in Disease</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics, or Sociology 215, Introductory Sociology</td>
<td>Biology 225, Bacteriology</td>
</tr>
<tr>
<td>Speech 201, Speech for Business and Industry</td>
<td>Economics 212, Principles of Economics, or Sociology 332, Marriage and the Family</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>7-9</td>
<td>6-7</td>
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<tr>
<td>16-18</td>
<td>15-17</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FOURTH YEAR</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Home Economics 305, Child Care and Development</td>
<td>Home Economics 306, Interior Decoration</td>
</tr>
<tr>
<td>***Electives</td>
<td>Home Economics 310, Experimental Foods</td>
</tr>
<tr>
<td>12-14</td>
<td>3</td>
</tr>
<tr>
<td>15-17</td>
<td>9-11</td>
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<tr>
<td>15-17</td>
<td>15-17</td>
</tr>
</tbody>
</table>

Suggested electives: Demonstration techniques, household mechanics, physiological chemistry, humanities, psychology, typewriting, shorthand, accounting, chorus, orchestra and art.

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

***Those planning to teach home economics should take the prescribed courses in education as their electives. See page 107.
The program for the first three years is essentially the same as that for Home Economics page 81.

**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>Education 353, Methods of Teaching High School Subjects</td>
<td>Education 358, Practice Teaching</td>
</tr>
<tr>
<td>Education 357, Practice Teaching</td>
<td><em>Electives</em></td>
</tr>
<tr>
<td><em>Electives</em></td>
<td>9-10</td>
</tr>
</tbody>
</table>

Those majoring in Education with a teaching field in Home Economics should select courses in the following fields: Foods and nutrition, 6 hours; textile and clothing, 6 hours; home management, 3 hours; child development, 3 hours; basic decoration and home furnishings, 3 hours; and methods of teaching, 2 hours.

*Those planning to teach home economics should take the prescribed courses in education as their electives. See page 107.

**DIETETICS**

The student may take a four-year program in dietetics by following the first three-year requirements of the degree Bachelor of Science in Home Economics, with these exceptions: Substitute Chemistry 202, Physiological Chemistry, for Home Economics 205 and 303 in the second semester of the second year, and add Psychology 281, Educational Psychology, in the second semester of the third year. American Dietetics Association requires 9 hours out of two subjects, Psychology, Sociology, and Economics; 6 hours of one subject and 3 of either of the others.

**FOURTH YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 101</td>
<td><em>Home Economics 308, Institutional Management</em></td>
</tr>
<tr>
<td>†Home Economics 307, Quantity Cookery</td>
<td><em>Electives</em></td>
</tr>
<tr>
<td>Education 353, Methods of teaching High School subjects</td>
<td>13-14</td>
</tr>
<tr>
<td>or Educational Psy. 281</td>
<td>16-17</td>
</tr>
<tr>
<td><em>Electives</em></td>
<td>8-9</td>
</tr>
</tbody>
</table>

†Home Economics 307 and 308 are offered summers only.

**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><em>English 109 or 111, Elementary Composition</em></td>
<td><em>English 111 or 112, Composition</em></td>
</tr>
<tr>
<td>Home Economics 101, Food Selection and Preparation</td>
<td>Home Economics 102, Food Selection and Preparation</td>
</tr>
<tr>
<td>Home Economics 103, Clothing Construction</td>
<td>Home Economics 104, Clothing</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Political Science 201, American National Government</td>
</tr>
<tr>
<td>Journalism 115, News Writing</td>
<td>Journalism 116, News Editing</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
</tbody>
</table>

*Two courses, 6 credits required; electives may be substituted if proficiency is established by examinations.
**UNIVERSITY OF OMHA**

### FIRST YEAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
</tbody>
</table>
| Home Economics 201, Meal Planning and Service | Natural Science 102, Biology  
Home Economics 202, Textiles  
Economics 211, Principles of Economics  
Journalism 211, Radio-Television  
News Writing  
Physical Education  | 5  
3  
3  
3  
3  
1  
3  |
| Electives | 16 |

### SECOND YEAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
</tbody>
</table>
| Home Economics 301, Nutrition and Dietetics | Natural Science 102, Biology  
Home Economics 305, Child Care and Development  
Journalism 227, Newspaper Reporting of Public Affairs  
Natural Science 101, Physical Science  
Home Economics 303, Advanced Clothing | 3  
3  
3  
5  
3  |
| Electives | 17 |

### THIRD YEAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
</tbody>
</table>
| Speech 111 or 201  
Journalism 423, Public Relations  
Humanities | Journalism 311, Photography  
Journalism 422, Feature Writing  
Speech 225, Introduction to Radio and T-V  
Speech 301, Play Production or Speech 325, Radio Broadcasting and T-V  
Humanities | 3  
3  
5  
6  
17  |

### FOURTH YEAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
</tbody>
</table>
| *English 109 or 111, Elementary Composition* | Journalism 422, Feature Writing  
Speech 225, Introduction to Radio and T-V  
Speech 301, Play Production or Speech 325, Radio Broadcasting and T-V  
Humanities | 3  
3  
3  
5  |
| **SECOND YEAR** | **SECOND SEMESTER**                                                        |
| Home Economics 202, Textiles  
Retailing 105, Retail Salesmanship  
Speech 201, Speech for Business and Industry  
Acct. 101, Elementary Accounting  
Economics 211, Principles of Economics  
Physical Education | Home Economics 203, Non-Textiles  
Political Science 201, American National Government  
Sociology 215, General Sociology  
Economics 212, Principles of Economics  
Physical Education  | 3  
3  
3  
3  
3  
3  |
| Electives | 15 |

**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 Clothing</td>
<td>Home Economics 304, Tailoring</td>
</tr>
<tr>
<td>Chemistry 101, College Chemistry</td>
<td>Chemistry 102, College Chemistry</td>
</tr>
<tr>
<td>Humanities or Humanities Sequence</td>
<td>Humanities or Humanities Sequence</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
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</table>

Total: 15-19

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**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>Retailing 310, Store Service Lab</td>
<td>Home Economics 306, Interior</td>
</tr>
<tr>
<td>Home Economics 309, Demonstration Techniques</td>
<td>B.A. 336, Advertising</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
</tbody>
</table>

Total: 16

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

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**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><strong>Chemistry 102 or 112 or 182</strong></td>
<td><strong>Chemistry 102 or 112 or 182</strong></td>
</tr>
<tr>
<td>Home Economics 101, Food Selection and Preparation</td>
<td>Home Economics 102, Food Selection and Preparation</td>
</tr>
<tr>
<td>P.E. 111, Physical Education</td>
<td>P.E. 112, Physical Education</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
</tbody>
</table>

Total: 15-16

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**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>Economics 211, Principles of Economics</td>
<td>Biology 245, Physiology and Anatomy of Man</td>
</tr>
<tr>
<td>Home Economics 301, Nutrition and Dietetics</td>
<td>Sociology 215, General Sociology</td>
</tr>
<tr>
<td>P.E. 211, Physical Education</td>
<td>Economics 212 or Sociology 332, Marriage and the Family</td>
</tr>
<tr>
<td>Electives</td>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
</tbody>
</table>

Total: 18

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Recommended electives: Home Economics 103, 104, 202, 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>
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</thead>
<tbody>
<tr>
<td>English 109 or 111, Elementary Composition</td>
<td>English 111 or 112, Composition</td>
</tr>
<tr>
<td>Home Economics 103, Clothing Construction</td>
<td>Home Economics 104, Clothing Construction</td>
</tr>
<tr>
<td>P.E. 111</td>
<td>P.E. 112</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
</tbody>
</table>

|                                                                | 15-16        | 16-17        |
|                                                                | 15-16        | 16-17        |
| **First Semester**                                              |             |              |
| Home Economics 101, Food Selection and Preparation              | 3           | 3            |
| Home Economics 103, Clothing Construction                       | 3           | 3            |
| Psychology 111, Introduction to Psychology                       | 3           | 3            |
| P.E. 111, Physical Education                                     | 1           | 1            |
| Electives                                                      | 9-10        | 9-10        |

### SECOND YEAR

<table>
<thead>
<tr>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>Sociology 215, General Sociology</td>
</tr>
<tr>
<td>Home Economics 204, Home Management</td>
</tr>
<tr>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td>P.E. 212</td>
</tr>
<tr>
<td>Electives</td>
</tr>
</tbody>
</table>

### Recommended electives: Home Economics 101, 102, 301, 302, 309, Accounting 101, Business 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**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>English 109 or 111, Elementary Composition</td>
<td>English 111 or 112, English Composition</td>
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<tr>
<td>Home Economics 101, Food Selection and Preparation</td>
<td>Home Economics 102, Food Selection and Preparation</td>
</tr>
<tr>
<td>Home Economics 103, Clothing Construction</td>
<td>Home Economics 104, Clothing Construction</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Home Economics 306, Interior</td>
</tr>
<tr>
<td>P.E. 111, Physical Education</td>
<td>P.E. 112, Physical Education</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
</tbody>
</table>

|                                                                | 15-16        | 16-17        |
|                                                                | 15-16        | 16-17        |
| **First Semester**                                              |             |              |
| Home Economics 201, Meal Planning and Service                      | 3           | 3            |
| Home Economics 305, Child Care and Development                     | 3           | 3            |
| The humanities, the social sciences, the natural sciences          | 5           | 5            |
| P.E. 211, Physical Education                                       | 1           | 1            |
| Electives                                                      | 4-5         | 4-5         |

### SECOND YEAR

| Home Economics 204, Home Management                                    |
| The humanities, the social sciences, the natural sciences             |
| P.E. 212, Physical Education                                          |
| Electives                                                              |

|                                                                | 15-16        | 16-17        |
|                                                                | 15-16        | 16-17        |
| **Second Semester**                                               |             |              |
| Home Economics 201, Meal Planning and Service                      | 3           | 3            |
| Home Economics 305, Child Care and Development                     | 3           | 3            |
| The humanities, the social sciences, the natural sciences          | 5           | 5            |
| P.E. 211, Physical Education                                       | 1           | 1            |
| Electives                                                      | 7-8         | 7-8         |

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

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

## HOME ECONOMICS

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 **Clothing Construction:** Fundamental processes of garment construction and the selection of clothing suited to the individual.
Credit 3 hours (I, II, S) ........................................................................... *Staff*
104 Clothing Construction: Application of design principles to dress. Prerequisite: H. E. 103.  
Credit 3 hours (I, II) .................................................. Staff

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

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

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

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

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

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.

**DEGREE REQUIREMENTS**

Bachelor of Science in Journalism

**MR. PETERSON, Adviser**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td></td>
</tr>
<tr>
<td>Journalism 115, News Writing</td>
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<tr>
<td>Journalism 101, Am. Jour. &amp; Press Today</td>
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<tr>
<td>English 109 or 111</td>
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<td>Psychology 111</td>
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<tbody>
<tr>
<td>Journalism 116, Editing and Makeup</td>
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<tr>
<td>English 111 or 112, Eng. Comp.</td>
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<td>Psychology 112</td>
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<tr>
<td>First Semester</td>
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<tr>
<td>Journalism 227, Newspaper Reporting</td>
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<td><strong>Practical Journalism 245</strong></td>
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<tr>
<td>Economics 211</td>
</tr>
<tr>
<td>Natural Science</td>
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<td>†Physical Education</td>
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<tr>
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<tbody>
<tr>
<td>Journalism 211, Radio &amp; TV News</td>
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<td><strong>Practical Journalism 246</strong></td>
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<td>Journalism 311, Photography</td>
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<td>First Semester</td>
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<tr>
<td>Journalism 416, Typography</td>
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<td><strong>Practical Journalism 345</strong></td>
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<tr>
<td>History 111</td>
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<tr>
<td>Political Science 201</td>
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<td>Journalism 341, Mgmt. and Law</td>
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<td><strong>Practical Journalism 346</strong></td>
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<td>B.A. 336, Advertising</td>
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<td>History 112</td>
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<td>Journalism 322, Editorial Writing</td>
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<thead>
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<tr>
<td>Journalism 423, Public Relations</td>
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†Students may elect Air Force ROTC.

* 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.
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:

<table>
<thead>
<tr>
<th>THIRD YEAR</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
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<tr>
<td>Political Science 201</td>
<td>History 112</td>
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<tr>
<td>History 111</td>
<td>Political Science 204</td>
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<tr>
<td><strong>Journalism 345, Practical</strong></td>
<td>Journalism 350a, Industrial Publication Editing</td>
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<td>Journalism 416, Typography</td>
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**FOURTH YEAR**

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<tr>
<td>Journalism 322, Editorial Writing</td>
<td>Journalism 422, Public Relations</td>
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<tr>
<td><strong>Journalism 422, Feature Writing</strong></td>
<td><em>Journalism 335, Industrial Editing Internship</em></td>
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<td>Electives</td>
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**NOTE:**

*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.

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**TWO-YEAR PROGRAM IN JOURNALISM**

**Mr. Peterson, Adviser**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>Journalism 101, Am. Journalism</td>
<td>Journalism 116, News Editing</td>
</tr>
<tr>
<td><em>Journalism 115, News Writing</em></td>
<td>Humanities 102, or Social Sciences 102, or 3-5 hours of courses within one of these fields</td>
</tr>
<tr>
<td>Humanities 101, or Social Sciences 101, or 3-5 hours of courses within one of these fields</td>
<td>Economics 211, Principles of Economics</td>
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<tr>
<td>English 109 or 111</td>
<td>Political Science 204 or History 112</td>
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<td>†Physical Education</td>
<td>†Physical Education</td>
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<td>Electives</td>
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<td>16-19</td>
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</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.
## DEGREE REQUIREMENTS

**Bachelor of Science in Radio-Television-Journalism**

**Mr. Peterson, Mr. Paul, Advisers**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td><strong>First Year</strong></td>
<td><strong>Second Year</strong></td>
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<tr>
<td>Journalism 101, American Journalism 115, News Writing</td>
<td>Journalism 116, Editing Psychology 112 *Physical Education</td>
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<tr>
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<tr>
<td>Speech 111</td>
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<tr>
<td>Psychology 111</td>
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<tr>
<td>*English 109 or 113</td>
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### Second Year

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<tbody>
<tr>
<td><strong>Second Year</strong></td>
<td><strong>Third Year</strong></td>
</tr>
<tr>
<td>History 111</td>
<td>History 112</td>
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<tr>
<td>Speech 225, Introduction to Radio</td>
<td>Journalism 211, Radio &amp; TV Newswriting</td>
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<tr>
<td>Journalism 227, Reporting of Public Affairs</td>
<td>Journalism 246, Practical Journalism</td>
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<td>Journalism 245, Practical Journalism</td>
<td>Economics 211</td>
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### Third Year

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<tbody>
<tr>
<td><strong>Third Year</strong></td>
<td><strong>Fourth Year</strong></td>
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<tr>
<td>Speech 325, TV Techniques I</td>
<td>Speech 326, TV Techniques II B.A. 336, Advertising</td>
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<tr>
<td>Speech 301, Play Production</td>
<td>Political Science 204</td>
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<td>Political Science 201</td>
<td>Journalism 311, Photography</td>
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<td>Journalism 345, Practical Journalism</td>
<td>Journalism 346, Practical Journalism</td>
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<tr>
<td>1-2</td>
<td>Electives</td>
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### Fourth Year

<table>
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<tbody>
<tr>
<td><strong>Fourth Year</strong></td>
<td><strong>Fifth Year</strong></td>
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<tr>
<td>Speech 425, Radio-TV Programming</td>
<td>Journalism 422, Feature Writing Journalism 446, Practical Journalism, or Speech 425, Advanced Radio-TV Problems</td>
</tr>
<tr>
<td>Journalism 423, Public Relations</td>
<td>Journalism 446, Practical Journalism</td>
</tr>
<tr>
<td>English 245 or 246</td>
<td>Journalism 341, Comm. Law and Management</td>
</tr>
<tr>
<td>Journalism 445, Practical Journalism</td>
<td>Electives</td>
</tr>
<tr>
<td>1-3</td>
<td>3-6</td>
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<tr>
<td>4-6</td>
<td>13-17</td>
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</table>

| 14-18 | |

The following courses are recommended as electives: Social Science 101-102; Natural Science 101-102; Humanities 101-102; Speech 312, 411, 412; Journalism 322, 313 and 340.

