



THE EASTERN INDIANA CENTER  
RICHMOND, INDIANA

The Eastern Indiana Center  
OF  
Earlham College - Indiana University



A Program of  
Afternoon and Evening Classes



CENTER OFFICE  
Carpenter Hall, Earlham College  
Telephone 962-6561 & 966-0925

The Eastern Indiana Center  
of  
Earlham College and Indiana University

CALENDAR, 1966-1967

**SUMMER SESSION 1966**

Pre-registration and Counseling .....	May 16-June 15
Registration .....	June 16, 17, 18 - Th, F, S
Classes Begin .....	June 20, M
Independence Day Holiday (classes to be made up) .....	July 4, M
Classes End .....	Aug. 9, T
Final Examinations .....	Aug. 10, 11 - W, Th

**FIRST SEMESTER, 1966-67**

Pre-registration and Counseling .....	Sept. 1-14
Registration .....	Sept. 15, 16, 17 - Th, F, S
Classes Begin .....	Sept. 19, M
Mid-term Reports Due .....	Nov. 11, F
Thanksgiving Recess .....	Nov. 24, Th
Christmas Recess Begins .....	Dec. 20, T
Classes Resume .....	Jan. 4, W
Classes End .....	Jan. 19, Th
Exams Begin .....	Jan. 23, M
Exams End .....	Jan. 26, Th

**SECOND SEMESTER, 1966-67**

Pre-registration and Counseling .....	Jan. 4 - Feb. 1
Registration .....	Feb. 2, 3, 4 - Th, F, S
Classes Begin .....	Feb. 6, M
Mid-term Reports Due .....	Mar. 24, F
Spring Recess Begins .....	Mar. 24, F
Classes Resume .....	Apr. 3, M
Classes End .....	May 25, Th
Exams Begin .....	May 29, M
Exams End .....	June 1, Th

**SUMMER SESSION 1967**

Pre-registration and Counseling .....	June 5-14
Registration .....	June 15, 16, 17 - Th, F, S
Classes Begin .....	June 19, M
Independence Day Holiday (classes to be made up) .....	July 4, T
Classes End .....	Aug. 8, T
Final Examinations .....	Aug. 9, 10 - W, Th

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### ADMINISTRATIVE STAFF

LANDRUM R. BOLLING, A.M., LL.D., President of Earlham College.  
ELVIS J. STAHR, B.C.L., LL.D., President of Indiana University.  
SMITH HIGGINS, Ph.D., Dean of the Division of Regional Campuses, Indiana University.  
RUFUS REIBERG, Ph.D., Associate Dean of the Division of Regional Campuses, Indiana University.  
JOE E. ELMORE, Ph.D., Academic Dean, Earlham College.  
E. ORVILLE JOHNSON, Ph.D., Director of the Eastern Indiana Center and Professor of Speech.  
STEPHEN H. WALES, M.B.A., C.P.A., Assistant Director of the Eastern Indiana Center, Assistant Professor of Accounting.  
(MRS.) RUTH BROWN, Secretary.  
(MRS.) SUSAN DEMAO, Bookkeeper.  
(MRS.) MARION MORRISON, Night Clerk.

### EASTERN INDIANA CENTER FACULTY

E. ORVILLE JOHNSON, Director of Eastern Indiana Center of Earlham College and Indiana University, Professor of Speech.  
B.A., Earlham College, 1933; M.A., 1937, Ph.D., University of Michigan, 1957.  
HELEN LEES, Assistant Professor of English, Eastern Indiana Center.  
B.A., Butler University, 1938; M.A., University of Wisconsin, 1946; further study, Columbia University, University of Missouri, Ball State University, Purdue University.  
JEAN B. SANDERS, Associate Professor of English, Eastern Indiana Center.  
B.A., Franklin College, 1931; M.A., DePauw University, 1952; Ph.D., Indiana University, 1965.  
STEPHEN H. WALES, Assistant Director of Eastern Indiana Center of Earlham College and Indiana University, Assistant Professor of Accounting.  
B.B.A., University of Massachusetts, 1959; M.B.A., Indiana University, 1960; C.P.A., (Indiana), 1965.  
PETER B. WEBB, Instructor in Economics, Eastern Indiana Center.  
B.A., University of Toledo, 1960; M.A., Indiana University, 1962; Ph.D. candidate, Indiana University.

### EARLHAM COLLEGE FACULTY

LINCOLN C. BLAKE, Assistant Professor of English.  
B.A., 1955, B.S., 1955, Tufts University; M.A., 1961, Ph.D. candidate, University of Chicago.  
JOHN A. CLINKENBEARD, Chief Accountant and Associate Professor of Economics.  
B.A., 1947, M.B.A., 1947; further study, University of Chicago; C.P.A., (Illinois), 1952, (Ohio), 1960.  
DAVID EHLERT, Assistant Professor of Mathematics.  
B.A., Knox College, 1959; M.S., University of Chicago, 1961; Ph.D. candidate, University of Chicago.  
EVAN FARBER, Head Librarian.  
B.A., 1944; M.A., 1951, B.S. in L.S., 1953, University of North Carolina; further study, Princeton University.  
DAVID FISCHER, Instructor in Mathematics.  
B.S., University of Missouri, 1962; M.A., University of Kansas, 1964.  
JAMES ARTHUR FUNSTON, Professor of Political Science and History.  
B.A., DePauw University, 1930; M.A., Harvard University, 1939; Ph.D., Indiana University, 1955; London School of Economics and Political Science, 1934-36.  
PATRICIA GIBBY, Instructor in Modern Languages.  
B.A., University of Colorado, 1946; further study, University of Chicago, University of Nevada.

ANSEL GOODING, Professor of Geology.  
B.A., St. Augustana College, 1949; M.S., 1951, Ph.D., 1957, State University of Iowa.  
HOWARD GONGWER, Assistant Professor of Speech and Debate Coach.  
B.A., Wittenberg University, 1949; M.A., Indiana University, 1950; further study, University of Illinois.  
FREDERICK A. GROHSMEYER, Professor of Psychology.  
B.A., DePauw University, 1948; M.A., Northwestern University, 1949; Ph.D., Purdue University, 1954.  
J. STANLEY HALL, Professor of Physical Education.  
B.A., Maryville College, 1937; M.A., University of Illinois, 1946; P. E. Dir., 1954, P.E.D., 1956, Indiana University.  
HAROLD HANES, Associate Professor of Mathematics.  
B.A., Texas Christian University, 1957; M.A., University of Kansas, 1959; Ph.D. candidate, University of Kansas.  
JOSEPH E. HOSKINS, Assistant Professor of Political Science.  
B.A., 1945, M.A., 1953, Earlham College; further study, Pennsylvania State University, 1953-56.  
RICHARD JOHNSON, Professor of Psychology.  
B.A., Hamline University, 1958; M.A., 1959, Ph.D., University of Michigan, 1965.  
ELMIRA KEMPTON, Assistant Professor Emeritus of Art.  
Fellow of International Institute of Arts and Letters; Cincinnati Art Academy; Carnegie Scholarship, Cincinnati University, 1946; study with Frank Duvencek, James R. Hopkins, Herman Wessel, Clement Barnhorn, Wayman Adams, Albert Krehbiel, Eliot O'Hara; design and ceramics with Elizabeth and Mary Overbeck.  
GILBERT C. KLOSE, Associate Professor of Economics.  
B.A., DePaul University, 1952; M.S., University of Wisconsin, 1953; further study, Northwestern University.  
TAI LIU, Instructor in History.  
B.A., National Taiwan University, 1957; M.A., Indiana University, 1963; Ph.D. candidate, Indiana University.  
CHARLES W. MARTIN, Associate Professor of Geology.  
B.A., Dartmouth College, 1954; M.S., 1959, Ph.D., 1962, University of Wisconsin.  
LAURETTA C. MOSIER, Assistant Professor Emeritus of Modern Languages.  
B.A., 1919, M.A., 1921, University of Wisconsin.  
ROBERT C. PUTH, Assistant Professor of Economics.  
B.A., Carleton College, 1958; M.A., Northwestern University, 1965.  
CALVIN REDEKOP, Associate Professor of Sociology.  
B.A., Goshen College, 1949; M.A., University of Minnesota, 1955, Ph.D., University of Chicago, 1959.  
RICHARD RODGERS, Associate Professor of Mathematics.  
B.A., Cornell College, 1955; M.S., State University of Iowa, 1957; Ph.D., Case Institute of Technology, 1962.  
WILLIAM R. ROGERS, Director of Student Counseling and Associate Professor of Religion and Psychology.  
B.A., Kalamazoo College, 1954; D.B., Chicago Theological Seminary and the University of Chicago, 1958; Ph.D., University of Chicago, 1965.  
M. DANIEL SMITH, Assistant Professor of Education.  
B.A., Dartmouth College, 1948; M.M., University of Michigan, 1950; Ed.M., 1958, Ed.D., 1961, Harvard University.  
JAMES L. SPANGENBERG, Director of Program of Family Relations and Associate Professor of Sociology.  
B.A., University of Florida, 1943; B.D., Southern Baptist Theological Seminary, 1946; M.A., University of Michigan, 1957; Ph.D. candidate, Pennsylvania State University; further study, Columbia University, Merrill-Palmer Institute, Wayne State University, Hartford Seminary Foundation.  
DOUGLAS W. STEEPLES, Associate Professor of History.  
B.A., University of Redlands, 1957; M.A., 1958, Ph.D., 1961, University of North Carolina.  
CLAUDE L. STINNEFORD, Professor Emeritus of Economics.  
B.S., Colby College, 1926; M.A., Brown University, 1927; further study, University of Chicago.  
CHARLES F. THOMAS, Assistant Professor of Applied Theology, Director of Church-related Internships.  
B.A., William Penn College, 1933; B.D., Garrett Theological Seminary, 1962; M.A., Northwestern University, 1963.