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

†Students may elect Air Force ROTC.

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### 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 3 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 of instructor.
Credit 3 hours (I) ........................................... Mr. Thorp

116 **News Editing and Makeup**: Sources of news, and the principles of copyreading and makeup. Prerequisite: Journalism 115, or permission of instructor.
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. McGranahan

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. Thorp

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

313 **Advanced Photography**: Advanced camera and darkroom procedures and techniques. Prerequisite: Journalism 311 or permission of instructor.
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 or permission of instructor.
Credit 3 hours (I) ........................................... Mr. Thorp

335 **Journalism Internship Program**: Prerequisite: Permission of department head.
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

340 **Mass Communications**: A study of the definitions, the relationships, and the roles of the mass media in our society today. Prerequisite: Junior standing or permission of instructor.
Credit 3 hours (I) ........................................... Mr. Peterson

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, copyreading, 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 of instructor.
Credit 3 hours (II) ........................................... Mr. Peterson
Contemporary Problems in Journalism: A senior year seminar acquainting students with present-day events, personalities and problems of the newspaper and communication industry. This course utilizes trade publications in the field as the basis for discussion and class assignments.
Credit 3 hours (I) ............................. Mr. Peterson and Mr. Thorp

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. McGanahan

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

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 of instructor.
Credit 3 hours (I, S) ............................. Mr. Peterson, Mr. McGanahan

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. Twenty-four 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.

DEGREE REQUIREMENTS

Bachelor of Science in Military Science

Mr. Helmstadter, Mr. Nolte, Advisors
### Second Year

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Economics 212, Principles of Economics</td>
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<td>Physics 111, or other science</td>
<td>Physics 112, or other science</td>
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<tr>
<td>Political Science 201, American National Government</td>
<td>Engineering 111, Shop and Manufacturing Processes</td>
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<tr>
<td>History 111, American History</td>
<td>History 112, American History</td>
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<td>Sociology 215, General Sociology</td>
<td>Military Science 206, Military Leadership</td>
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<td>Military Science 201</td>
<td>Military Science 202</td>
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### Third Year

#### First Semester

| English 231, English Literature | B.A. 350, Industrial Organization and Management, or B.A. 355, Office Management and Control |
| B.A. 323, Business Law | Military Science 301, Supply Logistics |
| Elective | |
| 3 | 3 |
| 3 | 3 |
| 3 | 3 |
| 3 | |
| 15 | |

#### Second Semester

| English 232, English Literature | B.A. 351, Personnel Management |
| B.A. 324, Business Law | Military Science 302, Administration and Air Operations |
| Elective | |
| 3 | 3 |
| 3 | 3 |
| 3 | |
| 15 | |

### Fourth Year

#### First Semester

| Political Science 323, International Relations | Military Science 401, Advanced Administration |
| Elective (200, 300, or 400 courses) | |
| 3 | 3 |
| 9 | |
| 15 | |

#### Second Semester

| Political Science 326, American Diplomacy | Military Science 402, Staff Functions |
| Electives (200, 300, or 400 courses) | |
| 3 | 3 |
| 9 | |
| 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)

For other course descriptions see Air Science and Tactics, page 145.

* Two courses, 6 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 composition.

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.
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.

**FIRST YEAR**

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<tr>
<th>First Semester</th>
<th>3</th>
<th>Second Semester</th>
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<td>Psychology</td>
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<td>15</td>
</tr>
</tbody>
</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>3</th>
<th>Second Semester</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities subjects</td>
<td></td>
<td>Humanities subjects</td>
<td></td>
</tr>
<tr>
<td>*Biology</td>
<td>4</td>
<td>*Biology</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
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<td>1</td>
</tr>
<tr>
<td>Sociology</td>
<td>3</td>
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<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
<td>Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

|                                    | 17|                                      | 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, typing, literature, philosophy, art, or foreign language.

†May include Natural Science 102—General Biology.
## UNIVERSITY OF OMAHA

### FOUR-YEAR PROGRAM IN NURSING

offered in cooperation with approved hospitals

**FIRST YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science 102, General</td>
<td>Biology 245, Physiology and</td>
</tr>
<tr>
<td>Biology</td>
<td>Anatomy of Man</td>
</tr>
<tr>
<td>Chemistry 101, College Chemistry</td>
<td>Chemistry 104, Elementary</td>
</tr>
<tr>
<td>English 109 or 111</td>
<td>Survey, Organic and Biological</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Chemistry</td>
</tr>
<tr>
<td></td>
<td>English 111 or 112</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td></td>
<td><strong>14</strong></td>
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**SECOND YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Biology 225, Bacteriology</td>
<td>Sociology 215, Introductory</td>
</tr>
<tr>
<td>Psychology 111, Introduction to</td>
<td>Sociology</td>
</tr>
<tr>
<td>Psychology</td>
<td>Education 207, Human Growth and Development</td>
</tr>
<tr>
<td>Home Economics 301, Nutrition</td>
<td>Home Economics 302, Dietetics in Disease</td>
</tr>
<tr>
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<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td></td>
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**THIRD YEAR**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>History 111, American History...</td>
<td>History 112, American History...</td>
</tr>
<tr>
<td>Sociology (Elective)</td>
<td>Electives</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**FOURTH YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities 101, Introduction to Humanities</td>
<td>Humanities 102, Introduction to Humanities</td>
</tr>
<tr>
<td></td>
<td><strong>Total hours required</strong></td>
</tr>
<tr>
<td></td>
<td><strong>74</strong></td>
</tr>
</tbody>
</table>

**DEGREE REQUIREMENTS**

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

First Semester
Chemistry 111 or 181, General 4
Inorganic Chemistry 4
Biology (Selection) 4
*English 109 or 111, Elementary Composition 3
Psychology 111, Introduction to Psychology 3
Physical Education 1

Second Semester
Chemistry 112 or 182, General 4
Inorganic Chemistry 4
Biology (Selection) 4
*English 111 or 112, Intermediate Composition 3
Psychology 112, Intermediate General Psychology 3
Physical Education 1

Total: 15

SECOND YEAR

First Semester
Chemistry 211, Chemical Principles and Semi-Micro Qualitative Analysis 5
Biology 225, Bacteriology 3
Biology 245, Physiology and Anatomy of Man 5
The Humanities 3
Physical Education 1

Second Semester
Chemistry 212, Quantitative Chemical Analysis 5
The Humanities 3
Physical Education 6

Total: 15

THIRD YEAR

First Semester
Chemistry 213, Organic Chemistry 4
Physics 111, General Physics 4
The Social Sciences 3
Electives 6

Second Semester
Chemistry 214, Organic Chemistry 4
Physics 112, General Physics 4
The Social Sciences 3
Electives 6

Total: 17

*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, and reading. It is recommended that some freshmen 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

COMMUNICATION 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. Thomas
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 Graduate Studies.

The purposes of the College of Education are threefold: (1) to provide for the preparation of students who are preparing to teach; (2) to contribute to the professional growth and development of teachers who wish to improve their skills and understanding; (3) to provide educational services to organized agencies that are cooperating with the schools and to personnel in other types of educational institutions. 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 objectives of the College of Education are:

(1) to prepare candidates for the profession of teaching
   who possess capacity for and appreciation of scholarship
   who possess sound physical, mental, and social health
   who understand and support the American public school system
   who express themselves clearly, concisely, and meaningfully in writing and speaking
   who consider teaching a professional experience.

(2) to provide education services to individuals and organizations
    that strive to improve teacher competence
    that endeavor to raise standards of teacher education
    that desire to improve educational programs
    that encourage an appreciation of the American public school system

(3) to promote research as a foundation to undergird the instruction provided by the College of Education.

The recommended programs herein described lead to the degree of Bachelor of Science in Education. For teaching requirements in Nebraska, the initial elementary and the initial secondary certificates may be earned. Students interested in meeting the requirements of other states should see their advisers.
GENERAL REQUIREMENTS

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

2. Degree requirements—For the degree a minimum of 125 credit hours is required. The candidate is subject to the current requirements of the college.

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, or Education 205, Human Growth and Learning, is a prerequisite. All grades reported by the faculty to the Registrar at the end of each semester become a part of the student's permanent record and are included in the computation of his quality points earned and his grade point average.

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, mathematics, library usage, oral English usage, and demonstrate satisfactory performance on a personality test. Those who do not, must remove the deficiency before they will be considered as candidates for the degree or recommended for a certificate.

5. Permission to continue in the program—On the completion of at least three of the following courses, Education 211, 205, 207, 301, and Psychology 281, students must be approved by a faculty committee before they may continue in the program for the degree or recommended for a certificate. Transfer students who have completed the above courses in other institutions or their equivalents must be approved before they are allowed to elect 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 discre­
tion of the Department of Physical Education.

7. English — Students must earn credit in 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. General Education — 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 edu­
cation 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, phi­
losophy, religion, and speech. (English 109, 111, and 112 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 254, mathematics, and physics.

Social Sciences — Economics, geography (except geography 254), 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 Col­
lege and a choice of others designated by the faculty as appropriate. In addition to the major in Education, each student must complete an academic major.

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

Secondary Education — All students in Secondary Education must present at least two teaching fields, one of which may consist of an academic major, as outlined by the academic department con­
cerned. It is recommended that 50 % of required hours for teach­
ing fields be in upper division courses.

10. Approval of academic majors and teaching fields — Each student working for certification in secondary education 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 approval of the heads of departments involved before presenting his program card for approval by the Dean each semester.
DEGREE REQUIREMENTS
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 211, 205 (or Education 207 and Psychology 281), and 301. (Secondary education students may substitute Biology 312 for Education 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 or 336, Music Education 251, Physical Education 335, Library Science 373, and Special Education 488.

Intermediate-Upper Grade education — Education 341, 342, 343, 344, 337,** and 3 courses selected from Education 202 or 336, Library Science 373, Music Education 251, Physical Education 336, and Special Education 488.

Secondary education — Education 351, 353*, 357, 358, 397.

4. Divisional majors—Candidates who choose majors in Elementary Education, must present either an academic major in one of the fields in paragraph 5 (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.

*Students majoring in music will take Music Education 352; those majoring in men's physical education will take P.E. 250 and 251; those majoring in women's physical education will take P.E. 249 and 252. Students planning to teach junior high school will take Education 454.

**May be taken as Library Science 337.
5. Academic majors — Students who expect to qualify for a secondary school certificate must fulfill these requirements: at least two teaching fields, one of which should preferably be his academic major. In case the academic major is not a teaching field, students must qualify in an additional teaching field (see 6 below). An academic major consists of work completed in accordance with the requirements of the faculties of the respective departments concerned. The academic majors are: art, biology, business administration, chemistry, core-program (junior high school), economics, English, French, geography, 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, 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, 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 may be secured from the University of Omaha Audio-Visual Department.

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.

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*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.*
The cornerstone laying ceremony for two new buildings, Student Activities and Applied Arts-Classroom. Both buildings were completed in 1959.
The $850,000 Gene Eppley Library
The University celebrates its 50th anniversary.
An experiment in a science lab.
SPECIAL REGULATIONS

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

The following courses may not be taken prior to 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 or Education 454 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, except that a student in secondary education must have a grade point average of 2.5 in his major teaching field.

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.

In order to be eligible for student teaching, a student must be approved by the Administrative and Curriculum Committee of the College of Education. Students in secondary education must also be approved by the heads of the academic departments in which they are taking their teaching fields.

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.

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.
**ILLUSTRATIVE PROGRAM**

Bachelor of Science in Elementary Education  
Kindergarten-Primary and Intermediate-Upper Grades  
**Miss Bethel, 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>Natural Science</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td><em>Social Science</em></td>
<td>3-5</td>
<td>3-5</td>
</tr>
<tr>
<td>†P.E. 111, 112</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Electives</td>
<td>15-17</td>
<td>15-17</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
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<tbody>
<tr>
<td>Social Sciences</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
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<td>Education 211</td>
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</tr>
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<td>Education 201</td>
<td>2</td>
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</tr>
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<td>†P.E. 211, 212</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
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<tr>
<td>Education 331, 332</td>
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<td>5</td>
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<td>Education 341, 342</td>
<td>2-3</td>
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</tr>
<tr>
<td>Education 336</td>
<td>3</td>
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<tr>
<td>Education 202</td>
<td>3</td>
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</tr>
<tr>
<td>Education 337</td>
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<tr>
<td>Library Science 337</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Music Educ. 251</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 335 or 336</td>
<td>2-3</td>
<td></td>
</tr>
<tr>
<td>a. Speech 342</td>
<td>3</td>
<td>4-5</td>
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<tr>
<td>Electives</td>
<td>15-17</td>
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<table>
<thead>
<tr>
<th>Fourth Year</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education 333, 334</td>
<td>3-5</td>
<td>3-5</td>
</tr>
<tr>
<td>Education 343, 344</td>
<td>10-13</td>
<td>12-13</td>
</tr>
<tr>
<td>Electives</td>
<td>13-18</td>
<td>15-18</td>
</tr>
</tbody>
</table>

* American History (3 hours) or Political Science 201 required for Iowa certificates.  
† Students may elect Air Force ROTC.  
a. May be used to meet requirements in humanities.
**ILLUSTRATIVE PROGRAM**

Bachelor of Science in Secondary Education*

**Mr. Kennedy, Adviser**

<table>
<thead>
<tr>
<th>First Year</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English 111, 112</strong></td>
<td>Elementary and Intermediate English Composition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural Science Social Science</strong></td>
<td>Natural Science 101, 102</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Choose from Introduction to Social Science 101, 102, or 3 hours in each of two of following: Economics, Political Science, History, Psychology, Sociology, or Geography</td>
<td>3-5</td>
</tr>
<tr>
<td><strong>+P.E. 111, 112</strong></td>
<td>General Physical Education</td>
<td>1</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>See paragraphs 5 and 6, page 100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>15-17</td>
</tr>
</tbody>
</table>

**Second Year**

| **Social Sciences** | If Social Science 101, 102 are not taken, select 3 hrs. in each of two: Economics, Political Science, History, Psychology, Sociology, or Geography | 3 | 3 |
| **Humanities** | If Humanities 101, 102 are not taken, select 6 hrs. in each of two: English, Foreign Language, Music, Art, Philosophy, Religion, Speech | 5-6 | 5-6 |
| **Education 211** | Introduction to Teaching | 3 | 3 |
| **Education 205** | Human Growth and Learning (or Education 207 and Psych. 281) | 5 | 5 |
| **a. Education 301** | Health and Safety Education | 2 | 2 |
| **+P.E. 211, 212** | General Physical Education | 1 | 1 |
| **Electives** | See paragraphs 5 and 6, page 100 | 1-3 | 1-3 |
| **Total** | | 15-18 | 15-18 |

**Third Year**

| **Education 351 and 397** | Secondary Education and Practicum | 6 | 6 |
| **Education 458** | Co-curricular Activities | | |
| **Education 461** | Audio-Visual Materials in Education | 9-11 | 12-14 |
| **Electives** | See paragraph 5 and 6, page 100 | | |
| **Total** | | 15-17 | 15-17 |

**Fourth Year**

| **Education 357, 358** | Student Teaching | 3-5 | 3-5 |
| **+Education 353** | Special Methods in Secondary Education | 2 | 2 |
| **Electives** | See paragraphs 5 and 6, page 100 | 10-12 | 12 |
| **Total** | | 15-19 | 15-17 |

† Students may elect Air Force ROTC.

a. Biology 312 may be substituted.