## ASSOCIATE FACULTY

- EDWARD N. ANDERSON, Lecturer in Business.  
B.A., Earlham College, 1951; L.L.B., Indiana University, 1953.
- MARION ALEXANDER, Lecturer in Education.  
B.A., Earlham College, 1947; M.E., Miami University, 1953.
- VERLON BALLINGER, JR., Lecturer in Political Science.  
B.A., Earlham College, 1947; M.A., Johns Hopkins University, 1950.
- JAMES BRECKENRIDGE, Lecturer in Accounting.  
B.S., Indiana University, 1951; M.B.A., Indiana University, 1955; C.P.A. (Indiana), 1959.
- RICHARD DELP, Lecturer in Psychology.  
B.A., Miami University, 1936; M.A., Miami University, 1938.
- FRANCES EWARD, Editorial Consultant.  
B.A., Transylvania College, 1927; further study, Indiana University, University of Colorado, Northwestern University.
- LESTER GEORGE, Lecturer in Education.  
B.S., Central Normal College, 1938; M.S., Indiana University, 1943.
- W. GLENN HOLDER, Lecturer in Education.  
A.B., DePauw University, 1927; A.M., Indiana University, 1935; Ed.D., Indiana University, 1964.
- NORMAN HORN, Lecturer in Business.  
B.S.I.E., 1957; M.B.A., Bradley, 1964.
- LOIS KEBL, Lecturer in Home Arts.  
New York School of Interior Design.
- BERTWIN KELLER, Lecturer in Business Law.  
B.A., Miami University, 1959; L.L.B., University of Cincinnati, 1953.
- JOSEPH KOCH, Lecturer in Accounting.  
B.B.A., University of Toledo, 1948; M.S., Columbia University, 1949.
- JOHN KOECHLEIN, Lecturer in Accounting.  
B.A., Hobart College, 1949; M.S., Columbia University, 1950; C.P.A. (New Jersey), 1955.
- ROLLO LEIMER, Lecturer in Physics.  
B.S., Purdue University, 1961.
- CHARLES MATTHEWS, Lecturer in English.  
B.A., Earlham College, 1950; M.F.A., Carnegie Institute of Technology, 1955.
- RALPH V. NORMAN, JR., Lecturer in Philosophy.  
A.B., Tennessee, 1954; M.A., 1956; B.D., Yale, 1958; M.A., 1960; Ph.D., 1961.
- JOHN PARRISH, Lecturer in Psychology.  
B.A., Miami University 1954; Ph.D., Indiana University, 1960.
- W. RONALD PHILLIPS, Lecturer in Education.  
B.A., Northwestern University, 1954; M.A., 1957; Ed.D. candidate, Indiana University.
- JACQUELINE ROSENBERG, Lecturer in Speech.  
B.A., 1949, M.A., Brooklyn College, 1953.
- RUSSELL SCHUSSLER, Lecturer in Business Law.  
B.A., DePauw University, 1943; J.D., Indiana University, 1948.
- J. HUGH SHELNUTT, Lecturer in Accounting.  
B.S.B.A., Babson Institute, 1954; C.P.A. (Indiana), 1964.
- FRED STURM, Lecturer in Philosophy.  
B.A., Allegheny College, 1946; B.D., Union Theological Seminary, 1948; A.M., University of Rochester, Ph.D., Columbia University, 1961.
- BERTHA B. THOMPSON, Lecturer in Geography.  
B.S., State College, 1949; M.A., Miami University, 1954; E.D., Indiana University, 1961.
- L. LUKE WARE, Lecturer in Accounting.  
B.B.A., University of Michigan, 1947; C.P.A. (Ohio), 1952.
- ROBERT WELLER, Lecturer in Accounting.  
B.S., Indiana University, 1950; C.P.A. (Indiana), 1953.
- MARGRET WILCOX, Lecturer in Biology.  
A.B., Earlham College, 1951; M.S., University of Cincinnati, 1953.
- KATHLEEN ZAMBELLI, Lecturer in English.  
B.A., Earlham College, 1960; further study, Miami University.

## THE EASTERN INDIANA CENTER OF EARLHAM COLLEGE AND INDIANA UNIVERSITY

The Eastern Indiana Center is a cooperative educational institution controlled jointly by Earlham College and Indiana University. The program of credit and non-credit classes has been established to meet the needs of students in Richmond and the surrounding area.

The course offerings are intended to serve the following groups:

1. Recent high school graduates who wish to live at home and work toward a baccalaureate degree.
2. Men and women in business, industry and the professions who desire advancement in their particular fields of interest.
3. Adults in the community who wish to enroll for personal development and cultural enrichment.

Credit courses taken at the Center by persons meeting proper requirements will be accepted at either Earlham College or Indiana University. Institutions of higher education have different course requirements for degrees; therefore, students should consult with their regular college or university advisors for approval of a particular program. Counselors are available at the Center to help select courses for approval.

The Eastern Indiana Center is located on the Ground Floor of Carpenter Hall, Earlham College, Richmond, Indiana.

Telephone: 966-0925

Office Hours are: Monday through Thursday, 9:00 a.m. to 9:00 p.m.;

Friday, 9:00 a.m. to 4:30 p.m.; Saturday, 9:00 a.m. to 12:00 noon.

Registration dates and class schedules for each semester and for the Summer Session are published in supplemental bulletins.

Classes meet on the Earlham College campus unless otherwise indicated. Instructors are regular members of the faculty of Earlham College and Indiana University or especially qualified business and professional men and women approved as lecturers by Earlham College or Indiana University.

**MISCELLANEOUS CENTER REGULATIONS:** Center students are required to comply with the general regulations of Earlham College.

A smoking area is provided for Center students in the lounge located in the basement of Carpenter Hall. Center students are asked to use this area and not to smoke in other rooms or other buildings or outside the buildings, or on campus.

When programs are in session in the auditorium or Carpenter Hall, the Center students are asked to make a minimum of noise while passing through the hallways and using the stairways.

#### **MOTOR VEHICLES.**

1. All vehicles must be registered at the beginning of classes.
2. A registration fee of \$1.00 for each school year will be collected.
3. The registration sticker must be permanently attached so as to be clearly viewed from the outside.
4. All students must abide by the general regulations on parking and driving.

**LIBRARY.** The Earlham College Lilly Library of over one hundred thousand volumes is available to Center students. Library hours have been extended expressly for their accommodation.

**BOOKSTORE.** The Earlham College Bookstore, located in the basement of Carpenter Hall, opposite the Center Lounge, will be open for the convenience of Center students. All textbooks and supplies are available there.

#### **GENERAL INFORMATION AND POLICIES**

**Students are urged to read the following items carefully before registering in classes. Students having special questions or problems should arrange to see the Center Academic Counselor.**

The Eastern Indiana Center offers university courses which may be applied toward undergraduate and graduate degrees, as well as special courses designed for cultural or vocational advancement. The Center offers three sessions during the year: fall and spring semesters and a summer session.

Specific requirements for any degree offered by Earlham College and Indiana University are listed in regular bulletins. These bulletins may be obtained from the Center office or from the Bloomington campus. Students desiring further information may consult the Academic Counselor of the Center.

**Undergraduate Courses**—The Center regularly offers a broad program of freshman and sophomore courses and a limited number of advanced courses applicable to the four-year degrees by Earlham College and Indiana University. Students who have accumulated 60 semester hours of credit toward these degrees at the Center should consult the dean of the appropriate school or college. Students expecting to receive a degree at another institution must plan their programs to satisfy that institution.

Indiana University awards certificates to students who complete certain prescribed course requirements. Currently, certificate programs have been developed in six major fields: Accounting, General Business, Humanities, Social Sciences, Science and Mathematics, and Office Management. Consult the Academic Counselor.

**Graduate Study**—A limited number of courses listed in this Bulletin may be applied toward a graduate degree, provided the students (1) have been formally admitted for graduate study, and (2) have courses formally approved by the appropriate dean or department head.

When a student registers for graduate credit without such approval, he does so without assurance that credit for such work may be applied toward fulfilling requirements for an advanced degree. Indiana State Law dictates that "Teachers who are employed full time shall not be permitted to earn more than six semester hours of credit in one semester for a maximum twelve semester hours for the year of two semesters."

**Correspondence Study** — The Bureau of Correspondence Study at Indiana University offers courses at both the high school and college level. Bulletins describing these courses are available at the Center office and from the Bureau Office in Bloomington.

**Community Services**—A variety of special non-credit courses, lectures, institutes, and certificate programs is offered by the Center.

**Academic Counseling**—An academic counselor is available for counseling of students at the Center. Prior to registration, students should consult with the counselor regarding admission, transfer of credits, and planning of programs.

#### **ADMISSION**

**Regular Undergraduate Students**—Credit students under 21 must arrange for admission to Earlham College or Indiana University. Degree students, 21 or older, enrolling part-time must be admitted no later than the end of the second semester of credit work. Application forms for admission may be obtained from the Center office or from the Director of Admissions at Earlham College or Indiana University. An application fee of \$10 must be sent to the proper Admissions Office with the completed form.

**Information concerning requirements for admission to Earlham College or Indiana University is available from the respective Directors of Admissions or from the Academic Counselor at the Center.**

**Graduate Students**—This group includes all students working toward graduate degrees and all students taking courses for which they expect to receive graduate credit. Such students are themselves entirely responsible for obtaining their admission from the dean of the school in which their degrees will ultimately be obtained and for his approval of the courses to be taken. The Center assumes no responsibility for subsequent acceptance for graduate credit of courses taken by students who have not cleared their admission and course approval in the manner suggested. Graduate students are advised to do program planning with the appropriate dean through conference or correspondence in advance of their registration.

**Transient Students** — Prior to registration, students from another accredited college or university who plan to enroll at the Center must submit evidence of good standing at the institution last attended, or an official letter authorizing enrollment in specific courses. Such students should check with the appropriate dean of their school to make sure such course credits will be acceptable.

#### **Adult Nondegree and Noncredit Students:**

**Noncredit Students**—Students who register in noncredit courses or as noncredit students in credit courses need not file formal entrance credentials.

**Nondegree Credit Students**—Students 21 years of age or over are welcomed and encouraged to file credentials and be admitted as Regular Undergraduates. They may, however, if they prefer and if the Center accepts them, register in the classification Adult Nondegree. Those people who complete more than two semesters of credit work as Adult Nondegree Students will be required to file application for regular admission.

**Probation Students**—See page 11.

**High School**—Students currently attending a high school who wish to carry one or more courses at the Center should see the Academic Counselor for special regulations.

**Check List**—List of names of students who are not permitted to register. A student may be checklisted for academic deficiency or failure to fulfill financial responsibilities (library fines, parking fines, fees, etc.).

#### **REGISTRATION**

Credit registration must be completed during the scheduled registration period. A fee of \$3 is charged those students permitted to enroll late. Noncredit students may register during the registration period or before the first class meeting. Students are not officially enrolled until registration forms are completed and fees are paid. No registration can be completed until the Social Security Number is provided by each student.

Changes in credit and noncredit status are prohibited after the second week of classes (first week in summer) unless approved by the Academic Affairs Committee.

**Student Load**—Students may register for a single course or for a full-time college program. Students who register in twelve or more credits in a semester (five or more in summer) are regarded as full-time students. Students who are working full time should not register for more than six credits during regular semesters or three in summer sessions. Teachers who are employed full-time are prohibited by a ruling of the State Board of Education from earning more than six credits in one semester.

#### **SPECIAL EXAMINATIONS**

**Foreign Language Placement Tests**—A placement test must be taken by all students who intend to continue a foreign language begun before entrance to Earlham College and Indiana University. Credits will be allowed only for work begun at, and beyond, the level recommended by the language department. Consult the Academic Counselor.

**Special Examinations**—A fee of \$5 is charged for special examinations for credit or for examinations given at times other than regularly scheduled.

#### **ACADEMIC REQUIREMENTS**

**English Composition**—Every student must demonstrate his ability to use correct, clear, effective English. Instructors in all departments require that examinations and reports be written in acceptable English. Students working toward degrees must register in English Composition courses until all English Composition requirements are met. Freshman English 11-12 or Freshman Humanities 15-16 at Earlham and English W131, W132 at Indiana University constitute the regular program in composition.

**Grades**—The quality of the student's work will be indicated by the following grades: A, B, C, D, F (failed), W (withdrawn), WF (withdrawn-failing or unauthorized withdrawal), and I (incomplete).

A grade average of C is required for graduation.

The grade of Incomplete is given only when a student's work in a course is satisfactory except that some terminal aspect of the course has not been completed. A student must remove an Incomplete within a combination of two semesters or of one semester and a summer session; otherwise the Incomplete grade may be changed to F. A student may not register for credit in a course in which he has a grade of Incomplete.

Absences must be explained to the satisfaction of the instructor who will decide whether or not omitted work may be made up.

**Student Honors and Student Activities**—Students with an accumulation of twelve or more hours who attain at least a 3.3 cumulative average and a 3.0 average or better in the semester for which the Honor Roll is determined will be placed on the Center Honor Roll and receive notice of their achievement. (Appropriate recognition will be given those honor students and the recipients of scholarship awards.)

The Center has a Student Senate which promotes extra-curricular functions. Elections for officers and members of the Senate are held at the beginning of the academic year. Students are encouraged to participate.

Students may participate in many of the activities on the Bloomington campus. Full-time students are eligible for student rates for all athletic activities on the campus. For further information regarding the procedure for purchasing such tickets, inquire at the Center office.

**Probation**—Earlham College and all schools and divisions at Indiana University require students to maintain at least a C average to remain in good standing. Failure to do so warrants dismissal.

A student may be placed on academic probation for any one of the following reasons:

1. A deficient high school record—for the beginning freshman, when admitted to Earlham College or Indiana University.
2. Failure to maintain a C average.
3. Unsatisfactory academic work at midsemester, as revealed by reports from instructors.

A student may remove himself from academic probation by bringing his cumulative grade average to C or better.

The students are generally denied registration from another school or division if their cumulative grade average is less than C. Students with such records must confer in advance with the Center Academic Counselor before registering at the Center.

The Academic Affairs Committee of the Center administers all regulations in regard to probation.

**Transfers**—Students transferring from other colleges or universities, whether permanently or temporarily, must present proper credentials before their registration can be considered. Information concerning the transfer policy can be obtained from the Academic Counselor.

**Midsemester Reports**—Midsemester reports are sent to undergraduate credit students whose work is unsatisfactory in any course.

**Withdrawals** — Students who discontinue class attendance without following the official withdrawal procedure will receive grades of WF. **Students must make written application for withdrawal.** Forms are available in the Center office. Students whose withdrawal application is received during the first four weeks of a semester (two weeks in summer) are graded W by the instructor; those whose approved withdrawal applications are received after the first four weeks of a semester (two weeks in summer) are graded W or WF by the instructor, according to whether the student is passing or failing in the course at the time of withdrawal. No withdrawal will be permitted during the last four weeks of a semester or the last two weeks of a summer session. Applications for withdrawal cannot be considered until all fees have been paid.

#### TRANSFER OF CREDITS

Credits earned at the Center are regular Earlham College or Indiana University credits and official and permanent grade records are kept at the Office of Records and Admissions at Bloomington.

Official transcripts may be obtained only from the Registrar, Indiana University, Bloomington, Indiana. The initial transcript is issued free; thereafter the charge is \$1 per transcript.

Students changing from the Center to the Bloomington campus of Indiana University do not need a transcript; however, they should make arrangements with the Center officials to have required credentials forwarded to the Office of Records and Admissions.

#### FINANCIAL INFORMATION

**Fees.** All fees are payable in full at the time of registration: for residents of Indiana \$15 a semester hour for undergraduate courses, and \$18 a semester hour for graduate courses; for nonresidents, \$18 a semester hour for undergraduate courses and \$21 a semester hour for graduate courses. A Student Activities Fee in the fall and spring semesters will also be charged all undergraduate students, as follows:

1 through 6 semester hours .....	\$1 per semester
7 through 11 semester hours .....	\$2 per semester
12 or more hours .....	\$3 per semester

Graduate students wishing to participate in student activities may do so by paying the appropriate fee. In laboratory courses an additional fee may be charged. A three dollar fee is charged for late registration and for changes in registration. Fees for noncredit courses are listed in the schedule. **All fees are subject to change without notice.**

In special cases a deferred payment contract may be arranged. For such a contract the minimum amount due at registration is either \$45 or 40 per cent of the total fee (whichever is the larger) plus a deferred fee of \$5. This contract must be fulfilled by the end of the fourth week of classes (second week in summer).

**Refunds.** Whenever registration in a course is deemed insufficient, the Center reserves the right to withdraw the course and refund all fees.

Limited refunds, based on the **date of receipt of the written application** for withdrawal, will be made in accordance with the following schedule:

First and Second Semesters	Refund
Withdrawals before the end of the first week of semester .....	100%*
Withdrawals before the end of the second week of semester .....	75%
Withdrawals before the end of the third week of semester .....	50%
Withdrawals before the end of the fourth week of semester .....	25%
<b>Summer Session</b>	
Withdrawals before the end of first week of session .....	100%*
Withdrawals before end of second week of session .....	50%

\* Less \$3 registration fee.

Refunds will not be made after the end of the fourth week of a semester or after the second week of a summer session. Refunds will not be made for noncredit registrations, lecture courses, certain courses which are permitted to carry with low or limited registration, or laboratory fees.

#### FINANCIAL AIDS

**Scholarships.** Recipients of most Indiana University scholarships may use them at the Center. Applications for freshman scholarships must be made to the Director of Scholarships and Financial Aids in Bloomington. Application blanks are available at the local office for upperclass scholarships and for special scholarships. The academic counselor will usually have information concerning all currently available scholarships.

**Service Awards**—Each regional campus names for these awards several recent high school graduates, on the basis of their scholarship and financial need and usually on the recommendation of the high school principal. Each recipient is provided employment at the campus for

several hours each week. Information concerning these awards may be obtained from the high school counselor or the academic counselor of the Center.

**State Vocational Rehabilitation**—Physically handicapped students seeking financial aid should make application to the State Vocational Rehabilitation Department, Indianapolis, Indiana.

**Educational Benefits for Veterans and Military Personnel**—Qualified students may enroll at the Center with educational benefits under various public laws. For details as to financial benefits and procedures for registration under the Veterans Educational Benefit Laws, students should consult with the officials of the State Veterans Administration Office at Indianapolis, Indiana.

Military personnel who take classes while on active duty may receive financial assistance from their service branch in partial payment of fees. Applications for these educational benefits must be made to the appropriate military officials.

**Bank Loans**—The Indiana Bankers Association has announced a loan plan whereby qualified students may borrow money for higher education through their local banks. Information as to the nature and requirements for such loans may be secured from local bank officials.