* See footnote, page 100.

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

## ILLUSTRATIVE PROGRAM

Bachelor of Science in Physical Education for Men

**Mr. Russell Gorman, Adviser**

### First Year

<table>
<thead>
<tr>
<th>Course</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>Natural Science 102</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Humanities or Social Sciences</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>†P.E. 111, 112</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 177</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 143</td>
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</tr>
<tr>
<td>Speech 111</td>
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<td>3</td>
</tr>
<tr>
<td>Electives</td>
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<td>3</td>
</tr>
<tr>
<td>Total</td>
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<td>15</td>
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### Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities or Social Sciences</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Education 211</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Education 205</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>a. Education 301</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology 245</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>P.E. 179</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 250, 251</td>
<td>3</td>
<td>3</td>
</tr>
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<td>Total</td>
<td>16</td>
<td>17</td>
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### Third Year

<table>
<thead>
<tr>
<th>Course</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Sciences</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Education 351 and 397</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>P.E. 322</td>
<td>Recreation Education</td>
<td></td>
</tr>
<tr>
<td>or P.E. 324</td>
<td>Recreation Leadership</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 336</td>
<td>Physical Education in Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 303</td>
<td>First Aid</td>
<td>2</td>
</tr>
<tr>
<td>P.E. 348</td>
<td>Organization and Administration of Athletics</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>4-6</td>
<td>7-9</td>
</tr>
<tr>
<td>Total</td>
<td>15-17</td>
<td>15-17</td>
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### Fourth Year

<table>
<thead>
<tr>
<th>Course</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. 305</td>
<td>Principles of Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 378</td>
<td>Track and Field Coaching Theory</td>
<td>2</td>
</tr>
<tr>
<td>P.E. 422</td>
<td>Organization and Administration of Physical Education and Intramurals</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 463</td>
<td>Kinesiology and Correctives</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>15-17</td>
<td>15-17</td>
</tr>
</tbody>
</table>

**Note:** See major requirements, page 112.

† Students may elect Air Force ROTC.

a. Biology 312 may be substituted.
ILLUSTRATIVE PROGRAM

Bachelor of Science in Physical Education for Women

MISS SCHAAKE, Adviser

<table>
<thead>
<tr>
<th>First Year</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science</td>
<td>Natural Science 101 and 102</td>
<td>5</td>
</tr>
<tr>
<td>English 111, 112</td>
<td>Elementary and Intermediate Composition</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>Choose from Introduction to Social Science 101, 102 or Introduction to Sociology and 3 hrs. in Social Science Division</td>
<td>3-5</td>
</tr>
<tr>
<td>†P.E. 111, 112 or 211, 212</td>
<td>General Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 143</td>
<td>History and Introduction of Physical Education</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>15-17</th>
<th>15-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science</td>
<td>Sociology, Economics, Geography, or Political Science 201</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Introduction to Humanities 102 or 6 hrs. in Humanities Division</td>
<td>5</td>
</tr>
<tr>
<td>Education 211</td>
<td>Introduction to Teaching</td>
<td>3</td>
</tr>
<tr>
<td>Education 205</td>
<td>Human Growth and Learning (or Educ. 207 and Psych. 281)</td>
<td>5</td>
</tr>
<tr>
<td>a. Education 301</td>
<td>Health and Safety Education</td>
<td>2</td>
</tr>
<tr>
<td>Biology 245</td>
<td>Physiology and Anatomy of Man</td>
<td>5</td>
</tr>
<tr>
<td>P.E. 222</td>
<td>Swimming</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 223</td>
<td>Beginning Modern Dance</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 303</td>
<td>First Aid</td>
<td>2</td>
</tr>
<tr>
<td>P.E. 336</td>
<td>Physical Education in the Elementary School</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Third Year</th>
<th>17</th>
<th>17</th>
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</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>*Speech 342 plus 3 hrs. in Humanities or Humanities 101</td>
<td>3-5</td>
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<tr>
<td>Education 351 and 397</td>
<td>Secondary Education and Practicum</td>
<td>6</td>
</tr>
<tr>
<td>P.E. 249</td>
<td>Techniques of Teaching Sports</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 252</td>
<td>Techniques of Teaching Sports</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 312</td>
<td>Methods in Modern Dance</td>
<td>2</td>
</tr>
<tr>
<td>P.E. 321</td>
<td>Rhythmic Activities and Folk Dancing</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>In Second Teaching Field</td>
<td>6-7</td>
</tr>
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<table>
<thead>
<tr>
<th>Fourth Year</th>
<th>15-18</th>
<th>15-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education 357, 358</td>
<td>Student Teaching in Physical Education and other teaching fields</td>
<td>3-5</td>
</tr>
<tr>
<td>P.E. 315</td>
<td>Physical Diagnosis and Correctives</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 320</td>
<td>Tests and Measurements</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 453</td>
<td>Kinesiology and Correctives</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 422</td>
<td>Organization and Administration of Physical Education and Intramurals</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>In Second Teaching Field</td>
<td>6</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>15-17</th>
<th>15-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Biology 312 may be substituted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Qualified major students will take P.E. 211, 212.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* May be used to meet requirements in Humanities.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

American History (3 hours) or Political Science 201 required for Iowa certificates.

Note: See major requirements, page 113.
SECONDARY SCHOOL CERTIFICATES
WITH DEGREES IN OTHER COLLEGES

Students who follow the program for a degree in the College of Arts and Sciences, Applied Arts and Sciences and Business Administration 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 101. The specific requirements for the certificate are courses in Education as indicated below and at least 2 teaching fields, one of which may be the student’s academic major. The courses in the teaching fields must be approved by the head of each department concerned and by the Education adviser.

EDUCATION REQUIREMENTS FOR NEBRASKA SECONDARY SCHOOL CERTIFICATE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Junior Year</th>
<th>Second Semester</th>
<th>Senior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education 211, Introduction to Teaching</td>
<td>3</td>
<td>Education 205, Human Growth and Learning (or Educ. 207 and Psych. 281)</td>
<td>5</td>
</tr>
<tr>
<td>†Education 301, Health and Safety Education</td>
<td>2-3</td>
<td>Education 351, Secondary Education</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>5-6</td>
<td>Education 397, Practicum</td>
<td>1</td>
</tr>
</tbody>
</table>

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

*Psychology 111, Introduction to Psychology, is a prerequisite for Psychology 281.
†Biology 312 may be substituted.

AUDIO-VISUAL DEPARTMENT

The Audio-Visual Department 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 Department’s certificate of proficiency in the operation of the audio-visual equipment.

In addition, the Department encourages Education student 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 as a late afternoon or evening course.

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.

ELEMENTARY EDUCATION

ASSOCIATE PROFESSOR BETHEL (HEAD), DUNN; ASSISTANT PROFESSOR JOHNSON; INSTRUCTORS TREDWAY, TABOR.

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

330 Student Teaching Conference: This course is designed to offer partially trained, experienced teachers directed or supervised practice while on the job. Prerequisite: Permission of instructor.
Credit 3 hours (I, II) ............................. Mr. Dunn, Mrs. Tabor

331 Methods and Materials in Kindergarten-Primary Grades: Principles and philosophy of elementary education, elementary curriculum, 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. 331: Arithmetic and science; 332: Reading, the other language arts, and social studies. Prerequisite: Education 205 or Psychology 281.
Credit 5 hours each (I—II); 6 hours (S) .......... Miss Bethel, Mr. Tredway

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) ................. Miss Bethel, Mr. Dunn, Mrs. Tabor, Mr. Tredway

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. Prerequisite: Education 205 or Psychology 281.
Credit 3 hours (II, S, C) ............................ Miss Bethel, Mr. Dunn
Methods and Material in Intermediate-Upper Grades: Principles and philosophy of elementary education, elementary curriculum, materials, content, and methods of teaching the various subjects in the elementary school—fourth through eighth grades—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: 341: Arithmetic and science; 342: Reading, the other language arts, and social studies. Prerequisite: Education 205 or Psychology 281.

Credit 5 hours each (I—II); 6 hours (S)...........Miss Bethel, Mr. Tredway

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) .................Miss Bethel, Mr. Dunn, Mrs. Tabor, Mr. Tredway

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, and courses in methods of instruction, or 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

FOUNDATION AND GENERAL COURSES

Professors Gorman (Head), Emery, MacGregor; Associate Professor Dunn; Assistant Professor Butler; Instructors Moline, Tabor, Tredway.

205 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.

Credit 5 hours (I, II).............................Mr. Dunn

207 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, Mrs. Tabor

211 Introduction to Teaching: The nature and requirements of teaching and the teaching profession; the opportunities available therein; includes classroom, observational, and laboratory experiences. Should be taken as first course in education.

Credit 3 hours (I, II, S).......................Mr. Butler, Mr. MacGregor, M. Tredway

300 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 projects projects.) Prerequisite: Permission of instructor.

Credit variable (I, II, S).......................Mr. Gorman and Staff

301 Health and Safety Education: Designed to acquaint the teacher with school problems of health and safety.

Credit 2 or 3 hours (I, II, C, S).................Staff
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. Jaynes

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

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) ............................................................... Miss Moline

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. Prerequisite: Education 461, Audio-Visual Materials in Education. Credit 3 hours (E, S) ................................................................. Miss Moline

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

482 **Adult Group Leadership**: A study of adult groups in modern society and the characteristics of effective leadership in all type of groups. Prerequisite: Permission of instructor or senior standing. Credit 3 hours (E) .............................................................. Mr. Emery

499 **Special Problems in College Business Management**: Consists of one or more individual projects determined by the needs of the student and the requirements of the instructor. Offered only by special assignment. Prerequisite: Permission of instructor. (Open only to students in College Business Management.) Credit 1-3 hours (S) ................................................................. Mr. Gorman and Staff

**LIBRARY SCIENCE**

**ASSOCIATE PROFESSORS LORD (HEAD), BETHEL; ASSISTANT PROFESSORS HOLLY, MCCAUCELEY; INSTRUCTOR MOLINE,**

The Department of Library Science provides undergraduate training for students who wish to qualify as teacher librarians or as school librarians. The program is designed to meet the standards of the North Central Association for school libraries. School librarians must meet requirements for teacher certification.

Recommended programs in library science:

1. Minimum North Central requirements: 373, 374 or 371.
3. Major: 24 hours including 357.
All courses in the department with the exception of those devoted exclusively to the school library (373, 357) are basic in all fields of library training.

337 **Literature for Children:** Library materials for children's reading — selection, evaluation, and guidance. Prerequisite: Psychology 281 or Education 205.
Credit 3 hours (II, S, C) ........................................... Miss Bethel

357 **Practice Work in the School Library:** Observation and participation in a school library situation with practice in both technical and public services. Prerequisite: Completion of a minor in library science.
Credit 3 hours (I, II) ........................................... Miss Lord and Staff

371 **Introduction to Reference Work:** A basic course in the most commonly used language dictionaries, encyclopedias, indexes, catalogs, bibliographies, and biographical dictionaries. Bibliographical form is also emphasized.
Credit 3 hours (I, S) ........................................... Mr. McCaulley

373 **The School Library:** Principles and practices of school library organization and administration; the function of the school library in the educational program.
Credit 3 hours (I, S, C) ........................................... Miss Lord

374 **Cataloging and Classification I:** A basic approach to the logical organization of library materials for school and public library collections. Detailed investigation of the Dewey decimal classification system, descriptive cataloging procedures and the elements of subject heading analysis.
Credit 3 hours (I, S) ........................................... Mr. Holly

375 **Reading and Book Selection for Young People:** Library materials for junior and senior high school — selection, evaluation, and guidance. Prerequisite: Psychology 281 or Education 205.
Credit 3 hours (II, S) ........................................... Miss Lord

376 **Cataloging and Classification II:** Continuation of L.S. 374. Analysis of special problems in making the card catalog a useful key to the library collection. Emphasis on subject heading and analytics processes, and the application of fundamental principles of library service in this area.
Credit 3 hours (II) ........................................... Mr. Holly

377 **Reference and Bibliography:** Detailed consideration of reference materials in the pure and applied sciences, humanities, and social sciences, including United States government publications. Practice in solving problems arising in reference service. Prerequisite: L.S. 371.
Credit 3 hours (II) ........................................... Mr. McCaulley

461 **Audio-Visual Materials in Education:** Selection, care, organization and utilization of materials of instruction. Prerequisite: Education 205, Psychology 281 or permission of instructor.
Credit 3 hours (I, II, S) ........................................... Miss Moline

499 **Special Problems:** Concentrated study involving practical work and a research paper in an area related to a student's needs or interests. Prerequisite: 12 hours in library science.
Credit 3 hours (II, S) ........................................... Miss Lord and Staff

**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

395 **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

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**DEPARTMENT OF PHYSICAL EDUCATION**

*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. The recommended Physical Education Major for Men is listed on page 104, for Women on page 105. Students who desire a major should confer with the head of the department on or before the date of registration.

The student must also qualify in one additional teaching field.

**Teaching Field in Physical Education (Men)—See the Head of the Department.**

**Teaching Field in Physical Education (Women)—See the Head of the Department.**

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

15
PHYSICAL EDUCATION FOR MEN

ASSOCIATE PROFESSOR YELKIN; ASSISTANT PROFESSOR GORR; INSTRUCTORS CANIGLIA, CARDWELL, COTTON, GORMAN (ACTING HEAD); ASSISTANT INSTRUCTOR NEVINS.

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 specific courses as follows: P.E. 143, 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, Biology 245, Education 357, Education 358. The student must qualify in one additional teaching field. All students majoring in Physical Education must have a health rating of A.

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

112 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. Gorman, Mr. Nevins

113 Restricted Physical Education: Students are assigned to the course by the University Physician, who recommends activity. Credit 1 hour each (I—II) .......................................................... Staff

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 permission of instructor. Credit 3 hours each (I—II) .................................................. Mr. Gorman

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

314 Sports Officiating: The general principles, guiding philosophy, techniques and mechanics of sports officiating. Prerequisite: Physical Education majors or minors of junior standing. Lecture 3 hours; laboratory by arrangement. Credit 3 hours (I) .......................................................... Mr. Yelkin
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

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

PHYSICAL EDUCATION FOR WOMEN

Assistant Professor Schaake (Head); Instructors Breese, Griffiths.

All physical education majors must complete thirty-five 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*, 223 and one 200 activity course, 249, 252, 303, 305, 312, 315, 320, 321, 335, 422, 463.

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

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

112 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, or permission of instructor.
Credit 1 hour (I) .................. Miss Griffiths

*Recommended for freshmen majors.
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 Griffiths

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—III) ........................................ Miss Griffiths

249 Techniques of Teaching Sports: Gives an opportunity to attain knowledge, skill, and practical experience necessary for the teaching of individual and team sports. May be used with P.E. 252 by Physical Education majors to meet requirements for Special Methods in High School Subjects. Prerequisite: P.E. 222.
Credit 3 hours (I) ........................................ Miss 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 or permission of instructor.
Credit 2 hours (I, even years, i.e. '59-'60) ................................ Miss Schaake

312 Methods in Modern Dance: Offers physical education majors the aims, methods, and evaluation of content and organization for teaching modern social dance courses. Prerequisite: P.E. 223.
Credit 2 hours (II, even years, i.e. '59-'60) ................................ Miss Griffiths

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 or permission of instructor.
Credit 1 hour (I, odd years, i.e. '60-'61) ................................ Miss Breese

314 Sports Officiating II: Provides students with techniques of officiating the winter and spring team sports for women. Sports include basketball, speedball, and softball. Prerequisite: Women physical education majors and minors of junior or senior standing or permission of instructor.
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
COURSES FOR MEN AND WOMEN

143 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

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 Griffiths

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 Schaake

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

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

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 permission of instructor.
Credit 3 hours (I) ......................................... Mr. Cotton

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 permission of instructor.
Credit 3 hours (II, even years, ie '59-'60) .................. Miss Breese

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 permission of instructor.
Credit 3 hours (II, even years, ie '59-'60) .................. Miss Schaake

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 (I) ......................................... Miss Griffiths
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

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

Physical Education in the Elementary School: Play activities of children, with practice in the selection and presentation of the desired types of materials. P.E. 335, offered first semester for majors in kindergarten-primary education; P.E. 336, second semester for majors in the 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); 3 hours (II) .................................. Miss Breese

Organization and Administration of Athletics: Procedures, materials, and techniques to be used in organizing and administrating a program of athletics on the secondary and college level. Prerequisite: Junior or senior standing.
Credit 2 hours (II) .................................. Mr. Yelkin

Organization and Administration of Physical Education and Intramurals: Organization and administration of physical education and intramurals on the elementary and secondary level. Prerequisite: Junior or senior standing.
Credit 3 hours (II) .................................. Mr. Cotton

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.
Credit 3 hours (I) .................................. Miss Schaeke

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. Cotton

SECONDARY EDUCATION

ASSOCIATE PROFESSOR KENNEDY (HEAD); ASSISTANT PROFESSORS BUTLER, JOHNSON, PFLASTERER, TRENHOLM; INSTRUCTOR ALCORN.

Secondary Education: Place of secondary education in the American educational system; nature and needs of secondary school pupils; curriculum of the secondary school and techniques of high school teaching, guidance, and evaluation. Prerequisite: Permission of instructor.
Credit 5 hours (I, II, S) .................................. Mr. Kennedy, Mr. Butler

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) .................................. Mr. Kennedy and Staff

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) .................................. Mr. Kennedy and Staff
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: Education 351. Credit 1 hour (I, II) .................. Mr. Johnson

The Junior High School: A study of the junior high school program to acquaint students with its history and function. The content, methods, techniques, and materials in each of the subject matter areas with which the student is concerned. Prerequisite: Education 351. Credit 2 hours (I, II) .................. Mr. Kennedy

Co-curricular Activities: Student activities with which the secondary school teacher must deal. Prerequisite: Education 351. Credit 3 hours (II, S) .................. Mr. Pflasterer

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, and courses in methods of instruction, or permission of instructor. Credit 3 hours (E, S) .................. Mr. Johnson

DEPARTMENT OF SPECIAL EDUCATION

PROFESSOR GORMAN, ASSOCIATE PROFESSOR BETHEL

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.

Supervised Teaching in Special Education: Offers guided experience in teaching in the field of Special Education. First part of course is largely observation. Student will begin teaching when in charge consider him sufficiently prepared in terms of curriculum requirements. Prerequisite: Permission of the Student Teaching Director. Credit 3-5 hours (I, II) .................. Miss Bethel and Staff

Introduction to the Education of the Deaf: Historical information concerning the education of the deaf; to develop an awareness of the problems involved in educating the deaf, and a constructive attitude toward the deaf and their problems in the world today. Prerequisite: Permission of instructor. Credit 2 hours (II) .................. Mr. Gorman and Staff

Teaching Speech to the Deaf: 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) .................. Mr. Gorman and Staff

Teaching Language to the Deaf: The development of 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. Classroom demonstrations with deaf children of various grade levels. Prerequisite: Education 205 or Psychology 281. Credit 3 hours each (I—II) .................. Mr. Gorman and Staff
Speech Reading to the Deaf: To acquaint the student with the problems and techniques of speech reading to all ages with all degrees of hearing loss. Prerequisite: Senior standing; Education 423-424.
Credit 2 hours (I) ............................................ Mr. Gorman and Staff

Teaching Elementary School Subjects to the Deaf: Purposes of the course are (1) to present the fundamental philosophies back of the education of the deaf, (2) to provide the student with criteria for the development and organization of lesson plans, and (3) to acquaint the student with specialized techniques, methods, and adaptations used in presenting elementary school subjects to deaf children. Prerequisite: Permission of instructor.
Credit 2 hours (II) ............................................ Mr. Gorman and Staff

Teaching Secondary Subjects to the Deaf: To give understanding of methods and materials in teaching secondary school subject matter areas to the deaf. Prerequisite: Senior standing.
Credit 2 hours (I) ............................................ Mr. Gorman and Staff

Auditory Training for the Deaf: To acquaint the student with definitions, purposes, goals, and accomplishments of auditory training. It includes instruction and interpretation of audiograms; psychological implications of hearing loss; use of hearing aids and amplification equipment. Prerequisite: Senior standing.
Credit 1 hour (I) ............................................ Mr. Gorman and Staff

Anatomy of Speech and Hearing Mechanism: Designed to acquaint student teachers and other interested in teaching the deaf with a general background in the basic anatomy and function of the speech and hearing mechanisms. Prerequisite: Permission of instructor.
Credit 2 hours (II) ............................................ Mr. Gorman and Staff

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 (II) ............................................ Mr. Gorman and Staff

DEPARTMENT OF GRADUATE EDUCATION STUDIES

Professors Emery (Head), Gorman; Associate Professors Bethel, Dunn, Kennedy, Nolte, Rachford; Assistant Professors Butler, Oleson, Pflasterer; Instructor Moline.

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

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

502 Principles of School Administration.
Credit 3 hours (II, S) ............................................ Mr. Rachford

503 School Plant Planning and Operation.
Credit 3 hours (I, S) ............................................ Mr. Rachford

504 Curriculum Principles.
Credit 3 hours (II, S) ............................................ Mr. Rachford
School Business Management.
Credit 3 hours (II) ......................... Mr. Nolte, Mr. Rachford

Administration and Supervision in the Elementary School.
Credit 3 hours (II, S) ....................... Miss Bethel, Mr. Dunn

Administration and Supervision in the Secondary School.
Credit 3 hours (II, S) ....................... Mr. Butler, Mr. Rachford

Topics in Audio-Visual Education.
Credit 3 hours (II, S) ....................... Miss Moline

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

Research in School Administration and Supervision.
Credit 1-5 (I, II, S) ....................... Mr. Rachford and Staff

Tool Subjects in Elementary Education.
Credit 3 hours (I, S) ....................... Mr. Dunn

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

Improvement of Secondary School Instruction.
Credit 3 hours (II, S) ....................... Mr. Butler, Mr. Kennedy

School Law.
Credit 3 hours (I, S) ....................... Mr. Nolte, Mr. Rachford

Principles of Guidance.
Credit 3 hours (I, S) ....................... Mr. Oleson

Problems in Guidance Administration and Service.
Credit 3 hours (I, S) ....................... Mr. Pfisterer

Counseling Practices.
Credit 3 hours (II, S) ....................... Mr. Oleson

Advanced Physical Education Activities.
Credit 3 hours (S) ......................... Staff

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

History and Philosophy of Education.
Credit 3 hours (I, II, S) ................... Mr. Rachford

Practicum in Public School Administration and Supervision.
Credit 3 hours (I, II, S) ................... Mr. Rachford and Staff

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

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

Graduate Seminar.
Credit 3 hours (II, S) ....................... Staff

Graduate Thesis.
Credit 3 hours (I, II, S) ................... Staff
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.

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.

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.

General: Students interested in a general business curriculum in the College of Business Administration may apply for one of the two Louis Kavan Scholarships which carry a value of $100 each.

Insurance: The Omaha Association of Insurance Agents has 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.

Insurance: The Northwestern Mutual Life Insurance Company has established an award in life insurance of $25 to recognize a student who exhibits interest and outstanding ability in the field of life insurance.

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 $250 each to entering freshmen with good high school records who are interested in a career in Retailing. Seven additional scholarships of $250 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.

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 Administr-
tion 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.

THE LOWER DIVISION

Carefully planned two-year curricula are available in accounting, general business, 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.

DEGREE AND CURRICULUM REQUIREMENTS

All students must meet the University and College entrance requirements (see page 23-25); 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. All grades reported by the faculty to the Registrar at the end of each semester become a part of the student's permanent record and are included in the computation of his quality points earned and his grade point average.

Sixty of the credit hours presented for the degree must be earned in upper division courses.

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

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.

The physical education requirement must be met by each student who is under the age of twenty-one at the time of his matriculation in the University of Omaha and not yet over the age of twenty-four on graduation.

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 music laboratory courses (band, chorus, madrigal singers, orchestra; singly or in any combination) may be applied toward any degree in this College.

**DEGREE REQUIREMENTS**

Bachelor of Science in Business Administration

*For adviser see area of specialization*

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<th>First Semester</th>
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<td><strong>First Year</strong></td>
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<td>Accounting 102, Elementary</td>
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<td>B.A. 128, Introduction to Business</td>
<td>Mathematics 111A, Algebra</td>
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<td>Sociology 215, Introductory</td>
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**FIRST YEAR**

- **Total Credits:** 16

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<td><strong>Second Year</strong></td>
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<td><strong>The humanities, the social sciences, the natural sciences</strong></td>
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<td>Speech 201, Speech for Business and Industry</td>
<td>B.A. 313, Introduction to Statistics</td>
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**SECOND YEAR**

- **Total Credits:** 16

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<td>B.A. 334, Credits and Collections</td>
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<td>B.A. 331, Marketing</td>
<td>B.A. 351, Personnel Organization and Management</td>
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<td>B.A. 350, Industrial Organization and Management or B.A. 355, Office Management and Control</td>
<td>B.A. 320, Business Communications and Reports</td>
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**THIRD YEAR**

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<tr>
<td>Economics 311, Money and Banking</td>
<td>B.A. 448, Business Policy and Administration</td>
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**FOURTH YEAR**

- **Total Credits:** 15

*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

Upon completion of freshman requirements, the student will consult with his counselor about the selection of an area of specialization and the appointment of an adviser.

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. Hockett and Mr. R. Williams, 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.

THIRD YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acc. 301, Advanced Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Acc. 305, Cost Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

FOURTH YEAR

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

RECOMMENDED ELECTIVES IN ACCOUNTING

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acc. 307, Governmental Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Acc. 410, Budgetary Control</td>
<td>3</td>
</tr>
<tr>
<td>Acc. 411, Accounting Systems</td>
<td>3</td>
</tr>
<tr>
<td>Acc. 451-462, Accounting Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>Acc. 412, C.P.A. Review and Problems</td>
<td>3</td>
</tr>
<tr>
<td>Acc. 413, Advanced Income Tax Accounting and Procedure</td>
<td>3</td>
</tr>
</tbody>
</table>

OTHER RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ. 314, Public Finance</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 333, Principles of Retailing</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 340, Investment Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 344, Real Estate Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 360, Transportation Principles</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 371, General Insurance</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 374, Property and Casualty Insurance</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 376, Social Insurance</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 415, Management of Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 438, Industrial Purchasing and Materials Control</td>
<td>3</td>
</tr>
</tbody>
</table>
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 employment of persons with a sound background education in finance include banks, insurance companies, savings institutions, security dealers and brokers, and the treasury departments of many large business corporations.

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. 380, Transportation Principles
- B.A. 371, General Insurance
- B.A. 372, Life Insurance
- Acc. 407, Income Tax Accounting and Procedure
- Acc. 410, Budgetary Control
- B.A. 440, Real Estate Finance
- Economics 314, 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. 436, Production Control, or ... 3
- B.A. 402, Supervisory Management 3
- B.A. 355, Office Management and Control
- Acc. 410, Budgetary Control
- Econ. 318, Collective Bargaining

**RECOMMENDED ELECTIVES**

- Psych. 433, Industrial Psychology
- Soc. 380, Industrial Sociology
- B.A. 376, Social Insurance
INSURANCE
Mr. Chastain, 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. 376, Social Insurance .......... 3

FOURTH YEAR
B.A. 372, Life Insurance .......... 3
B.A. 374, Property and Casualty Insurance .......... 3

RECOMMENDED ELECTIVES
Math. 254, Mathematics of Finance
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
B.A. 451-452, Business Administration Laboratory-Insurance

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
Elective (Marketing) .......... 2

Elective (Marketing) .......... 3

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

Mr. Hill, Advisor

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**
- B.A. 376, Social Insurance ........... 3
- Economics 315, Labor Problems ....... 3
- Psychology 433, Industrial
- Psychology ................................ 3

**FOURTH YEAR**
- B.A. 404, Problems in Personnel Organization and Management ... 3
- Sociology 380, Industrial
- Sociology ............................. 3
- B.A. 402, Supervisory Management 3

**RECOMMENDED ELECTIVES**
- B.A. 355, Office Management and Control
- Economics 318, Collective Bargaining
- Journalism 423, Public Relations
- Engineering 405, Motion and Time Study
- Psychology 434, Advanced Industrial Psychology

REAL ESTATE

Mr. Lewis, Advisor

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.

Upon completion of B.A. 345, Real Estate Management, a student may request the Institute of Real Estate Management Comprehensive Examination I and/or II for credit toward the C.P.M. designation.

Upon completion of B.A. 441, Real Estate Appraisal, a student may request the Appraisal Institute Comprehensive Examination I for credit toward the M.A.I. designation.

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

B.A. 344, Real Estate Principles and Practices ................. 3
B.A. 440, Real Estate Finance. .......... 2

FOURTH YEAR

B.A. 346, Real Estate Law............ 3
B.A. 441, Real Estate Appraisal. ....... 3

RECOMMENDED ELECTIVES

Engineering 121, Engineering Drawing
Engineering 124, Architectural Drafting
B.A. 335, Salesmanship
B.A. 336, Principles of Advertising
B.A. 345, Real Estate Management
B.A. 347, Urban Land Uses and City Planning
B.A. 355, Office Management and Control
B.A. 440, Investment Principles and Practices
B.A. 444, Real Estate Principles and Practices
B.A. 455, Office Management and Control
B.A. 402, Supervisory Management
B.A. 415, Management of Business Finance

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. 415, Management of Business Finance

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.