**The National Defense Student Loan Program**—Both Earlham College and Indiana University participate in the National Defense Student Loan Program. Full-time students at the Center are eligible for these loans.

Application blanks and detailed information may be obtained from the Office of Scholarships and Financial Aids, Indiana University, Bloomington, Indiana 47405, or from the Center office.

**Other Loans**—Many local civic and service organizations provide loan funds and/or scholarships for college students. Information concerning these may be secured from the organizations or from the Center office.

Some businesses and industries give financial aid to employees enrolling in college courses.

#### **SPEAKERS' BUREAU**

Indiana University's Division of University Extension maintains a Speakers' Bureau through which speakers on numerous topics may be obtained. The full-time faculty members of the Center are a part of this Bureau and are available to the community upon sufficient notice.

## **TWO-YEAR CERTIFICATE PROGRAMS**

Indiana University provides six programs for which two-year certificates will be awarded, three by the College of Arts and Sciences and three by the School of Business:

### **THE COLLEGE OF ARTS AND SCIENCES**

Certificate in the Humanities  
Certificate in the Sciences  
Certificate in the Social Sciences

### **THE SCHOOL OF BUSINESS**

Certificate in Accounting  
Certificate in Management and Administration  
Certificate in Office Management

These certificates, each requiring approximately sixty semester hours of regular University courses as outlined below, are awarded to students whose accumulation of credits and residence status satisfy the requirements.

Students expecting to be awarded a certificate as of September 1 of a given year must submit certification requests no later than the beginning of the second semester of the previous academic year. Students completing their certificate work on the Bloomington Campus will submit requests to the office of the dean of the respective college or school; those completing their work elsewhere will submit requests to the director of the appropriate campus or center.

**Requirements**—The general requirements for all two-year certificate programs include: (1) admission as a regular student to Indiana University; (2) satisfactory completion of one of the certificate programs with an accumulative average of C or higher; (3) completion of at least thirty credit hours in residence at Indiana University (at any of the campuses), with at least fifteen hours at one campus.

The courses outlined for each of the certificates follow:

### **COLLEGE OF ARTS AND SCIENCES CERTIFICATES**

For each of the three Arts and Sciences certificates the same Basic Curriculum of 33-38 hours is required:

	Hours
English Composition .....	2-4
Foreign Languages .....	10
Ten credits to be selected from any one of the following languages: French, German, Greek, Italian, Latin, Portuguese, Russian, or Spanish.	
Sciences and Mathematics .....	5-10
Five semester hours in a laboratory science to be selected from any courses exclusive of mathematics under Group III*	
If the student has not completed four semesters of algebra and one semester of trigonometry in high school, he must complete three to five hours of appropriate mathematics.	
Social Sciences .....	6
Selected from any course sequence under Group IV A*	
Literature, Philosophy, and the Arts .....	6
Selected from any course sequence under Group IV B*	

\* See Arts and Sciences Bulletin.

### Certificate in the Humanities

This certificate in the liberal arts is designed for those who wish to concentrate in the humanities within the two-year (60-semester-hour) program. The courses for this certificate meet the usual requirements for the first two years for most liberal arts degrees with a major in one of the humanities.

	Hours
I. Basic Curriculum .....	33-38
II. Required courses in the humanities .....	22-27
A. Six hours of history if not taken as a part of the Basic Curriculum.	
B. Sixteen to twenty-one hours to be selected from courses in the humanities, twelve hours of which must be from one department. Elementary Composition W131, W132, W140, and English Literature L101 and L102 will not apply.	

### Certificate in the Sciences

This certificate in the liberal arts is designed for those who wish to concentrate in the sciences within the two-year (60-semester-hour) program. The courses for this certificate meet the usual requirements for the first two years for most liberal arts degrees with a major in one of the sciences.

	Hours
I. Basic Curriculum* .....	23-28
II. Required courses in the Sciences .....	32-37
A. Mathematics, above that required in the Basic Curriculum .....	5-10
(Courses to be selected at the proper level for the student)	
B. Physical and biological sciences, with a minimum of five hours in one or the other .....	27-32
At least fifteen hours must be taken in one department.	
III. Foreign Language .....	0-10
Foreign language is required for many degree programs. Students should consult the counselor.	

### Certificate in the Social Sciences

This certificate in the liberal arts is designed for those who wish to concentrate in the social sciences within the two year (60-semester-hour) program. The courses for this certificate meet the usual requirements for the first two years for most liberal arts degrees with a major in one of the social sciences.

I. Basic Curriculum .....	33-38
II. Courses in the Social Sciences, twelve hours of which must be from one department .....	22-27

### SCHOOL OF BUSINESS CERTIFICATES

For each of the three School of Business certificates, the following general education courses are required:

	Credits
English W131-W132 .....	4
Government G103-G104, History H103-H104, History H105-H106, or History H107-H108 .....	6
English L101, L102; Philosophy P100, P240, P250; foreign language second year courses .....	6
Anthropology A103, A104; Geography G210; Psychology P101†, P102; Sociology S161, S162, or S163 .....	3

\* The Certificate in the Sciences requires 23-28 hours in the Basic Curriculum. The student has the option of completing ten hours in foreign language under the Sciences Certificate requirements.  
 † Psychology P101 cannot be double counted.

Laboratory Science .....	5
Anatomy A210; Anatomy A100-A105; Bacteriology B200-B205; Biology B100; Botany B101; Chemistry C100, C101, or C105; Geography G105-G106 or G107; Geology G100 or G105; Physics P100 or P201; Psychology P204; Psychology P101-P111† or P105; or Zoology Z103.	
Mathematics M115, M117 .....	0-5
Electives .....	1-6

A student may meet the mathematics requirements by having completed in high school four semesters of algebra, or three semesters of algebra and one semester of trigonometry, or by having completed Mathematics M115 or M117 or equivalent courses.

### Certificate in Accounting

For the Certificate in Accounting the following will complete the requirements:

	Hours
General Education courses .....	25-35
Business A201-A202, A205 .....	9
Business A211, A312 .....	6
Business W100 .....	3
Economics E201-E202 .....	6
Business A306 or A308 .....	3
Business F301, L300, M301, W300 or Economics E370 .....	3

### Certificate in Management and Administration

For the Certificate in Management and Administration the following will complete the requirements:

	Hours
General Education courses .....	25-35
Business A201-A202, L300, W300, W100 .....	15
Economics E201-E202, E370 .....	9
Business F301, J340, M301, or P320 .....	3
Suggested elective: Business A228, F260, N300, R300, T300, or U300.	

### Certificate in Office Management

For the Certificate in Office Management the following will complete the requirements:

	Hours
General Education courses .....	25-35
Business A201-A202 .....	6
Business C205 .....	1
Business C220, C225, C330 .....	6
Business C240, C250, C360 .....	9
Business C300 .....	2
Business W100, W204 .....	6
Economics E201-E202 .....	6

Students with typing and shorthand skills enter the courses at the appropriate course level. Other courses may be chosen from the following suggested electives: Business A228, C403, F260, L300, W300, Economics E370.

All programs are supplemented with electives to a maximum of 17 credits per semester. Physical education and military courses, if required, are in addition to the above listed courses.

† Psychology P101 cannot be double counted.

## DESCRIPTION OF COURSES

IU course numbers generally designate the level of the course; courses numbered 100 and 200 are lower level, 300 and 400 are upper level, and 500 and above are graduate.

Earlham College course numbers under 10 indicate non-credit courses; numbers 10-39 indicate lower level courses, designed for freshman and sophomores; 40-85 are upperclass, for juniors and seniors.

### ART

#### 11-12 Introduction to Art I, II (3-3 cr.)

The relation of art forms to the search for meaning in nature, society, and the self is explored through a study of historic epochs in man's development from the ritualistic magic of the caveman to the magical rituals of contemporary man. Course 11 moves from the Paleolithic to the Renaissance. Course 12 carries the story from the Baroque to the present.

#### H100 Art Appreciation (2 cr.)

The objectives are to acquaint students with outstanding works of art and to provide an approach to appreciation through a knowledge of purposes, techniques, forms, and content.

#### 24-25 Drawing I, II (2-2 cr.)

Introduction to the principles of drawing; practice and theory in statement of line, form and color value representation; study of the nature and use of materials and tools and the structure of natural forms. Exercises from still life, landscape and the human figure. Study of drawings by masters and through visual materials and originals.

#### 27-28 Painting I, II (2-2 cr.)

Guidance in exploring media of painting: oil, water color, tempera and pastel. Experimental work on the development of techniques. Learning to understand certain fundamental technical points regarding the physical behavior of the materials of painting. Emphasis will be placed on acquiring a broad general knowledge of all painting methods. The elements of art structure will be integrated and stressed in developing the craft of painting.

#### 61 American Art (3 cr.)

This course will explore man as a value in American life within the context of the art forms that emerge from our 17th century protestant beginnings, our humanist-industrial 19th century development, and our present 20th century crises.

### BIOLOGY

#### 11-12 General Biology I, II (3-3 cr.)

The fundamental principles of biology as shown by the structure, growth, reproduction, and evolution of both plants and animals.

### BUSINESS

#### A201 Introduction to Management Accounting I (3 cr.)

Prerequisite, twenty-six hours of university credit. Basic concepts and procedures; and the accounting contributions to managerial planning and control, with emphasis on production management accounting.

#### A202 Introduction to Management Accounting II (3 cr.)

Prerequisite, A201. Accounting contributions to managerial planning and control, with emphasis on marketing management accounting and financial management accounting; and external utilization of accounting data.

#### A205 Management Accounting III (3 cr.)

Prerequisite, A200 or A202. A study of internal managerial uses of quantitative data including planning (budgeting), controlling, and decision-making; and external financial analysis.

#### A210 Intermediate Accounting (5 cr.)

Prerequisites, A200 or A201 and A202. Content includes those topics shown under A211 and A312.

#### A211 Intermediate Accounting I (3 cr.)

Prerequisites, A200 or A201 and A202. Accounting cycle and statements, cash, receivables, inventories, plant and equipment, intangible assets, investments, liabilities, capital stock and surplus, and statement analysis.

#### A228 Personal Tax Problems (3 cr.)

Designed to familiarize the nonaccounting majors with simple personal tax problems. Not open to accounting majors. Course covers federal income tax for the individual, partnership, and small corporation. Some attention to estate and gift taxation. Social security and Indiana gross income taxes are included.

#### A306 Advanced Industrial Cost Accounting (3 cr.)

Prerequisite, A205. A study of standard costs, process costs, job order costs, and flexible budgets, with emphasis on the technical accounting aspects and upon presentation of the interpreted data to management.

#### A308 Income Tax (3 cr.)

Prerequisites, A200 or A201 and A202. Study of the Internal Revenue Code and Regulations. Emphasis on income, exclusions from income, deductions, and credits of various types.

#### A312 Intermediate Accounting II (3 cr.)

Prerequisite, A211. Statement of application of funds, partnerships, venture accounting, consignments, installment sales, insurance, branch accounting, parent and subsidiary financial statements, estates and trusts, statements of affairs, and foreign exchange.

#### A313 Advanced Accounting Problems I (3 cr.)

Prerequisites, A211-A312. Preparation of students for actual practice and C.P.A. examination. Topics include preparation, revision, and correction of statements; comparative statements; investments; fixed assets; liabilities; funds and reserves; compound interest and annuities; and statement of application of funds.

#### A404 Auditing (3 cr.)

Prerequisites, A205, A210 or A211-A312, and senior standing. Public accounting organization and operation; internal control, internal auditing; verification of balance sheet and operating accounts; the auditor's report or opinion. Auditing principles illustrated by a comprehensive practice case.

#### A414 Advanced Accounting Problems II (3 cr.)

Prerequisite, A312. Continuation of A313, covering branch accounting, mergers and consolidations, foreign exchange, ventures, consignments, installment sales, insurance, realization and liquidation statements, and estates and trusts.

#### C300 Office Management I (2 cr.)

A general course covering principles of scientific office management and the responsibilities of office management for office services, office layout and space utilization, office furniture and equipment, machines and appliances, branch office management, office unions, office personnel problems, training of office workers, office costs, and office methods and procedures.

**F260 Personal Finance (3 cr.)**

Deals with the financial problems that people usually encounter in managing their own individual affairs. Major topics included are family budgeting, installment buying, insurance, home ownership, and investing in securities. Juniors and seniors in the School of Business may not take this course for credit.

**F301 Principles of Finance I (3 cr.)**

Prerequisites, Economics E201-E202, Business A201-A202. Not open to students receiving credits in F310 (formerly F300). First half of a year's course in business finance from viewpoint of business manager, emphasizing use of financial statements, tools and concepts for measuring and planning for profitability and liquidity. Should be followed by F302. Students may enroll concurrently in F393.

**F302 Principles of Finance II (3 cr.)**

Prerequisites, F301, M301, W300. Second half of year's course in finance from a management viewpoint. (Students who have not had F301 but have successfully completed F310 may also enroll.) Includes financial planning, working capital management, capital budgeting, dividend policy, and comprehensive problems.

**F310 Corporation Finance (3 cr.)**

Prerequisites, Economics E201-E202, Business A201-A202. Covers corporate finances from the institutional point of view and from the viewpoint of the business manager.

**G300 Introduction to Managerial Economics (3 cr.)**

Designed to introduce the student to the applications of elementary concepts of micro-economic theory in the solution of business problems. Emphasis on the development of a conceptual framework for business decision-making under conditions of uncertainty.

**J340 Personnel Management (3 cr.)**

Prerequisite, W300 or permission of instructor. Deals with objectives, policies, and activities in typical personnel programs, the way they are organized, and some of the problems encountered in their effective administration. Includes recruiting, selecting, placing, training, safety, health, employee services, wages and hours, labor management relations, and personnel research.

**L300 Business Law—Contracts (3 cr.)**

Prerequisite, junior standing. Gives an understanding of the nature of legal institutions, of the essentials of a binding contract, of the legal rules relating to the performance of a contract, of remedies granted in event of breach of contract, and of rights acquired by assignment of contract.

**L303 Business Law—Property, Sales, and Negotiable Instruments (3 cr.)**

Prerequisite, L300. Gives an understanding of the legal problems encountered in the marketing of goods. Treats of the nature of property, the sales of personal property, the securing of credit granted, and the nature and use of negotiable instruments.

**L308 Business Law—Real Estate Law (3 cr.)**

Prerequisite, L300. Deals with the special legal problems incident to the ownership and the transfer of real property, such as the classification of property, requirements of a valid deed, nature of an escrow, landlord and tenant relationship, restrictive covenants in deeds, zoning ordinances, and brokerage contracts.

**M301 Principles of Marketing I (3 cr.)**

Prerequisite, Economics E201-E202. Studies the marketing function of the firm primarily from the standpoint of management, though social welfare considerations are also treated. Examines the marketing variables of product, channels, pricing, and promotion and relates them to the profitability, survival, and growth of the firm. Marketing institutions and their function in the economic system are also considered.

**M302 Principles of Marketing II (3 cr.)**

Prerequisite, M301. Looks at the aggregate marketing system from the point of view of the decision-maker. Special attention is given to the comparative study of the various marketing institutions and the complex marketing interrelationships among firms.

**M315 Principles of Advertising (3 cr.)**

Prerequisite, M301. A survey of the structure of advertising and the problems of advertising and promotion management from the point of view of the marketing manager.

**M319 Principles of Retailing (3 cr.)**

Prerequisite, M301. A survey course covering the principles of successful retail management and emphasizing those analytical and research methods applicable to the problems of retail management.

**N300 Principles of Risk and Insurance (3 cr.)**

Prerequisites, Economics E201-E202, Business A201-A202. A survey course to acquaint the student with the basic fundamentals of risk and insurance. Attention is given to the general nature and pervasiveness of risk in current business and consumer affairs, the workings of the insurance mechanism and its functioning as a risk reduction device; the place of insurance in over-all consumer planning; the implications of social insurance; and the effect of insurance upon various micro-economic variables such as savings, consumption, etc.

**P320 Production Management (3 cr.)**

Prerequisite, Economics E370. A basic course in the production of goods and services. The major problems arising in both line and staff management of the production or operations function are identified and described. Analytical processes are developed for the solution of these major problems.

**R300 Principles of Real Estate (3 cr.)**

Prerequisites, Economics E201-E202. Real estate divisions and operations are related to location factors with special reference to the economic background of cities, city growth and structure, neighborhoods and districts; real estate market analysis; principal subdivisions of the real estate field. Attention is given to managerial policies of private enterprises and government agencies operating in the real estate field.

**T300 Principles of Transportation (3 cr.)**

Prerequisites, Economics E201-E202. Private and public management of transportation resources. Development of transport institutions. Rate theory and systems of the forms of transportation. An introduction to physical distribution. Metropolitan transportation. Systems in other countries.

**W100 Business Administration: Introduction (3-4 cr.)**

An introduction to the study of business administration from the standpoint of the manager of a business firm operating in the contemporary economic, political, and social environment.

**W204 Business Communications (3 cr.)**

Prerequisites, forty-five hours and English W132. A study of objectives, methods, channels, media, and forms of communication in business; consideration of communication theory and practice; discussion and laboratory practice in the use of correct, forceful English in written business communications; preparation of letters, memorandum forms, reports, advertising, news stories, and publicity.

**W300 Principles of Management and Administration (3 cr.)**

Prerequisites, Economics E201-E202. Presents the fundamentals of all phases of administrative staff and operative management. Successful management principles and techniques are given for all fields of business. These principles include: business objectives, policies, functions, executive leadership, organization structure and morale, operative procedures, and control procedures.

**W391 Comprehensive Examination (0 cr.)**

A comprehensive written examination, required during the semester of the junior year when the student completes the seven "core" courses. Satisfactory completion of the examination is a prerequisite to pursuing senior-level courses in business and economics.

**CHEMISTRY**

**11. The Particles of Chemistry (3½ cr.)**

The concepts of atomic structure and periodicity. The latter is based on the chemical and physical properties of the elements and their compounds, as well as on the theoretical basis of electronic structure. The function of mental models in scientific thinking is emphasized. Laboratory work involves basic techniques for the study of chemical systems. Prerequisite, Mathematics 11 or exemption from it.

**12. States of Matter (3½ cr.)**

Kinetic Molecular Theory and the energy concept are used as guides to the study of the solid, liquid, and gaseous phases of matter and their transformations from one to another. Metallic, covalent, and ionic bonding are then studied in the light of electronic structure, energy, and the Kinetic Molecular Theory. The laboratory includes an introduction to thermochemistry. Prerequisite: Chemistry 11.

**13. The Covalent Bond (3½ cr.)**

The chemistry of materials whose atoms are held together by the sharing of electrons. The major classes of aliphatic carbon compounds, with particular emphasis on the concept of functional groups. Prerequisite: Chemistry 12.