Business Administration and Law

See first year requirements for the degree Bachelor of Science in Business Administration on page 123.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 201, Intermediate</td>
<td>Accounting 202, Intermediate</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Economics 212, Principles of Economics</td>
</tr>
<tr>
<td>Economics</td>
<td>Economics</td>
</tr>
<tr>
<td>**Humanities, social sciences, natural sciences</td>
<td>**Humanities, social sciences, natural sciences</td>
</tr>
<tr>
<td>Speech 201, Speech for Business and Industry</td>
<td>B.A. 313, Introduction to Statistics</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>†Physical Education</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>**16</td>
<td>**16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 331, Marketing</td>
<td>B.A. 334, Credits and Collections</td>
</tr>
<tr>
<td>B.A. 350, Industrial Organization and Management or B.A. 355, Office Management and Control</td>
<td>Economics 311, Money and Banking</td>
</tr>
<tr>
<td>B.A. 319, Business Communications and Reports</td>
<td>B.A. 320, Business Communications and Reports</td>
</tr>
<tr>
<td>B.A. 325, Corporation Finance</td>
<td>Electives</td>
</tr>
<tr>
<td>Electives</td>
<td>**17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Year</th>
<th>Fourth Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful completion of one full year in an accredited law school with a minimum of twenty-nine hours.</td>
<td>**Electives must be substituted if proficiency is established by examination. See page 122.</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.
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.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sec. 111, Elementary Shorthand</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Sec. 117, Elementary Typewriting</strong></td>
<td>2</td>
</tr>
<tr>
<td>B.A. 328, Introduction to Business</td>
<td>1</td>
</tr>
<tr>
<td>English 111, Elementary Composition</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>†P.E. 111, Physical Education</td>
<td>1</td>
</tr>
<tr>
<td><strong>The humanities, the social sciences, or the natural sciences.</strong></td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Second Semester</td>
</tr>
<tr>
<td>Sec. 229, Advanced Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>Accounting 101, Elementary Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td><strong>The humanities, the social sciences, or the natural sciences.</strong></td>
<td>3</td>
</tr>
<tr>
<td>†P.E. 211, Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD YEAR</th>
<th>FOURTH YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Second Semester</td>
</tr>
<tr>
<td>Sec. 335, Advanced Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 331, Marketing</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 319, Business Communications and Reports</td>
<td>2</td>
</tr>
<tr>
<td>B.A. 323, Business Law</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 355, Office Management and Control</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Second Semester</td>
</tr>
<tr>
<td>B.A. 446, Government and Business</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 448, Business Communications and Reports</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 371, General Insurance or Economics 311, Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 344, Real Estate Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>15</strong></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.
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 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:

**IN SECRETARIAL**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sec. 118, Intermediate Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>Sec. 229, Advanced Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>Sec. 112, Intermediate Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>Sec. 335, Advanced Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>Sec. 336, Secretarial Practices</td>
<td>3</td>
</tr>
<tr>
<td>Sec. 108, Office Machines</td>
<td>2</td>
</tr>
</tbody>
</table>

Upper Division business administration courses recommended by the adviser.

**IN 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.

**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 36 hours must be carried in residence at the University of Omaha.

TWO-YEAR PROGRAM IN ACCOUNTING

Mr. Hockett, Adviser

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th></th>
<th>SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<tr>
<td>Accounting 101, Elementary</td>
<td>3</td>
<td>Accounting 102, Elementary</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business</td>
<td>3</td>
<td>Accounting</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>3</td>
<td>Mathematics 111A, Algebra</td>
</tr>
<tr>
<td>English 111, Elementary Composition</td>
<td>3</td>
<td>Sociology 215, Introductory Sociology</td>
</tr>
<tr>
<td>*Sec. 117, Elementary Typewriting</td>
<td>2</td>
<td>English 112, Composition</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>1</td>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>†Physical Education</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SECOND YEAR</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<tr>
<td>Accounting 201, Intermediate</td>
<td>3</td>
<td>Accounting 202, Intermediate</td>
</tr>
<tr>
<td>Accounting 305, Cost Accounting</td>
<td>3</td>
<td>Accounting</td>
</tr>
<tr>
<td><strong>The humanities, the social sciences, the natural sciences</strong></td>
<td>3</td>
<td>Economics 212, Principles of Economics</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>1</td>
<td>†The humanities, the social sciences, the natural sciences</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
<td>Electives</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></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 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 GENERAL BUSINESS

**Mr. Hill, Adviser**

## 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><strong>Accounting 101, Elementary</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Accounting</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>B.A. 228, Personal Finance</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Ret. 105, Retail Salesmanship</strong></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Sec. 118, Intermediate Typewriting</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>English 112, Composition</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>The Humanities, the Social</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Sciences, the Natural Sciences</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Physical Education</strong></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Electives</strong></td>
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</tbody>
</table>

**Total Credits:** 15

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## 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><strong>Accounting 102, Elementary</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Accounting</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>B.A. 355, Office Management and</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Control</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Sec. 108, Office Machines</strong></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Economics 211, Principles of</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Economics</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>The Humanities, the Social</strong></td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Sciences, the Natural Sciences</strong></td>
<td></td>
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<td></td>
<td><strong>Physical Education</strong></td>
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<tr>
<td></td>
<td><strong>Electives</strong></td>
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</tbody>
</table>

**Total Credits:** 15

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## 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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Sec. 111, Elementary Shorthand</strong></td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Sec. 117, Elementary Typewriting</strong></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>B.A. 128, Introduction to Business</strong></td>
<td>3</td>
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<td></td>
<td><strong>Psychology 111, Introduction to</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Psychology or Sociology 215,</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Introductory Sociology</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>Physical Education</strong></td>
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<td></td>
<td><strong>Electives</strong></td>
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**Total Credits:** 15

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## SECOND YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Sec. 118, Intermediate Shorthand</strong></td>
<td>3</td>
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<td></td>
<td><strong>Sec. 112, Intermediate Typewriting</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Accounting 101, Elementary</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Accounting</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>English 112, English Composition</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Physical Education</strong></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Electives</strong></td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits:** 15

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## 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.**
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, 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 twelve scholarships of $250 each to students who enroll in the retailing program. Five of these are offered to freshmen each year and the other seven 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.
UNIVERSITY OF OMAHA

DEGREE REQUIREMENTS
Bachelor of Science in Retailing

Mr. Davison, Adviser

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ret. 105, Retail Salesmanship...</td>
<td>Acc. 101, Elementary Accounting 3</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business</td>
<td>Economics 211, Principles of Economics 3</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Sociology 215, Introductory Sociology 3</td>
</tr>
<tr>
<td>English 111, Composition</td>
<td>English 112, Composition 3</td>
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<tr>
<td>†Physical Education</td>
<td>†Physical Education 1</td>
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<td>Electives</td>
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<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>Ret. 202, Merchandise Information (Textiles)</td>
<td>B.A. 331, Marketing 3</td>
</tr>
<tr>
<td>Economics 212, Principles of Economics</td>
<td>B.A. 320, Business Communications and Reports 2</td>
</tr>
<tr>
<td>B.A. 319, Business Communications and Reports</td>
<td>Speech 201, Speech for Business and Industry 3</td>
</tr>
<tr>
<td><strong>The humanities, the social sciences, the natural sciences</strong></td>
<td><strong>The humanities, the social sciences, the natural sciences</strong> 3</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>†Physical Education 1</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives 3</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>B.A. 333, Principles of Retailing</td>
<td>Ret. 306, Retail Buying 3</td>
</tr>
<tr>
<td>B.A. 335, Principles of Advertising</td>
<td>B.A. 334, Credits and Collections 3</td>
</tr>
<tr>
<td>B.A. 323, Business Law</td>
<td>B.A. 324, Business Law 3</td>
</tr>
<tr>
<td>B.A. 355, Office Management and Control</td>
<td>B.A. 351, Personnel Organization and Management 3</td>
</tr>
<tr>
<td>†Ret. 310, Store Service Laboratory</td>
<td>†Ret. 311, Store Service Laboratory 2</td>
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<tr>
<td>Electives</td>
<td>Electives 3</td>
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<tr>
<td><strong>Total</strong></td>
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<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>Ret. 401, Retail Merchandising...</td>
<td>Ret. 414, Problems in Retailing 3</td>
</tr>
<tr>
<td>B.A. 325, Corporation Finance...</td>
<td>B.A. 446, Government and Business 3</td>
</tr>
<tr>
<td>B.A. or Ret. Electives...</td>
<td>B.A. 445, Business Policy and Administration 3</td>
</tr>
<tr>
<td>†Ret. 410, Store Service Laboratory</td>
<td>†Ret. 411, Store Service Laboratory 2</td>
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<tr>
<td>Electives</td>
<td>Electives 4</td>
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<td><strong>Total</strong></td>
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</table>

**RECOMMENDED ELECTIVES**

- Art 121-122, Elementary Design
- H. Ec. 103, Clothing Construction
- H. Ec. 108, Home Decoration
- H. Ec. 205, Costume Design
- Sec. 117, Elementary Typewriting
- Ret. 405, Retail Advertising and Sales Promotion
- Acc. 102, Elementary Accounting
- B.A. 313, Introduction to Statistics
- B.A. 432, Sales Management
- Econ. 311, Money and Banking
- B.A. 425, Business Cycles
- Ret. 203, Merchandise Information (Non-Textile)

**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 must be substituted for all or any part of the remaining four credits.
# UNIVERSITY OF OMAHA

## TWO-YEAR PROGRAM IN RETAILING

**Mr. Davison, Adviser**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
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<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 ...</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>†P.E. 112, Physical Education ...</td>
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<tr>
<td><strong>15</strong></td>
<td><strong>16</strong></td>
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</table>

| SECOND YEAR | | | | | |
|-------------|-------------|-------------|-------------|-------------|
| **First Semester** | **Second Semester** | | | |
| B.A. 333, Principles of Retailing... | B.A. 336, Principles of Advertising ... |
| B.A. 331, Principles of Marketing ... | B.A. 319, Business Communications and Reports ... |
| Economics 212, Principles of Economics ... | B.A. 323, Business Law ... |
| *The humanities, the social sciences, the natural sciences ... | Ret. 306, Retail Buying ... |
| Ret. 202, Merchandising Information (Textiles) ... | **The humanities, the social sciences, the natural sciences ... |
| †P.E. 211, Physical Education ... | †P.E. 212, Physical Education ... |
| Electives ... | Electives ... |
| **16** | **17** |

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

**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 as a late afternoon or evening course.

Courses offered by other Colleges which are acceptable toward degrees in the College of Business Administration are outlined on page 188.

## ACCOUNTING

**Professors Hockett (Head), Helmsdatter; Assistant Professor R. Williams.**

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. Helmsdatter, Mr. R. Williams*

201 **Intermediate Accounting:** An extensive examination of accounting theory.

202 A consideration of balance sheet accounts and their relation to the determination of net income. Second semester: Consideration of balance sheet accounts continued; ratio analysis of financial statements; application of funds statement prepared.

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

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—I, II) ........... Mr. Helmstadter, Mr. R. Williams

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

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. R. Williams

Auditing: Standards, principles, and procedures; audit programs, working papers, and reports. Prerequisite: Accounting 301.
Credit 3 hours (II) ............................... Mr. Hockett

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. R. Williams

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, even years, ie '59-'60) .... Mr. Hockett

C.P.A. 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

Advanced Income Tax Accounting and Procedure: Federal income tax 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. Hockett

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. Hockett
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. Heckinger

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. Prerequisite: Permission of instructor. Credit 3 hours (E) .......................................................... Mr. Haynes

228 Personal Finance: The financial problems which people usually encounter in managing their own individual and family affairs. In business administration applicable only on associate titles. 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. Prerequisite: Math. 111A. 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. Credit 2 hours each (I, II—I, II) ........................................... Miss Minteer

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) ........................................... Mr. Leonard, Mr. Lewis

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) .......................................................... Mr. Harris

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) ........................................... Mr. Bull, Mr. Little, Mr. Lucas

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) ............................................................ Mr. Davison
334 Credits and Collections: Credit functions, instruments, risk, organization and management; collection methods and policies, adjustments, bankruptcy, credit limits, credit, and collection control. Prerequisite: B.A. 331. Credit 3 hours (I, II) ........................................ Mr. Little

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 (I, II) ........................................ Mr. Little

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) ........................................ Mr. Bull

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) ........................................ Mr. Harris

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) ........................................ Mr. Lewis

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 3 hours (I, odd years, ie '60-'61) ........................................ 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. Hill

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, even years, ie '59-'60) ........................................ 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. Credit 3 hours (II) ........................................ Mr. J. Hill
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

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 (I) 
Mr. Bull

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. Chastain

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 (I) 
Mr. Chastain

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. Chastain

Social Insurance: Insurance coverage provided by state and federal governments; social security, unemployment insurance, workmen’s compensation and other social or government insurance plans. Prerequisite: Junior standing. 
Credit 3 hours (II) 
Mr. Chastain

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

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. Chastain

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. Haynes

Business Cycles: Underlying causes of prosperity and depression; theories to explain fluctuations of industrial activity; study of contemporary conditions. Prerequisite: Economics 311, and Senior standing. 
Credit 3 hours (I, II) 
Mr. Harris

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. Little
Credit 2 hours (I, II) .................................. Mr. Little, 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

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

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

446 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. Prerequisite: Senior standing.
Credit 3 hours (I, II) .................................. Mr. Leonard

448 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. Prerequisite: Senior standing; B.A. 325, B.A. 331, and B.A. 350 or B.A. 355.
Credit 3 hours (I, II) .................................. Mr. Lucas

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

451 Business Administration Laboratory: Under the guidance of the major adviser in the student's area of specialization, the senior student will apply his professional knowledge in a part-time employment situation in commerce or industry. Supplementary text and periodical materials in the area of specialization will be a part of the required reading for the course. Prerequisite: Permission of the major adviser in the senior student's area of specialization.
Credit 2 hours each (I—II) ....................... Mr. Chastain, Mr. Harris, Mr. Lewis
105 Retail Salesmanship: The selling process in a retail store, including customer characteristics; analysis of buying motives and techniques in selling; actual selling situations with cases discussed and analyzed; student participation in demonstration sales.
Credit 2 hours (I, II) ........................................ Mr. Davison

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

203 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.
Credit 3 hours (II) ................................................ Mr. Davison

306 Retail Buying: The work of the buyer; determination of customer wants, locating sources of supply, methods of buying and pricing, trade terms and discounts, stock control, and departmental operation. Prerequisite: B.A. 333.
Credit 3 hours (II) ................................................ Mr. Davison

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

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 Professors Minteer, 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.
Office Machines: Operation of standard office equipment, including duplicating and dictating machines; calculators, adding, and other business machines. Prerequisite: Sec. 117.
Credit 2 hours (I, II)............................... Miss Holley

Record Management: Indexing and filing rules and their application; methods of filing and practice materials for skill development.
Credit 1 hour (I, II)............................... Miss Holley

Elementary Shorthand: Fundamentals of Gregg System; speed objective, 60 words per minute; beginning transcription.
Credit 3 hours (I, II, S)......................... Miss Holley, Miss Rauch

Intermediate Shorthand: Development of reading skill; speed objective 90 words per minute; transcription. Prerequisite: Sec. 111 or one-year of high school shorthand.
Credit 3 hours (I, II, S)......................... Miss Holley, Miss Rauch

Elementary Typewriting: 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.
Credit 2 hours (I, II, S)......................... Miss Holley, Miss Minteer, Miss Rauch

Intermediate Typewriting: 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.
Credit 2 hours (I, II, S)......................... Miss Holley, Miss Rauch

Advanced Typewriting: Mechanics of letter writing; speed drills; manuscripts; legal forms; statistical reports; duplicating; employment tests; speed objective, 60 net words per minute. Prerequisite: Sec. 118.
Credit 2 hours (I, II)............................... Miss Holley, Miss Rauch

Advanced Shorthand: Business vocabulary; Dictaphone; Ediphone, speed objective, 120 words per minute; transcription. Prerequisite: Sec. 112 or 2 years of high school shorthand.
Credit 3 hours (I, II)............................... Miss Holley, Miss Rauch

Secretarial Practices: Dictation, transcription, office procedures, human relations. Prerequisite: Sec. 335 and Sec. 229.
Credit 3 hours (I, II)............................... Miss Holley

Advanced Secretarial Practices: Secretarial duties and responsibilities in the modern office. Prerequisite: Sec. 336 and Sec. 229.
Credit 3 hours (II)............................... Miss Holley

Secretarial Science Laboratory: 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.
Credit 2 hours each (I—II)............................... Miss Holley
AIR FORCE ROTC

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.

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.

Students voluntarily enroll in the basic course at the time of regular registration and all incoming male freshmen are eligible. 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. 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. Thirty-five hours of flight instruction are given in the senior year.
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.