**C100 Chemistry (5 cr.)**

High-school chemistry or physics recommended. Fundamental principles including elementary organic chemistry and biochemistry, with illustrations of scientific reasoning and applications in everyday living. Not prerequisite for any other course in chemistry, designed primarily for students in programs including only one semester of chemistry. Lectures, discussion-recitation and laboratory.

**C105 General Chemistry I (5 cr.)**

Prerequisites, two years of high school algebra or Mathematics M117, which may be taken concurrently, and placement examination or thirteen hours of college credit. Basic principles including stoichiometry, equilibrium, atomic and molecular structure. Lecture, recitation, and laboratory. Credit may not be received for both C101 and C105.

**C106 General Chemistry II (5 cr.)**

Prerequisites, C105, or grade of A in C101, and Mathematics M117 or its equivalent. Nature of chemical bonding and the properties of chemical elements. Lectures, recitation, and laboratory.

**ECONOMICS**

**E111-E112 Economic Development of Western Civilization I-II (3-3 cr.)**

Study of the origins and evolution of modern economic institutions and problems; the emergence of the market mechanism; the origins and spread of the industrial revolution; examination of major national and world economic issues.

**E201-E202 Principles of Economics I-II (3-3 cr.)**

Open to sophomores; freshmen may enroll when so advised by Junior Division counselors. A general introduction to economic principles and problems. Topics covered include: economic organization, production, consumption, distribution of wealth and income, money and banking, value and the pricing process, business cycles, risk and insurance, labor problems, problems of industrial monopoly, and international economic relations.

**E208 Sophomore Seminar in Economics (2 cr.)**

Prerequisites, completion of E201 with a grade of A and concurrent enrollment in E202. Group discussion of current economic problems; organized in tutorial sections limited to twelve students each.

**E310 Modern European Economic History (3 cr.)**

Prerequisite, E111-E112 or junior standing. A survey of the background of the Industrial Revolution prior to 1700 and the major economic trends and institutions of the eighteenth and nineteenth centuries. Followed by a study of the economic background, wartime organization, postwar reconstruction, and maladjustments of World Wars I and II.

**E320 Intermediate Economic Analysis (3 cr.)**

Prerequisites, E201-E202. Planned for those who have already had a considerable amount of work in business or economics. General economic theory is examined carefully with emphasis upon price, distribution and monopoly theories, and with some discussion of current problems. Analysis and criticism are emphasized.

**E325 Comparative Economic Systems (3 cr.)**

Prerequisite, E201. An analysis of the essential economic features of economic systems, including private capitalism in the United States, dictatorial socialism in Russia, and democratic socialism in Great Britain.

**E340 Introduction to Labor Economics (3 cr.)**

Prerequisites, E201-E202. A survey of the field of labor economics. The major topics discussed are: the economic problems of the wage earner in modern society; the structure, policies, and problems of labor organizations; employer and governmental policies affecting labor relations.

**E350 Money and Banking (3 cr.)**

Prerequisites, E201-E202. Survey of the monetary and banking systems of the United States, including consideration of problems of money and prices, or proper organization and functioning of commercial banking and Federal Reserve systems, of problems of monetary standards, and of credit control. Recent monetary and banking trends are emphasized.

**E360 Public Finance (3 cr.)**

Prerequisites, E201-E202. General introduction to the field of government finance. Public expenditures. Different kinds of revenues, including public domain, fees, special assessments, and taxes. Theories and principles of taxation. Study of different kinds of taxes. Economic effects of taxation. Public debts and budgets.

**E370 Interpretation of Business and Economic Data (3 cr.)**

A study of the nature and uses of statistical data in business and economics. Methods of tabular, graphic, and numerical analysis of quantitative data and interpretation of the findings. Two lecture-recitation hours and one two-hour laboratory period each week.

**E385 The Economics of Industry (3 cr.)**

Prerequisites, E201-E202. An empirical analysis of the structural environment and behavior of approximately twenty major industries in terms of locational and technological factors; economics of scale, integration, and entry conditions; substitute products, cyclical impacts, and institutional competitive practices.

**E393 The Soviet Economy: Organization and Growth (3 cr.)**

Prerevolutionary economic growth, the changing Soviet economy, workers' control, war communism, N.E.P., the over-all planning era, post-Stalin planning and reorganization, and achievements and prospects.

**E420 Growth of Economic Thought (3 cr.)**

Prerequisites, E201-E202. A rapid survey of prevailing economic thought during ancient and medieval periods; followed by a more detailed study of modern economic doctrine, including the work of the mercantilists, the physiocrats, the English classicals, Karl Marx, the Austrian school, the historical economists, Alfred Marshall, Veblen, and Keynes.

**EDUCATION**

**11. Foundations of Education (3 cr.)**

The history, aims, legal basis, financial structure, and social problems of education in the United States are studied insofar as they contribute to an understanding of our schools. The nature of the teaching process and the role of the teacher are examined.

**51. Language Arts in the Elementary School (3 cr.)**

The role of language in the child's life. Effective techniques to achieve communication skills necessary to live in society. Critical examination of materials and practices in reading, listening, English usage, and literature, including story-telling, speaking, writing, handwriting, and spelling.

**53. Arithmetic in the Elementary School (3 cr.)**

Current issues in the teaching of arithmetic, including the place of meaning and drill. The development of criteria for selecting instructional materials for pupils of varying abilities in various grade levels.

**54. Social Studies in the Elementary School (3 cr.)**

The factual elements of the social sciences to be taught in the elementary school, examination of the class itself as a social group with responsibilities, individual aspirations, and common interests. Emphasis is on decision-making, contributions toward a common goal, evaluation, and research into the nature of citizenship.

**55. Arts and Crafts in the Elementary School (2 cr.)**

An experience approach to materials, processes, and tools to gain an understanding of the ways children work with paint, paper, wood, leather, textiles, clay, etc.

**56. Science in the Elementary School (3 cr.)**

Exploration of a wide variety of science materials and methods, including experiments suitable for use in the elementary schools.

**57. Physical Education in the Elementary School (2 cr.)**

Materials and methods for teaching elementary physical education with a consideration of the needs and interests of the child. Includes opportunity for experience in presenting games, stunts, dances and basic motor skills.

**58. Grade School Music (2 cr.)**

A consideration of the ways in which the classroom teacher understands and utilizes children's play and musical interests in relation to a sound child development program. An approach to the ways in which dance and musical play enrich the lives of children through spontaneous musical expression, rhythmic activities, song repertory, dramatic interpretation. Appropriate material, adapted to the normal social and musical interests of children, is evaluated and studied.

**F100 Introduction to Teaching (2 cr.)**

A brief introduction to the function of public education in society and of teaching as a profession. Major emphasis upon assisting each student in studying the desired competencies in teaching; evaluating his own capacities, interests, and abilities; and planning his professional career.

**LIBRARY SCIENCE**

**L220 Introduction to Reference Materials (2 cr.)**

The content and use of basic reference tools, such as atlases, directories, statistical publications, encyclopedias, dictionaries, and the library card catalog. Also includes the use, for reference purposes, of the University Library.

**L423 Selection and Use of Library Materials (3 cr.)**

The study and evaluation of broad subject fields of printed, filmed, and recorded materials suitable for library collections. Emphasizes principles of selection and available aids to selection in the several communication media, with practice provided in the use of materials in modern library programs.

**L456 Library Organization and Administration (3 cr.)**

The organization, housing, and maintenance of the materials collection; the library budget; the duties and services of the library staff; and the relation of the library to the community.

**L483 Library Cataloging and Classification (3 cr.)**

Classification, by the Dewey Decimal System, and the principles of cataloging books, films, filmstrips, slides, phonorecords, and maps. Procedure for ordering and using Library of Congress and Wilson cards.

**L494 Library Practice Work (cr. arr.)**

Prerequisites, L220, L423, L456, and L483. Supervised practice activities in the University School Library, or in a college, university, or public library approved by the Director of the Division of Library Science. Applications to take this course must be made one semester before registration.

**GRADUATE EDUCATION**

**E535 Elementary School Curriculum (3 cr.)**

A study of the social, economic, and educational forces operating to bring about changes in the curriculum of the elementary school. Emphasis on observation and study of the curriculum of the modern elementary school and methods of evaluating it.

**E553 The Teacher and Elementary School Organization (3 cr.)**

A study of the structure and organization of the elementary school and the role of the teacher in its effective operation. Designed particularly for classroom teachers.

**P503 Introduction to Research (3 cr.)**

A study of methods and procedures used in educational research.

**P507 Educational Measurement (3 cr.)**

Deals with the history and theory of measurement, interpretation and measurement data, tests for administrative and supervisory purposes and for teaching aids, prognostic testing, and testing in relation to pupil diagnosis and adjustment.

**ENGLISH**

**11C-12C Freshman English I, II (3-3 cr.)**

An introduction to reading, thinking, discussing, and writing on the college level based on selected materials of world literature. First semester work aimed at acquisition of skills in expository writing. Second semester work includes further experience in supporting a thesis in the form of a documented research paper. No prerequisite except in cases of insufficient background in high school composition.

**F201 Introduction to Folklore (3 cr.)**

The study of folklore deals with the oral literatures and the traditional cultures of mankind; examines the forms of tradition, such as the folktale and folksong, folk belief, folk art, and folk custom, and the functions of folklore in primitive societies, like the American Indian; and in modern nations, like Russia and the United States.

**G203 English Grammar for Teachers (3 cr.)**

The study of words and their function in accepted American usage. Intended to acquaint the student with contemporary approaches to traditional grammar and to provide a foundation for advanced studies in language. Required of students preparing to teach English in secondary schools.