AIR SCIENCE

PROFESSOR OF AIR SCIENCE, LT. COL. SWENSON; ASSOCIATE PROFESSORS, MAJ. HENDRICKSON, MAJ. TRUELL; ASSISTANT PROFESSORS, CAPT. DAVIS, CAPT. SWANSON.

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: Foundations of Air Power. A general survey of air power designed to provide the student with an understanding of the elements and potentials of air power. It includes fundamentals of air power; military air powers of the world, military research and development, air vehicle industries; airlines and airways; general aviation; elements of an aircraft; and aerodynamics. 2 hours lecture, 1 hour leadership laboratory. Credit 2 hours (I)

102 Air Science I — Basic: Foundations of Air Power. A general survey of air power to include control, navigation and propulsion systems; space vehicles; military instruments of national security; and professional opportunities in the United States Air Force. 2 hours lecture, 1 hour leadership laboratory. Credit 2 hours (II)

201 Air Science II — Basic: Foundations of Air Power. A general survey of the roots and development of aerial warfare emphasizing the principles of war, concepts of employment of forces, and the impact of changing weapon systems. Treatment of aerial warfare is undertaken to include targets and weapons. 2 hours lecture, 1 hour leadership laboratory. Credit 2 hours (I)

202 Air Science II — Basic: Foundations of Air Power. Treatment of aerial warfare is continued including aircraft and missiles, bases and facilities, and operations. 2 hours lecture, 1 hour leadership laboratory. Credit 2 hours (II)
301 Air Science III — Advanced: Air Force Officer Development. Knowledge and skills required of a junior officer in the Air Force. This includes staff organization and functions, communicating, instructing, and techniques of problem solving. 4 hours lecture, 1 hour leadership laboratory.
Credit 3 hours (I)

302 Air Science III — Advanced: Air Force Officer Development. Principles and practices of leadership. This includes basic psychology of leadership, the military justice system, and application of problem solving techniques and leadership theory to simulated and real Air Force problems. 4 hours lecture, 1 hour leadership laboratory.
Credit 3 hours (II)

401 Air Science IV — Advanced: Weather and Navigation; and International Relations. Weather and Navigation is a study of the weather and navigational aspects of airmanship, such as temperature, pressure, air masses, precipitation, weather charts, navigational charts and dead reckoning navigation. Introduction to International Relations is devoted to the study of major factors underlying international tensions — balance of power concepts, the League of Nations, the United Nations and regional security organizations; and the rise of the super-powers — the United States and the U.S.S.R. 4 hours lecture, 1 hour leadership laboratory.
Credit 3 hours (I)

402 Air Science IV — Advanced: Military Aspects of World Political Geography; and the Air Force Officer. Devoted to a study of the concepts of the military aspects of political geography; maps and charts; factors of power; and the geographic influences upon political problems with a geopolitical analysis of the strategic areas. Also includes a study of materials to help the cadet make a rapid, effective adjustment to active duty as an officer of the United States Air Force. 4 hours lecture, 1 hour leadership laboratory.
Credit 3 hours (II)
The University has a distinguished history of providing 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 the 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, by correspondence study, and by television. A wide selection of courses is 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.

2. **Community Service Courses** includes a wide variety of semi-formal and informal educational opportunities for adults and deals with a wide range of subjects. Many fields of learning from the liberal arts to technical subjects are included.

"Technical Institute" courses are provided to aid adults in improving their understanding of the technical aspects of various job fields.

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.

Community service courses carry no academic credit.

3. **General Educational Programs** offer a variety of informal educational services to the community through the media 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.

**Admission to Courses**

Courses are open to all individuals who can profit by the work of the College of Adult Education. Adults who have not completed high school, but who wish to earn college credits or work toward a degree should contact the Dean of the College.
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" when they are offered only as late afternoon or evening courses.

STUDY LOAD

Students in degree credit classes wishing to carry more than six credit hours study 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 172.

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.

Adult students working toward degrees other than the Bachelor of General Education degree should contact the Dean of the college who will award the degree. After approximately three-fourths of the program is completed, the Dean will assign a counselor of the college to assist the student to complete his requirements.

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.

CORRESPONDENCE STUDY DEPARTMENT

Mrs. Woods, Chairman

As a service primarily to those persons who cannot attend campus classes, the College of Adult Education provides a limited number of home-study courses. The Correspondence Study Department is particularly useful to teachers wishing to supplement credits earned on campus for renewal and up-grading of certificates, and to military personnel desiring to earn the fifteen campus and/or correspondence credits required for official evaluation of service-connected training and experience. A maximum of twenty-five Correspondence Study and/or TV Classroom credits may be applied toward any undergraduate degree program. Enrollment may be made at any time.

TV CLASSROOM

Mr. Borge, Adviser

Each year four correspondence study courses are presented via television in cooperation with Station KMTV. For one-half hour on Saturday mornings during the thirteen weeks of a TV Classroom course, the instructor lectures on selected topics to assist the student in preparing the written lesson requirements for the week. Examinations are given on campus.

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, twelve-week, and sixteen-week study terms. Courses begin six times in the calendar year at the Air Base.
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

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.

TECHNICAL INSTITUTE

The College maintains this division to serve the needs of the rapidly expanding industrial community. The Technical Institute courses help adults understand and perform better the technical aspects of their jobs. Local industries cooperate in determining the courses and in providing specialists for instruction. The courses cover the traditional field of shop operations and include such newer areas as electronics and automation. Interested industrial representatives should contact the Director.

INSTITUTE FOR PUBLIC AFFAIRS

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 national and international 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.
TEACHER CERTIFICATE RENEWAL  
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.

Students who have completed the non-credit course Advanced Real Estate Appraisal, upon the students' requests, will be given the Appraisal Institute's Comprehensive Examination II for credit towards M.A.I. (Member of Appraisal Institute) designation.

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.

DEGREE REQUIREMENTS  
Bachelor of General Education  
Mr. Emery, Adviser

This degree program is planned especially for adults. The degree plan helps the mature adult organize a well-rounded program of continued learning.

SPECIFIC REQUIREMENTS

(1) The completion of 125 semester hours of study at the college level with an average grade of "C" in this or other approved colleges. Twenty-four of the last 30 semester hours of credit must be earned in residence at the University of Omaha. The last 18 hours of credit must be earned as a Bachelor of General Education degree candidate. All grades reported by the faculty to the Registrar at the end of each semester become a part of the student's permanent record and are included in the computation of his quality points earned and his grade point average. This is subject to review of the administrative and curriculum committee of the College of Adult Education.
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:

1. (a) English composition ........................................... 6
   (b) Humanities* .................................................. 12
   (c) Social sciences* ................................................ 12
   (d) Mathematics or Science ........................................ 10

   *Not more than six (6) hours from a single department within the division may be used.

2. Area of concentration (departmental) .......................... 30
   (nine hours of which may be in an allied 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.

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, literature, foreign languages, music, philosophy, religion, and speech)

B. Social Sciences ................................. 6 semester hours  
   (Economics, history, political science, psychology, sociology, and geography)

C. Natural Sciences ............................... 4 semester hours  
   (Biology, chemistry, mathematics, and physics)

(4) Area of Concentration: The student will work with a counselor in selecting an area of concentration consisting of 12 semester hours in a subject field. Credits used to meet any one of the requirements under 3, above, may also be used in the area of concentration.

(5) Summary of Credits Required:
   English ........................................... 6 semester hours
   The three divisions .............................. 16 semester hours
   Area of concentration ......................... 12 semester hours
   *Electives ....................................... 30 semester hours

   TOTAL CREDITS .................................. 64 semester hours

*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.
THE GRADUATE DIVISION
DONALD G. EMERY, Director

HISTORY AND PURPOSE

The first Master's degree was awarded by a special vote of the Board of Regents of the "old" University of Omaha in June 1931. Graduate work leading to the Master of Arts degree was authorized by the newly organized Municipal University, September 1931, to be supervised by a Committee on Graduate Studies. In 1942, the Graduate Division was established.

The degree Master of Science in Education, was approved in 1948. to provide the opportunity for advanced study and independent investigation in a limited number of fields of learning for qualified students:

The Graduate Division of the University of Omaha was established 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.

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 definite parts 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.
ADMINISTRATION*

The Director of the Graduate Division is chairman of the Graduate Council. The Council 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 members of the Council are chosen by the President, upon the recommendation of the various deans. Members of the Graduate Faculty are recommended by the Council and approved by the President.

Membership on the Graduate Faculty is subject to the following prerequisites: a Doctor's degree, or a demonstrated interest in scholarly research and graduate teaching, as well as the recommendation of the dean of the college concerned. 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.

*For rates and regulations, see The Graduate Catalog.

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, 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).

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, in the first nine hours; Psychology 510, Advanced Educational Psychology; and Education 550, Seminar, or Education 532, History and Philosophy of Education; 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 to twelve semester hours in a minor field.

(3) Curricula in administration will also include Education 540, Practicum in Public School Administration and Supervision.

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).

**MAJOR FIELDS**

Students pursuing a Master’s degree in education shall be expected to take at least nine semester hours in academic 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 academic electives. The following proposed programs apply to the Master of Science in Education degree and the Master of Arts in Education degree:

**Master Teaching Major — Elementary**

**I. Academic Electives ............. 18 hrs.**

II. Required Courses ............. 12 hrs.

Ed. 501, Educational Research

Ed. 506, Administration and Supervision in the Elementary School

Ed. 550, Educational Seminar (or Thesis)

Psy. 510, Advanced 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, Problems in Teaching Reading in the Elementary School

Ed. 503, School Plant Planning and Operation

Ed. 504, Curriculum Principles

Ed. 512, Cultural and Content Subjects in the Elementary School

**Elementary Education Major (Non-Administrative)**

**I. Academic Electives ............. 9 hrs.**

II. Required Courses ............. 24 hrs.

Ed. 501, Educational Research

Ed. 473, Problems in Teaching Reading in the Elementary School

Ed. 477, Diagnostic and Remedial Instruction

Ed. 506, Administration and Supervision in the Elementary School

Ed. 511, Tool Subjects in Elementary Education

Ed. 512, Cultural and Content Subjects in the Elementary School

Ed. 532, History and Philosophy of Education

OR

Ed. 550, Educational Seminar (or Thesis)

Psy. 510, Advanced Educational Psychology

* Except where otherwise specified.

** Students who elect to take the M.A. degree will also reduce their electives by three hours.

*** Students 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.

**Master Teaching Major — Secondary**

**I. Academic Electives ............. 18 hrs.**

II. Required Courses ............. 12 hrs.

Ed. 501, Educational Research

Ed. 507, Administration and Supervision in the Secondary School

Ed. 514, Improvement of Secondary School Instruction

Ed. 550, Educational Seminar (or Thesis)

Psy. 510, Advanced Educational Psychology

III. Select one course from the following:

Ed. 418, Mental Health in the School

Ed. 461, Audio-Visual Materials in Education

Ed. 474, Problems in Teaching Reading in the Elementary School

Ed. 502, Principles of School Administration

Ed. 504, Curriculum Principles

Ed. 507, Administration and Supervision in the Secondary School

Ed. 514, Improvement of Secondary School Instruction

Ed. 520, Principles of Guidance

**Secondary Education Major (Non-Administrative)**

**I. Academic Electives ............. 9 hrs.**

II. Required Courses ............. 24 hrs.

Ed. 501, Educational Research

Ed. 507, Administration and Supervision in the Secondary School

Ed. 474, Problems in Teaching Reading in the Secondary School

Ed. 458, Co-Curricular Activities

Ed. 503, School Plant Planning and Operation

Ed. 520, Principles of Guidance

Ed. 532, History and Philosophy of Education

OR

Ed. 550, Educational Seminar (or Thesis)

Psy. 510, Advanced Educational Psychology

* Students who elect to take the M.A. degree will also reduce their electives by three hours.

** Students 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.
Elementary Administration

**I. Academic Electives ............. 9 hrs.**

**II. Required Courses .............. 18 hrs.**

Ed. 501, Educational Research
Ed. 473, Problems in Teaching Reading in the Elementary School
Ed. 503, School Plant Planning and Operation
Ed. 540, Practicum
Ed. 550, Educational Seminar (or Thesis)
Psy. 510, Advanced Educational Psychology

III. Select two courses from the following:

Ed. 418, Mental Health in the School
Ed. 461, Audio-Visual Materials in Education
Ed. 504, Curriculum Principles
Ed. 506, Administration and Supervision in the Elementary School
Ed. 510, Research in School Administration and Supervision
Ed. 511, Tool Subjects in the Elementary Grades
Ed. 512, Cultural and Content Subjects in the Elementary School
Ed. 532, History and Philosophy of Education

Secondary Administration

**I. Academic Electives ............. 9 hrs.**

**II. Required Courses .............. 21 hrs.**

Ed. 501, Educational Research
Ed. 502, Principles of School Administration
Ed. 503, School Plant Planning and Operation
Ed. 507, Administration and Supervision in the Secondary School
Ed. 540, Practicum
Ed. 550, Educational Seminar (or Thesis)
Psy. 510, Advanced Educational Psychology

III. Select one course from the following:

Ed. 458, Co-Curricular Activities
Ed. 461, Audio-Visual Materials in Education
Ed. 474, Problems in Teaching Reading in Secondary School
Ed. 481, Principles of Adult Education
Ed. 504, Curriculum Principles
Ed. 505, School Business Management
Ed. 506, Administration and Supervision in the Elementary School
Ed. 510, Research in School Administration and Supervision
Ed. 514, Improvement of Secondary School Instruction
Ed. 515, School Law
Ed. 532, History and Philosophy of Education

Public School Administration

**I. Academic Electives ............. 6 hrs.**

**II. Required Courses .............. 24 hrs.**

Ed. 501, Educational Research
Ed. 502, Principles of School Administration
Ed. 504, Curriculum Principles
Ed. 505, School Business Management
Ed. 506, Administration and Supervision in the Elementary School
Ed. 540, Practicum
Ed. 550, Educational Seminar (or Thesis)
Psy. 510, Advanced Educational Psychology

III. Select one course from the following:

Ed. 458, Co-Curricular Activities
Ed. 461, Audio-Visual Materials in Education
Ed. 473, Problems in Teaching Reading in the Elementary School
Ed. 474, Problems in Teaching Reading in the Secondary School
Ed. 481, Principles of Adult Education
Ed. 503, School Plant Planning and Operation
Ed. 507, Administration and Supervision in the Secondary Schools
Ed. 510, Research in School Administration and Supervision
Ed. 514, Improvement in Secondary School Instruction
Ed. 515, School Law
Ed. 532, History and Philosophy of Education

Guidance

**I. Academic Electives ............. 9 hrs.**

**II. Required Courses .............. 21 hrs.**

Ed. 501, Educational Research
Ed. 520, Principles of Guidance
Ed. 521, Problems in Guidance
Ed. 522, Counseling Practices
Ed. 540, Practicum
Ed. 550, Educational Seminar (or Thesis)
Psy. 510, Advanced Educational Psychology

III. Select one course from the following:

Ed. 417, Statistical Methods
Psy. 480, Tests and Measurements
Nursing Education

**I. Academic Electives .......................... 6 hrs.

II. Required Courses ............................. 24 hrs.

- Ed. 501, Educational Research
- Ed. 481, Principles of Adult Education
- Ed. 503, School Plant Planning and Operation
- Ed. 509, Organization and Administration of Nursing Educational Program
- Ed. 522, Counseling Practices (Prerequisite: Ed. 520 or Permission of Instructor)
- Ed. 549, Topics in Nursing Education
- Psy. 480, Tests and Measurements
- Psy. 510, Advanced Educational Psychology

Foundations of Education

(General Education)

**I. Academic Electives .......................... 9 hrs.

II. Required Courses ............................. 18 hrs.

- Ed. 501, Educational Research
- Ed. 532, History and Philosophy of Education
- Ed. 550, Educational Seminar (or Thesis)
- Phil. 421, Men and Ideas
- Phil. 422, Men and Ideas

III. Select two courses from the following:

- Ed. 500, In-Service Teacher Education
- Ed. 506, Administration and Supervision in the Elementary School
- Ed. 507, Administration and Supervision in the Secondary School
- Ed. 417, Statistical Methods
- Psy. 480, Tests and Measurements
- Psy. 510, Advanced Educational Psychology

Special Education

**I. Academic Electives .......................... 9 hrs.

II. Required Courses ............................. 12 hrs.

- Ed. 501, Educational Research
- Ed. 540, Practicum
- Ed. 550, Educational Seminar
- Psy. 510, Advanced Educational Psychology
- Ed. 488, Methods and Materials in Special Education

III. Select at least four courses from the following as directed by advisor ....... 12 hrs.

- Psy. 402, School Adjustment to Child Problems
- Psy. 418, Mental Hygiene
- Psy. 421, Individual Mental Tests
- Psy. 422, Clinical Tests
- Psy. 426, The Problem Child
- Psy. 480, Tests and Measurements
- Ed. 420, Introduction to the Education of the Deaf
- 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
- Ed. 433, Speech Reading to the Deaf
- Ed. 435, Teaching Elementary School Subjects to the Deaf
- Ed. 436, Teaching Secondary School Subjects to the Deaf
- Ed. 437, Auditory Training for the Deaf
- Ed. 438, Anatomy of Speech and Hearing Mechanisms

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 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.