**L101-L102 Freshman Literature I-II (3-3 cr.)**

A study of literary masterpieces from Homer's time to the present. The aims are: to teach thoughtful, intensive reading; to introduce the student to some of the aesthetic values inherent in literature; and to make the student aware of the enjoyment that may be derived from reading.

**L203 Introduction to Drama (3 cr.)**

A course designed to develop: ability to understand and appreciate drama; acquaintance with a representative group of significant plays; knowledge of characteristics of drama as a type of literature and of special problems involved in understanding it; critical ability to discriminate between plays and to evaluate them.

**L204 Introduction to the Novel and Short Story (3 cr.)**

A course designed to increase the student's ability to understand and enjoy good fiction through the reading and discussion of short stories and novels which illustrate the ingredients of fiction, structural technique in the novel, various philosophies of fiction, and the thematic scope of the novel.

**L205 Introduction to Poetry (3 cr.)**

Designed to teach students how to read and enjoy poetry. The objectives are to acquaint students with a selection of great poetry, to afford a knowledge of the characteristics of poetry as a type of literature, and to develop the critical ability to judge poetry intelligently.

**L206 Introduction to Biography (3 cr.)**

Significant biographies and autobiographies read to acquaint the student with aims, techniques, and development of biographical writing and with outstanding personalities in relation to their times. Consideration of the familiar essay as a form of self-revelation, and of diaries and letters both as forms and as materials of biography.

**L220 Introduction to Shakespeare (3 cr.)**

An introduction to Shakespeare, with rapid reading of the greatest of his works.

**L390 Children's Literature (3 cr.)**

A study of historical and modern children's books and selections from books, designed particularly to assist future teachers, parents, librarians, or others to be able to select the best in children's literature for each period of the child's life.

**17. Introduction to Journalism (3 cr.)**

The development and function of the press and other media of mass communication in democratic authoritarian societies. Techniques of writing news stories, features, editorials and other journalistic articles. Comparison of noteworthy American newspapers. The problems of editing newspapers and magazines.

**28-29. World Literature I, II (3-3 cr.)**

Selected masterpieces from the world's literature. First semester, great works of the Western world. Second semester, reading in non-Western literature.

**55. The Novel (3 cr.)**

The development of the novel in England and America, with some attention to great European novels.

**59. Linguistics (5 cr.)**

The principles of linguistic analysis and their application in describing the structure of English and other languages. The historical development of the English language, with special attention to the features of modern English and the different approaches to analyzing modern English grammar.

**71-72. American Literature I, II (3-3 cr.)**

Major writers from Jonathan Edwards to Robert Frost. Some features of the growth of our native literature and the influence of various ideas since 1750.

## GRADUATE ENGLISH

**L553 Studies in Literature (4 cr.)**

Especially for secondary school teachers of English. Critical evaluation of poems, short stories, a major novel, and two major plays.

## GEOGRAPHY

**G105 Introduction to Physical Geography (3 cr.)**

The broad physical characteristics of the earth's surface, and its differentiation by climate, vegetation, soil, landforms, etc. Physical relationships and regions. Taken with G106, this course may be used for Group III A credit.

**G210 Introduction to Cultural Geography (3 cr.)**

Prerequisite, G105. A general study of the relationships between man and the earth. Major types of human economy and their world distribution. Man as an organizer of terrestrial space and resources.

**G315 Conservation of Natural Resources (3 cr.)**

Prerequisite, three hours of geography or junior standing. Current problems in the wise utilization of soils, waters, mineral resources, and especially forests, fish, and game. Includes an introduction to land use planning.

## GEOLOGY

**11. General Geology - Physical (3 cr.)**

The processes operating on and within the earth, and the nature of minerals, rocks, earth structures, and landscape features which are produced by these processes. Visual aids such as movies, slides, specimens, models, diagrams, and maps are used extensively. Laboratory time is devoted to the study of minerals, rocks, and landscape features on topographic maps. Field trips.

**12. General Geology - Historical (3 cr.)**

The changes in the earth's structure, physical features, climate, and life through geological time, as interpreted from the rock record. Visual aids are used extensively. Laboratory time is devoted to an elementary study of fossils and the interpretation of earth history from geologic maps and diagrams. Fossil collections are made on field trips.

## GOVERNMENT

- 11-12. American Government I, II (3-3 cr.)
11. Origin, Nature, and Development of American Federalism  
Analysis of basic concepts in political science and in American constitutional theory and practice. Analysis of national government structure, political and civil rights, and pressure groups. Current problems and trends.
12. Functioning of the Federal Government  
Major issues in public policy. Structure and function of state and local government. Current national, state, and local problems and trends.
50. Contemporary World Problems (3 cr.)  
An analysis of some of the basic political and social issues in international affairs since the end of World War II; e.g., the Cold War, the problems of the new developing nations of Asia and Africa, the Arab-Israeli conflict, neutralism, regional political blocs, and some of the special issues before new international agencies.

## HISTORY

- H103-H104 History of Western European Civilization I-II (3-3 cr.)  
Rise and fall of ancient civilizations; barbarian invasions; rise, flowering, and disruption of the medieval Church; rise and decline of feudalism; growth of national monarchies; rise of middle class; development of parliamentary institutions, liberalism, and political democracy; industrial revolution; growth of capitalism, and socialist movements; modern nationalism, imperialism, international rivalries, and wars.
- H105-H106 American History: General Course I-II (3-3 cr.)  
I. A survey of the Colonial period, the Revolution, the Confederation and the Constitution, and the National period of 1865. II. Begins with 1865 and continues to the present. Political history forms the framework, but economic, social, cultural, and intellectual history are interwoven. An introduction to historical literature, source material, and criticism is included.
56. Modern European History (3 cr.)  
The principal European nations and their colonial empires from Napoleon to World War I, with emphasis on liberalism, nationalism and the rise of socialism.
57. The World Since 1914 (3 cr.)  
Causes, nature and consequences of World Wars I and II. Background and significance of contemporary events.

## LANGUAGES

- 11-12-13. Basic French I, II, III (5-5 cr.)  
Phonetics, grammar, basic vocabulary, history, literature and geography, and various aspects of contemporary French life. In several of these units students may progress individually as rapidly as they are able.
- 11-12-13. Basic German I, II, III (5-5 cr.)  
Elements of grammar and a basic vocabulary for both speaking and reading. Reading material presents information on German geography, history, civilization and contemporary life, with some literary selections.

S101-S102 Elementary Spanish I-II (5-5 cr.)  
Intensive introduction to present-day Spanish, with drills aiming for mastery of phonology, basic structural patterns, and functional vocabulary. Required attendance in language laboratory.

S203-S204 Second-Year Spanish I-II (4-4 cr.)  
Prerequisite, S102 or equivalent. First semester: intensive drill reviewing important structural and vocabulary problems, coordinated with literary readings. Required attendance in language laboratory. Second semester: discussions in Spanish of contemporary Hispanic literature. Practice in composition both semesters. This sequence substitutes for S201, S211-S212.

S210 Second-Year Spanish Composition (2 cr.)  
Prerequisite, S203 or equivalent. Intensive practice in writing expository, descriptive and narrative prose, with weekly compositions to be discussed and corrected in class. Recommended especially for majors enrolled in S204.

## MATHEMATICS

11. General Mathematics (3 cr.)  
A basic treatment of algebra. Topics in logic and theory of sets. Relationship of mathematics to science.
14. Mathematics for Elementary Education (5 cr.)  
This course, together with Mathematics 11, is intended to fulfill the requirements in mathematics of the program of training for elementary teachers of the State of Indiana. It includes special work providing background in algebra, geometry, and logic needed for the teaching of elementary mathematics.
20. Descriptive Astronomy (3 cr.)  
A description of the universe, stressing the basic theories of physical science. One evening per week of constellation study and other observatory use. Prerequisite: Mathematics 11, or two years of high school mathematics.
- T104 General Mathematics for Elementary Teachers (5 cr.)  
Prerequisite, one year of high school algebra and one year of geometry or permission of the Mathematics Department. Basic ideas of mathematics, emphasizing arithmetic, for prospective elementary teachers. Sets, relations, logic, rational and real numbers, greatest common divisor, least common multiple, prime factorization, divisibility, nature of measurement.
- T106 Geometry for Elementary Teachers (3 cr.)  
Prerequisite, T104. Fundamental ideas of geometry for prospective elementary teachers. Non-metric geometry, measurement, parallelograms and triangles, constructions and congruent triangles, similar triangles and variations, volumes and surface areas, circles and spheres.
- T108 Contemporary Algebra for Elementary Teachers (3 cr.)  
Prerequisite, T104, T106. Properties of real numbers, linear and quadratic equations and inequalities, systems of linear equations and inequalities, modular arithmetic, complex numbers, poly-nomials, algebraic structures, and functions.
- M115 Elementary College Mathematics (5 cr.)  
Prerequisite, one year of high school algebra. Introduction to mathematical reasoning, algebra, and trigonometry.

**M117 Introduction to College Mathematics (3 cr.)**

Prerequisite, one and one-half years of high school algebra. Introduction to mathematical reasoning, algebra, and trigonometry.

**M118 An Introduction to Mathematics (3 cr.)**

Prerequisites, two years of high school algebra and trigonometry, or M115, or M117. Set theory, linear systems, matrices and determinants, linear programming. Applications to problems from the social sciences.

**M119 Elements of Calculus (3 cr.)**

Prerequisites, two years of high school algebra and trigonometry or M115 or M117. Introduction to calculus. Primarily for students in the social sciences.

**M131 Plane Analytic Geometry (2 cr.)**

Prerequisites, two years of high school algebra and trigonometry, M115 or M117. M131 not open to students who have had M118. Coordinate systems, loci, equations of curves, and a systematic study of the straight line, the circle, the conic sections, and the general equation of the second degree.

**M211 Calculus I (3 cr.)**

Prerequisite, knowledge of plane analytic geometry including a study of the ellipse, hyperbola, and parabola. Differentiation and integration of functions of one variable and applications. This course, together with an adequate knowledge of analytic geometry, is equivalent to M215.

**M215-M216 Analytic Geometry and Calculus (5-5 cr.)**

Prerequisites, two years of high school algebra and trigonometry, or M115, or M117. Coordinates, functions, the straight line, limits, continuity, derivative and definite integral, applications, circles, conics, techniques of integration, infinite series.

### MUSIC

**11. Introduction to Music I (3 cr.)**

The aims are to increase, through the analysis of the materials and forms of music, the student's ability to "hear what there is to hear," to acquaint the student with some of our musical heritage and to foster a continuing interest in music of the present and of the past; to develop appreciation of the value of music and the other arts in society; and to encourage the exercise of good taste.

**M174 Appreciation of Music I (2 cr.)**

How to listen to music; art of music and its materials; creator and creation of music; instruments and the musical forms. Examples by use of records, films, and live music.

### PHILOSOPHY

**11. General Philosophy I (3 cr.)**

**Introduction to Philosophical Thought**

Reading original works of a few carefully selected philosophers. The major philosophical periods are presented, with selections from Plato, Aristotle, Descartes, James, Bergson, and Sartre.

**13. Introduction to Ethics (3 cr.)**

A non-technical consideration of some important moral problems and the philosophical foundation of morality itself, in the light of contributions of thinkers in the past, with a view of attaining a contemporary philosophy of life. Prerequisite: Philosophy 11.

**P250 Logic (3 cr.)**

Prerequisite, three hours of philosophy or sophomore standing. Study of the basic intellectual tools employed in processes of human knowing. The point of departure is traditional Aristotelian logic. The objective is to exhibit the relevance of elementary logical forms of thought to scientific and philosophical knowledge in general.

### PHYSICS

**P100 Physics in the Modern World (5 cr.)**

A study of the ideas, language, methods, impact, and cultural aspects of physics today. Four lectures and one two-hour laboratory period each week. Includes classical physics, up to the physical bases of radar, atomic-energy applications, etc. Beginning high school algebra is used. Cannot be substituted for physics courses explicitly designated in specified curricula.

**P201 General Physics: Mechanics, Heat, and Sound (5 cr.)**

Prerequisites, Mathematics M117 or high school equivalent. Two lectures, two recitations, and one double laboratory period each week.

**P202 General Physics: Light, Electricity, and Magnetism (5 cr.)**

Prerequisite, P201. Two lectures, two recitations, and one double laboratory period each week.

**12C Engineering Drawing (3 cr.)**

Graphical methods used in engineering design, layout and calculation. Multiview and pictorial drawing and sketching of objects; basic dimensioning practice; conventional representation.

### PSYCHOLOGY

**P101 Introductory Psychology I (3 cr.)**

An introduction to psychology; its methods, data, and theoretical interpretations in the areas of learning, sensory psychology, and psychophysiology.

**P102 Introductory Psychology II (3 cr.)**

Prerequisite, P101. Continuation of P101; methods, data, and theoretical interpretations in the areas of individual differences, personality, developmental, abnormal, and social psychology.

**P111 Introductory Laboratory Psychology I (2 cr.)**

Prerequisite, P101. An experimental laboratory course supplementary to P101 to satisfy the five-hour science requirement. Required of all major students in psychology. Experimental method and the statistical treatment of data; laboratory investigation of selected topics in general psychology.

**P233 Industrial Psychology (3 cr.)**

Prerequisites, three hours of psychology and one course in statistics or permission of instructor. The application of psychological principles and research techniques to industrial and personnel problems, including selection, training efficiency, safety, and the design of equipment.

**F234 Mental Hygiene (3 cr.)**

Prerequisite, three hours of psychology. Consideration of the development and maintenance of mental health by application of psychological and psychiatric principles of normal human behavior. Credits for P234 may not be used in concentration group to satisfy requirements for the College of Arts and Sciences.

**P336 Psychological Tests and Individual Differences (3 cr.)**

Prerequisite, P354. An introduction to the principles of psychological testing, together with a survey of representative tests and their uses for evaluation and prediction. Emphasis upon the basic concepts of reliability, validity, standardization, norms, and item analysis. Prepares the student to evaluate tests and interpret their results.

**62. Abnormal Psychology (3 cr.)**

Basic concepts in abnormal psychology, etiology and dynamics of psychological disorders, the psychoneuroses, the psychoses, mental deficiency, and therapeutic orientations.

### RELIGION

**15. Introduction to Bible (3 cr.)**

A concentrated course teaching Biblical perspective and methods of study, using selected books and topics from both Old and New Testaments.

### SOCIOLOGY

**11. Introduction to Sociology (3 cr.)**

A series of major topics including society, personality, and culture, associations, institutions and social stratification, collective behavior and social change, are introduced in terms of the problem they pose, methods of study, theoretical formulations and applications to current social issues.

**49. General Anthropology (3 cr.)**

Human origins, races, symbols and language, the nature of culture and the processes of cultural change, the study of nonliterate peoples and their response to modern civilization. A service course designed for upperclass students concentrating in the sciences and the humanities.

**S163 Social Problems (3 cr.)**

Prerequisite, S161. The study of selected areas that involve major social problems, such as the family, religion, the economic order, crime, mental disorders, civil rights, and racial, ethnic, and international tensions. The areas are considered in terms of the nature of the problem and its relation to the structure and values of the larger society.

### SPEECH

**11. Public Speaking (3 cr.)**

The basic principles of effective oral communication.

**51. Business Speaking and Parliamentary Law (3 cr.)**

Specialized speech forms applicable to the needs of men and women in business and the professions. A part of the course is devoted to the study of parliamentary procedure.

**S160 Speech Correction for Classroom Teaching (3 cr.)**

An introductory course in classification and methods of therapy for speech and hearing disorders. Special emphasis is placed on rehabilitation which can be given by the teacher to children in a classroom situation.

## PROGRAMS IN COLLEGE PREPARATION

The Center offers three non-credit courses to prepare students for college level work where their previous training and experience have been inadequate. Other non-credit courses may be added as the need arises.

### English for College Entrance

This course offers the student a thorough drill in essentials of grammar, punctuation, sentence structure, and word usage. It is useful for high school graduates who are not well prepared for college composition classes and for others who need review in this subject.

### Basic Mathematics for College Entrance

This course will consist of topics prerequisite to mathematics courses at most colleges and universities. The course will provide essential knowledge in these topics: elementary logic, elementary theory of sets, functions and relations, properties and arithmetic of the real number system and its sub-systems, graphing of equations, trigonometry and its application, roots of equations, and elementary modern abstract algebra.

Additional topics will be introduced as the need arises. A sufficient number of exercises will be given to provide the student with essential skills in arithmetic, algebra, logic, sets, and trigonometry.

### Techniques in Reading and Study

Helps the student improve his reading skills. Emphasis is on both reading rate and comprehension, dependent on the student's needs as determined by diagnostic tests. Class sessions will involve both easy and difficult reading materials and exercises aimed at improvement of sentence and paragraph comprehension.

**ADULT EDUCATION SERIES**  
**NON-CREDIT OFFERINGS**

**Audubon Screen Tours**

The Center is pleased to join the Richmond Audubon and Nature Club in sponsoring the Audubon Screen Tours. The National Audubon Society arranges for these showings of very select nature color moving pictures that are taken and shown by the nation's best nature photographers. (The photographers narrate the pictures). These programs offer the finest in educational entertainment for the family.

Season tickets—Family season \$6.50, Season \$3.50, Single admission \$1.00. Student season \$2.00, Student single \$.50.

**Business Writing**

Writing of letters, memoranda, and reports that command attention and respect. Some of the topic areas include writing styles and types of letters, principles of communication, writing minutes of meetings and others.

**Interior Decorating**

**Beginning Interior Decorating**

Instruction covers basic principles and fundamentals of Interior Design and how to recognize and apply them. Study will include furniture styles and construction, floor coverings, and fabrics. Emphasis will be placed on color and how to use it, arrangement and selection of furnishings.

**Advanced Interior Decorating**

Practical application of theories of design as taught in beginning classes. Individual interest and room set-ups will be worked out in detail. Fabric and carpet samples, furniture, sketches, etc., will be furnished to students for use in projects.

**Color and Texture**

A detailed study of color and how it is developed or created. Developing color schemes through actual laboratory work with color and paint. Transferring color schemes to room arrangements with wallpaper, carpet, and fabric samples. Relationship of texture to color and how to use it. Color relationships to varying styles of furniture.

**Investment Fundamentals**

Mediums of investment. "Gambling vs. investing". Objectives of personal investing. Methods of determining where to invest. Class will also fictitiously "play the market" based on information learned and compare the results with actual. Stock market terminology.

**Looking to Later Years**

This series of meetings is designed to help people plan and prepare for retirement. Several industries have enrolled employees in the program. Specialists in the fields of health, finance, social security, architecture, and recreation will discuss these subjects as they are related to planning for later years.

**Personal Money Management**

Planned spending; credit and borrowing; savings and their purpose; home ownership; insurance (Health and Life); Social Security; annuities and pensions.

**Rocks and Minerals for Fun**

Elementary mineralogy including identifying and classifying local minerals and rocks. Use will be made of cutting and polishing equipment. Collecting field trips to be arranged.