In addition to 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). Academic electives, comprising 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 work-
shops, 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. Academic Electives ........................................... (Not to exceed 18 hrs.)
(From graduate level courses in Education, Political Science, Psychology, or Business Administration.)

II. Required Courses ........................................... 15 hrs.
Ed. 481, Principles of Adult Education
Ed. 500, Special Problems (Subject to be associated with college business management and report worthy of publication)
Ed. 532, History and Philosophy of Education
Ed. 546, Workshop in College Business Management ...... (Not to exceed 10 hrs.)
Ed. 550, Educational Seminar

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. 521, Prob. in Guidance Admin. and Service
Ed. 522, Counseling Practices
Ed. 417, Statistical Methods
Psy. 480, Tests and Measurements

Physical Education for Men
P. E. 497, Problems in Physical Education
P. E. 527, Advanced Organization and Administration of Physical Education

Education
Ed. 501, Educational Research
Ed. 532, History and Philosophy of Education
Ed. 550, Educational Seminar

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

Academic Minors
At least nine hours in any one of the following subjects: English, History, Political Science, 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 as a late afternoon or evening course.

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 FIELDS

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.
417 **Statistical Methods (Biometry)**
Credit 3 hours (I, S) ............................. Mr. Jaynes

418 **Mental Health in the School**
Credit 3 hours (I, II, S) ....................... Staff

454 **The Junior High School**
Credit 3 hours (II, S) .......................... Mr. Kennedy

458 **Co-Curricular Activities**
Credit 3 hours (II, S) .......................... Mr. Pflasterer

461 **Audio-Visual Materials in Education**
Credit 3 hours, (I, II, S) ...................... Miss Moline

468 **Audio-Visual Production**
Credit 3 hours (II, S) .......................... Miss Moline

470 **Problems in Teaching Reading in the Elementary School**
Credit 3 hours (I, S) .......................... Mr. Johnson

474 **Problems in Teaching Reading in the Secondary School**
Credit 3 hours (II, S) .......................... Mr. Johnson

477 **Diagnostic and Remedial Instruction**
Credit 3 hours (I, S) .......................... Mr. Johnson

481 **Principles of Adult Education**
Credit 3 hours (II, S) .......................... Mr. Emery

482 **Adult Group Leadership**
Credit 3 hours (I) .............................. Mr. Emery

497 **Problems in Physical Education**
Credit 3 hours (S) .............................. Mr. Cotton

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

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

501 **Introduction to Educational Research**
Credit 3 hours (I, II, S) ........................ Mr. Gorman

502 **Principles of School Administration**
Credit 3 hours (II, S) .......................... Mr. Rachford

503 **School Plant Planning and Operation**
Credit 3 hours (I, S) .......................... Mr. Rachford

504 **Curriculum Principles**
Credit 3 hours (II, S) .......................... Mr. Rachford

505 **School Business Management:** An analysis of the functions of business management; budgetary procedures; financial accounting, auditing and reporting; management of funds; purchasing procedures and inventory; administration and protection of property; and administration of transportation.
Credit 3 hours (I, S) .......................... Mr. Nolte, Mr. Rachford

506 **Administration and Supervision in the Elementary School**
Credit 3 hours (II, S) .......................... Miss Bethel, Mr. Dunn

507 **Administration and Supervision in the Secondary School**
Credit 3 hours (II, S) .......................... Mr. Butler, Mr. Rachford

*May not be taken for undergraduate credit.*
508 **Topics in Audio-Visual Education**  
Credit 3 hours (II, S) ................................ ........ Miss Moline

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

510 **Research in School Administration and Supervision**  
Credit 1-3 hours (I, II, S) ............................ Mr. Rachford and Staff

511 **Tool Subjects in Elementary Education:** 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

514 **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.  
Credit 3 hours (II, S) ................................ ........ Mr. Butler, Mr. Kennedy

515 **School Law**  
Credit 3 hours (I, S) ................................ ........ Mr. Nolte, Mr. Rachford

520 **Principles of Guidance**  
Credit 3 hours (I, S) ................................ ........ Mr. Oleson

521 **Problems in Guidance Administration and Service:** Guidance programs with emphasis on vocational information. Prerequisite: Education 501, 520.  
Credit 3 hours (I, S) ................................ ........ Mr. Pfisterer

522 **Counseling Practices**  
Credit 3 hours (II, S) ................................ ........ Mr. Oleson

526 **Advanced Physical Education Activities**  
Credit 3 hours (S) ................................ ........ Staff

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

532 **History and Philosophy of Education**  
Credit 3 hours (I, II, S) ................................ ........ Mr. Rachford and Staff

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.  
Credit 3 hours (I, II, S) ................................ ........ Mr. Rachford and Staff

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

549 **Topics in Nursing Education**  
Credit 3 hours (II, S) ................................ ........ Staff

550 **Educational Seminar**  
Credit 3 hours (II, S) ................................ ........ Staff

601 **Graduate Thesis**

602 Credit 3 hours (I, II, S) ................................ ........ Staff
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SPECIAL EDUCATION

420 Introduction to the Education of the Deaf
Credit 2 hours (II) ........................................... Mr. Gorman and Staff

421 Teaching Speech to the Deaf
Credit 3 hours (I, II) ........................................ Mr. Gorman and Staff

422 Teaching Language to the Deaf
Credit 3 hours (I, II) ....................................... Mr. Gorman and Staff

433 Speech Reading to the Deaf
Credit 2 hours (I) ........................................... Mr. Gorman and Staff

435 Teaching Elementary School Subjects to the Deaf
Credit 2 hours (II) ........................................ Mr. Gorman and Staff

436 Teaching Secondary School Subjects to the Deaf
Credit 2 hours (I) ........................................... Mr. Gorman and Staff

437 Auditory Training for the Deaf
Credit 1 hour (I) ........................................... Mr. Gorman and Staff

438 Anatomy of Speech and Hearing Mechanisms
Credit 2 hours (II) ........................................ Mr. Gorman and Staff

488 Methods and Materials in Special Education
Credit 3 hours (II) ........................................ Mr. Gorman and Staff

ENGLISH

433 Sixteenth Century Literature
Credit 3 hours (I, odd years, i.e., '60-'61) .................. Staff

434 Chaucer
Credit 3 hours (II) .......................................... Mr. Harper

437 Shakespeare’s Tragedies
Credit 3 hours (I, odd years, i.e., '60-'61) .................. Mr. Wardle

439 Shakespeare's Comedies and Histories
Credit 3 hours (I) ........................................... Mr. Wardle

440 Eighteenth Century Literature
Credit 3 hours (II, odd years, i.e., '60-'61) ................ Mr. Wardle

448 Seventeenth Century Literature
Credit 3 hours (I, odd years, i.e., '60-'61) ................ Staff

450 English Drama before 1642
Credit 3 hours (II) .......................................... Mr. Rodgers

465 The English Novel
Credit 3 hours (II) .......................................... Staff

467 The American Novel
Credit 3 hours (I, odd years, i.e., '60-'61) ................ Mr. Harper

468 History of the English Language
Credit 3 hours (II, odd years, i.e., '60-'61) ................ Mr. Harper

481 Literature of the Romantic Period
Credit 3 hours (I, odd years, i.e., '60-'61) ................ Mr. Wardle

482 Literature of the Victorian Period
Credit 3 hours (I) .......................................... Mr. Rodgers
### UNIVERSITY OF OMAHA

#### 502 Romance and Reality: Studies in English and American Literature of the nineteenth and twentieth centuries.
Credit 3 hours (II, odd years, i.e., '60-'61) .......................... Mr. Rodgers

#### 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 (II) .................................................. 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, odd years, i.e., '60-'61) .......................... 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 (II, even years, i.e., '59-'60) .......................... Staff

#### 510 Studies in Victorian Literature: Selected masterworks of Victorian prose and poetry.
Credit 3 hours (II, odd years, i.e., '60-'61) .......................... Mr. Rodgers

#### 601 Graduate Thesis
Credit 3 to 6 hours (I, II, S) ........................................... Staff

### HISTORY

#### 411 Representative Americans: (411), 1600-1800; (412), 1800 to the present.
Prerequisite: History 111 and 112; for 412, 411 or permission.
Credit 3 hours each (I, II, odd years, i.e., '59-'60) .................. Mr. Robbins

#### 416 The Jacksonian Era. Prerequisite: History 111 and 112.
Credit 3 hours (I) .................................................. Mr. Adrian

#### 418 Civil War and Reconstruction. Prerequisite: History 111 and 112.
Credit 3 hours (I) .................................................. Mr. Robbins

#### 428 Twentieth Century America. Prerequisite: History 111 and 112.
Credit 3 hours (I) .................................................. Mr. Adrian, Mr. Bonner

#### 429 Ideas in Twentieth Century America. Prerequisite: History 111 and 112.
Credit 3 hours each (I, II) .......................................... Mr. Bonner

#### 433 American Constitutional History: (433), to 1860; (434), since 1860.
Prerequisite: History 111 and 112; for 434, 433 or permission.
Credit 3 hours each (I, II) .......................................... Mr. Beck

#### 454 Sixteenth Century Europe. Prerequisite: History 151 and 152 or Social Science 101.
Credit 3 hours (II, even years, i.e., '59-'60) .......................... Mr. Rothrock

#### 455 Seventeenth Century Europe. Prerequisite: History 151 and 152 or Social Science 101.
Credit 3 hours (I, even years, i.e., '59-'60) .......................... Mr. Rothrock

#### 456 Eighteenth Century Europe. Prerequisite: History 151 and 152 or Social Science 101.
Credit 3 hours (II, odd years, i.e., '60-'61) .......................... Mr. Rothrock

#### 457 Nineteenth Century Europe: (457), 1815-1870; (458), 1870-1914.
Prerequisite: History 151 and 152 or Social Science 101; for 458, 457 or permission.
Credit 3 hours each (I, II) .......................................... Mr. Beck, Mr. Trickett
459 **Europe Since 1914.** Prerequisite: History 151 and 152 or Social Science 101. Credit 3 hours (II, odd years, i.e., '60-'61) .................. Mr. Trickett

461 **English Constitutional History.** Prerequisite: History 261 and 262 or, with permission, History 151 and 152 or Social Science 101. Credit 3 hours (II, even years, i.e., '59-'60) .................. Mr. Trickett

462 **Tudor and Stuart England.** Prerequisite: History 261 and 262 or, with permission, History 151 and 152 or Social Science 101. Credit 3 hours (I, even years, i.e., '59-'60) .................. Mr. Trickett

463 **England in the Eighteenth and Nineteenth Centuries.** Prerequisite: History 261 and 262, or, with permission, History 151 and 152 or Social Science 101. Credit 3 hours (II, odd years, i.e., '60-'61) .................. Mr. Trickett

490 **Problems in History:** Independent original work on special problems, with scheduled conferences and written reports. Prerequisite: Senior standing and satisfactory completion of twelve hours of work in History from courses in the 300 and 400 groups and permission by the Head of the Department. Credit 1 to 5 hours (I, II, S) .......................... Staff

493 **Historical Research:** A study of the critical method of historical research. Prerequisite: Senior standing, acceptance as an Undergraduate major or a Graduate major or minor in History and/or permission by the Head of the Department. Credit 3 hours (I) ................................. Mr. Robbins

496 **Great American Historians:** A survey of the history of American historical writing from colonial times to the present. Prerequisite: Senior standing, acceptance as an Undergraduate major or a Graduate major or minor in History and/or permission by the Head of the Department. Credit 3 hours (II) ................................. Mr. Robbins

497 **Great European Historians:** A survey of the history of European historical writing from the Renaissance to the present. Prerequisite: Senior standing, acceptance as an Undergraduate major or a Graduate major or minor in History and/or permission by the Head of the Department. Credit 3 hours (I, even years, i.e., '59-'60) .................. Mr. Rothrock

510 **Seminar in American History:** A professional course in historical research and writing in the field of American history. (Students may register for this course more than once, but may not repeat the course for credit when the topic is the same as that of an earlier registration.) Prerequisite: Graduate standing, or permission by the Head of the Department, and permission by the instructor. Credit 3 hours each registration (I, II) ....... Mr. Adrian, Mr. Bonner, Mr. Robbins

550 **Seminar in Modern European History:** A professional course in historical research and writing in the field of modern European history. (Students may register for this course more than once, but may not repeat the course for credit when the topic is the same as that of an earlier registration.) Prerequisite: Graduate standing, or permission by the Head of the Department, and permission by the instructor. Credit 3 hours each registration (I, II) ............... Mr. Trickett

601 **Graduate Thesis**
Credit 3 hours each (I, II, S) .................. Mr. Adrian, Mr. Bonner, Mr. Robbins, Mr. Trickett

The following courses may be taken by special permission:
(See University Catalog for description).
UNIVERSITY OF OMAHA

PSYCHOLOGY

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

402 School Adjustment to Child Problems: Prerequisite: Nine hours of psychology and permission. Credit 2 to 3 hours (E, S)..........................Mr. Thompson

411 Psychology of Politics. Prerequisite: Permission. Credit 3 hours (E)..........................Mr. Thompson

417 Statistical Methods (Also Education 417). Prerequisite: Knowledge of elementary algebra. Credit 3 hours (I, S)..........................Mr. Jaynes

418 Mental Hygiene. Prerequisite: Six hours of psychology Credit 3 hours (I, II, S)..........................Staff

421 Individual Mental Tests. Prerequisite: Permission. Credit 3 hours (I, II)..........................Mr. Thompson

422 Clinical Tests. Prerequisite: Six hours of psychology. Credit 3 hours (E, S)..........................Staff

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

426 The Problem Child. Prerequisite: Six hours of psychology. Credit 3 hours (S)..........................Mr. Thompson

427 Psychology of the Exceptional Child. Prerequisite: Nine hours of psychology and permission. Credit 3 hours (E, S)..........................Mr. Thompson

433 Industrial Psychology. Prerequisite: Permission. Credit 3 hours (I, II)..........................Mr. Jaynes

434 Advanced Industrial Psychology (Business Psychology). A continuation of Psychology 433. Credit 3 hours (E)..........................Mr. Jaynes

480 Tests and Measurements. Prerequisite: Six hours of psychology. Credit 3 hours (I, II, S)..........................Mr. Hurst

483 Child Psychology. Prerequisite: Nine hours of psychology and permission. Credit 3 hours (E, S)..........................Staff

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

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

601 Graduate Thesis.

602 Credit 3 to 6 hours (I, II, S)..........................Staff

The following courses may be taken by special permission: Psychology, 331, 333, 352, 385. (See University Catalog for description).
UNIVERSITY OF OMAHA

SOCIOLOGY

400 Introduction to Social Group Work. Prerequisite: Sociology 320.
Credit 3 hours (E) .................................................. Mr. McCravy

404 Population Analysis. Prerequisite: Six hours of sociology.
Credit 3 hours (I, II, E) ............................................... Staff

414 Urban Sociology. Prerequisite: Six hours of sociology.
Credit 3 hours (II) .................................................... Mr. McCravy

416 Ethnic Relations. Prerequisite: Six hours of sociology.
Credit 3 hours (E) .................................................... Staff

438 Elements of Social Case Work. Prerequisite: Six hours of sociology.
Credit 3 hours (E) .................................................... Mr. McCravy

451 Methods of Social Research: Methods used in social investigation; original
research in the field of interest of students is undertaken. Prerequisite: Twelve
hours of sociology.
Credit 3 hours (I) ..................................................... Staff

453 Research Seminar: Special projects; open only to advanced students in the
Department. Prerequisite: Twelve hours of sociology.
Credit 1 to 6 hours (I, II) ............................................. Staff

490 Development of Social Theory. Prerequisite: Twelve hours of sociology.
Credit 3 hours (I) ..................................................... Mr. McCurtain

601 Graduate Thesis
Credit 3 to 6 hours (I, II, S) ......................................... Staff

The following courses may be taken by special permission:
Sociology 304, 310, 333, 343, 380. (See University Catalog for description).
MINOR FIELDS AND COURSES
FOR MASTER TEACHERS

BIOLOGY
The following courses may be taken by special permission:
Biology 303, 304, 310, 320, 325, 361, 403, 404, 417, 495, 496. (See University Catalog for description).

CHEMISTRY
The following courses may be taken by special permission:
Chemistry 413, 414, 451, 452, 495, 496. (See University Catalog for description).

ECONOMICS
The following courses may be taken by special permission:
Economics 311, 312, 315, 318, 412, 416, 417, 450, 451. (See University Catalog for description).

FRENCH
The following courses may be taken by special permission. French 313, 320, 324, 325, 326, 335, 336, 338, 443. (See University Catalog for description).

GERMAN
The following courses may be taken by special permission:
German 313, 333, 335, 336, 338, 422, 443. (See University Catalog for description).

SPANISH
The following courses may be taken by special permission:

MATHEMATICS
The following courses may be taken by special permission:
Mathematics 311, 324, 364, 411, 412, 423, 424. (See University Catalog for description).

POLITICAL SCIENCE
The following courses may be taken by special permission:

SOCIAL SCIENCE
Elect at least three subjects (but not more than nine hours in any one subject) from the following: economics, geography, history, political science, and sociology.
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 University is completely air-conditioned. 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

No student will be permitted to register after the third day of classes. A late registration fee of $3.00 will be charged after classes open.

TUITION AND FEES

All University fees are listed on page 172.

* See the University calendar (pages 6, 7, 8, 9) for specific dates.
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 average fees per semester are approximately $150.00 for students who are residents of Omaha, and $265.00 for those who are not residents of the City of Omaha.

INSTRUCTION

Tuition, per semester credit hour:

- Day school, regular session ........................................ $ 7.50
- Adult education, evening classes .................................. 7.50
- Summer Session ..................................................... 7.50
- Correspondence course (does not require non-resident fee) .... 8.00
- Graduate courses ................................................... 10.00
- Non-resident, additional tuition per credit hour (see page 176) 7.50

REGULAR FEES

Activity Fee: Payable each time a student registers

- Day school ............................................................ $12.00
- Payable by every student (undergraduate and graduate) registered for day classes carrying six or more hours. Covers athletics, publications, general student activities, and student center.

- Any student carrying less than six hours must pay a minimum student center fee of $1.50. He may purchase an activity ticket by paying an additional fee.

Air Force ROTC:

- Payable by every ROTC student ................................ 2.00
- College of Adult Education (undergraduate and graduate students; no day classes) ......................... 1.50
- Summer students (per session) .................................... 2.00
- Guidance and Placement Tests: (at regularly scheduled times) .................. 5.00

Health Service: Payable each time a student registers

- Day school ............................................................ 2.00
- Summer Session (per session) ...................................... 1.00
- Graduate (Day School only) ........................................ 1.00

Matriculation Fee .................................................... 5.00

- Payable only once in each College, and in the Graduate Division.
**Registration Fees:**

Payable each time a student registers

- **Day school** .......................................................... 3.00
- **College of Adult Education, Graduate, or Summer Session** ........... 1.00
- **Correspondence Study Department** ................................... 1.00

**Uniform Deposit:**

- **Band** ................................................................. 15.00
- **ROTC** ................................................................. 15.00

**LABORATORY FEES**

**BIOLOGY:**

- Equipment and supplies, per course (except 310, 312, 325, 415, 417) ... 8.00

**BUSINESS ADMINISTRATION:**

- Sec. Sci. 108 .................................................................. 5.00
- Sec. Sci. — Typewriting 117, 118, 229 ................................. 5.00
- Sec. Sci. — Shorthand 112, 335, 336, 400 .............................. 2.00
- B.A. 223a — Job Analysis and Advancement .......................... 3.00
- Retail 202 ..................................................................... 5.00

**CHEMISTRY:**

- Apparatus and supplies, per course ........................................ 10.00

**EDUCATION:**

- Education 540, Practicum .................................................. 10.00
- Arts and Crafts, courses 202 and 336, materials ..................... 3.00
- Student Teaching, courses 325, 330, 333, 334, 345, 344, 357, 358 .. 10.00
- Library Science, course 357 ............................................... 10.00

**ENGLISH**

- English 109, laboratory ...................................................... 7.50

**HOME ECONOMICS:**

- Foods, courses 101, 102, 201, and 310, supplies, per course .......... 10.00
- Clothing and Textiles, courses 103, 104, 202, 303, 304, machines and supplies, per course .................................................. 5.00

**JOURNALISM:**

- Journalism 115 and 116 ...................................................... 1.00
- Journalism 311 and 313 ...................................................... 3.00

**NATURAL SCIENCE:**

- Apparatus and supplies, per course ........................................ 5.00

**PHYSICS:**

- Apparatus and supplies, per course (except 312, 375, 376, 395, 396) .... 10.00

**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, 155, 214, 215, 311, 315, 316, per course .......... 9.00
- Surveying 200 .................................................................. 4.00

**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 regular credit courses Day Division, resident, one-half tuition rate
Non-resident, additional fee per credit hour .................................. $ 7.50
Change of schedule card ............................................................... 1.00
Deferred payment, per semester .................................................... 3.00

Installment payments may be arranged only for regular day school registrations. No deferred payment plan is available for evening classes or summer sessions. Arrangements for installment payment of tuition must be completed two full weeks prior to the beginning of classes for any given semester. See the University Cashier in room 230. Postponed payment of tuition and fees to a date later than that of registration is considered a deferred payment and subject to the assessment of the $3.00 fee.

Evening and Summer Session, resident, regular tuition rate
Non-resident, additional fee per credit hour .................................... 7.50
Examination, final or proficiency or credit by examination or removal of incomplete .......................................................... 5.00
(The tuition for credit to be earned by examination must be paid in advance.)
Guidance and placement tests and physical examinations taken at times not regularly scheduled, additional fee ........................................... 5.00
Late registration, Adult Education Students after first meeting of class ........ 3.00
No admission after second meeting of class without special permission of the Dean.
Late registration, first day (Day Classes) ........................................... 3.00
Second day, and thereafter, during first week, additional fee ................... 3.00
No registration after first week without special permission of the Dean.

Lockers fee .................................................................................... 1.00
Materials and Mailing, payable for each Correspondence Study Course ...... 3.00
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)
Pre-registration fee (Day Students) ................................................... 10.00
Summer Session Students: first day of class ...................................... 3.00
No admission after third day of class.
Teacher Placement (re-registration) $3.00 (no charge is made for the initial registration).
Thesis binding fee ........................................................................ 10.00
Transcript (one copy furnished free), each additional copy ....................... 1.00
Special examination or instructional assistance in make-up work other than listed above .............................................................. 1.00

GRADUATION FEES

Graduate Division ........................................................................ $15.00
Undergraduate Colleges, Baccalaureate degrees .................................. 10.00
Associate Titles ............................................................................. 5.00
To receive degrees in absentia ......................................................... 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 230) within 90 days after date of issue.
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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 official opening date of the semester, see University Calendar, page 6.

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.

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**

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

**Summer Session (5 week session)**

| Withdrawal during first three days | 100% |
| Withdrawal during remainder of first week | 80% |
| Withdrawal during second week | 60% |
| Withdrawal during third week | 40% |
| Withdrawal after third week | 0% |

**Summer Session (3 week session)**

| Withdrawal during first day | 100% |
| Withdrawal during second or third day | 80% |
| Withdrawal during remainder of first week | 60% |
| Withdrawal during first two days of second week | 40% |
| Withdrawal after second day of second week | 0% |

**College of Adult Education**

*Credit Courses and Non-Credit Courses of 8 Weeks*

Refund schedule for evening courses is as follows:

| Withdrawal before second class meeting | 100% |
| Withdrawal before third class meeting | 90% |
| Withdrawal before fourth class meeting | 80% |
| Withdrawal after fourth class meeting | 0% |

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

| Withdrawal within first week | 100% |
| Withdrawal within second week | 90% |
| Withdrawal within third week | 80% |
| Withdrawal after third week | 0% |
Non-credit Courses of Less Than 10 Weeks

Withdrawal before first class meeting: 100%
Withdrawal after first class meeting: 0%

Correspondence Study

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

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

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, political science, and science)
Glenn L. Martin Scholarship
Jenkins Memorial Scholarship, University Alumni Association (senior)
Louis Kavan
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 Association of Insurance Agents
Omaha Mortgage Bankers Association Scholarship (real estate, senior)
Omaha Petroleum Industries Foundation
Omaha Symphony Orchestra
Provident Loan and Finance Company Scholarship (senior)
Society of Residential Appraisers Award (real estate, senior)
Walter H. Panko, Jr., Memorial Scholarship of Omaha Press Club (Journalism)
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 Scholarships in Retailing
Associated Retailers of Omaha Scholarships in Retailing
Edward Gomez
UNIVERSITY OF OMAHA

Emma S. Metz Music Scholarship
Hinky-Dinky Scholarships in Food Distribution
Home Economics Club Award
Philip Sher Essay Prize
Senior and Junior Workmen’s Club Fund
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 LOAN FUNDS

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 stu­
dents, and Alpha Kappa Delta Memorial Scholarship Loan Fund, and
the National Defense Education Act of 1958. Information regarding loans
may be obtained from the Dean of Student Personnel.

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 recom­
mended 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 uni­
versity career is 3.62 or above, but below 3.75: the degree cum laude;

(b) to all graduates whose scholastic average for their entire uni­
versity 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 uni­
versity 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 uni­
versities.
STUDENT PERSONNEL SERVICES

STUDENT HEALTH SERVICE

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

First aid is given in case of accidents or 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.

AUDIO-VISUAL AIDS

The services of this department, 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.

BOOK STORE

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

Used books may be left at the Book Store "on consignment." Sale of such books will be made as soon as possible at 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.

STUDENT CENTER

The new Student Activities building features various game rooms (billiard, shuffleboard), bookstore, snack bar, ballroom, lounges, cafeteria, private dining rooms, offices, student meeting and conference rooms. The three-level building cost $1,340,000.

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

All food is dispensed on a strictly cash basis. No one may defer payment for meals. Food and beverages must be kept in the Cafeteria. Coffee, 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.

The office of Teacher Placement is maintained by the College of Education in Room 221. (See page 107 for details.)
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 determining 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 administration, 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
Christian Science Organization
Council of Christian Organizations
Lutheran Student Association
Methodist Youth Group
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
Society of Pen and Sword (Bootstrapper Program)

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)
Women's Recreation Association
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
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
Biology Club
Bowling Club
Brush and Pallet Club
Chemistry Club
Choirs
Debate
French Club
German Club
Home Economics Club
Marketing Club
Music Educators National Conference, Chapter 437
Omaha University Rifle Club
Orchesis (modern dance)
Orchestra
Pre-Med Club
Press Club
Psychology Club
Radio-TV Club
Retailing Club
Sabres
Society for Advancement of Management
Sociology Club
Spanish Club
Student Affiliate, American Chemical Society
Student National Education Association
University Players

IDENTIFICATION AND ACTIVITIES CARD

Each student who carries six or more credit hours is required to pay a $12.00 activities fee per semester. Of this amount, $3.00 is apportioned to athletics, $3.00 to student publications, $3.00 to various (dramatic, debate, music, intramurals) student activities, and $3.00 to the program of social activities in the Student Center. 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 this activities budget. The card also entitles the student to receive free all student publications which are issued during the year. Any student carrying fewer than six hours will pay a $1.50 Student Center fee per semester.

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 and currently is a member of the Central Intercollegiate Athletic Conference. 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, cross country, and wrestling. 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.
UNIVERSITY OF OMAHA

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.

Five officers and a fifteen-member Board of Directors govern the Association. To conduct the work of the Association, a full-time executive secretary and his assistant, is employed by the University. 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.

The Association has its offices — reception room-lounge, office and workroom — in the new Student Activities building. The offices were furnished through contributions to the Alumni Building Fund.

To take the place of membership dues, the Association established in 1953 an Alumni Fund program. More than 4,000 alumni have given $27,365 in voluntary contributions during the past six 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, basketball and baseball complete the yearly program of events.
## UNDERGRADUATE COURSES IN EACH AREA ACCEPTABLE TOWARD DEGREE CREDIT IN THE VARIOUS COLLEGES

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<th>Area</th>
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<th>College of Education</th>
<th>College of Business Administration</th>
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<tr>
<td>Introductory Courses</td>
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<td>Accounting</td>
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<td>All (except 303-4, 310, 336, 403-4)</td>
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<td>All (except 121)</td>
<td>All (except 121)</td>
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<tr>
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<td>All</td>
<td>All</td>
<td>All (except 121) *Secondary Educ.</td>
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<td>All</td>
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<td>All (except French 337-8; German 337-8; Port. 339, 349; Greek 111-2)</td>
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<td>History</td>
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<td>All</td>
<td>All (except 251-2, 353-4, 411-2, 433-4, 429, 493)</td>
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<td>18 semester hours</td>
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*Courses regularly accepted for Certification.
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<td>Courses 101, 105, 115-16, 211, 227, 245-46, 345-46, 445-46, 311, 313, 322, 335, 350, 400, 416, 422, 423</td>
<td>Courses 101, 115-6, 211, 227, 311, 322, 350, 400, 416, 422, 423</td>
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<td>Physical Educ. Courses</td>
<td>Courses 111-2, 113-4, 211-2, 213-4, 221-2, 223-4, 225, 227 or 228, 321, 335 or 336, 463</td>
<td>All</td>
<td>Courses 111-2, 113-4, 211-2, 221-2, 223-4, 225, 227 or 228, 321</td>
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<td>Secretarial Science</td>
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<td>Courses 95, 97</td>
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<td>All</td>
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