

SOUTH BEND - MISHAWAKA CENTER

FIRST-SEMESTER CLASSES 1960-61

REGISTRATION: September 6, 7, and 8
CLASSES BEGIN: September 8

Center Office: Room 220, Central High School
Telephone: CEntral 3-1137



INDIANA UNIVERSITY

**INDIANA UNIVERSITY CENTER
SOUTH BEND-MISHAWAKA**

Room 220, Central High School, South Bend—Central 3-1137

1960							1961																
S	M	T	W	T	F	S	S	M	T	W	T	F	S										
July	3	4	5	6	7	8	9	Jan.	1	2	3	4	5	6	7	July	2	3	4	5	6	7	8
	10	11	12	13	14	15	16		8	9	10	11	12	13	14		9	10	11	12	13	14	15
	17	18	19	20	21	22	23		15	16	17	18	19	20	21		16	17	18	19	20	21	22
	24	25	26	27	28	29	30		22	23	24	25	26	27	28		23	24	25	26	27	28	29
	31								29	30	31						30	31					
Aug.	7	8	9	10	11	12	13	Feb.	5	6	7	8	9	10	11	Aug.	6	7	8	9	10	11	12
	14	15	16	17	18	19	20		12	13	14	15	16	17	18		13	14	15	16	17	18	19
	21	22	23	24	25	26	27		19	20	21	22	23	24	25		20	21	22	23	24	25	26
	28	29	30	31					26	27	28						27	28	29	30	31		
Sept.	4	5	6	7	8	9	10	Mar.	5	6	7	8	9	10	11	Sept.	3	4	5	6	7	8	9
	11	12	13	14	15	16	17		12	13	14	15	16	17	18		10	11	12	13	14	15	16
	18	19	20	21	22	23	24		19	20	21	22	23	24	25		17	18	19	20	21	22	23
	25	26	27	28	29	30			26	27	28	29	30	31		24	25	26	27	28	29	30	
Oct.	2	3	4	5	6	7	8	Apr.	2	3	4	5	6	7	8	Oct.	1	2	3	4	5	6	7
	9	10	11	12	13	14	15		9	10	11	12	13	14	15		8	9	10	11	12	13	14
	16	17	18	19	20	21	22		16	17	18	19	20	21	22		15	16	17	18	19	20	21
	23	24	25	26	27	28	29		23	24	25	26	27	28	29		22	23	24	25	26	27	28
	30	31							30								29	30	31				
Nov.	6	7	8	9	10	11	12	May	7	8	9	10	11	12	13	Nov.	5	6	7	8	9	10	11
	13	14	15	16	17	18	19		14	15	16	17	18	19	20		12	13	14	15	16	17	18
	20	21	22	23	24	25	26		21	22	23	24	25	26	27		19	20	21	22	23	24	25
	27	28	29	30					28	29	30	31					26	27	28	29	30		
Dec.	4	5	6	7	8	9	10	June	4	5	6	7	8	9	10	Dec.	3	4	5	6	7	8	9
	11	12	13	14	15	16	17		11	12	13	14	15	16	17		10	11	12	13	14	15	16
	18	19	20	21	22	23	24		18	19	20	21	22	23	24		17	18	19	20	21	22	23
	25	26	27	28	29	30	31		25	26	27	28	29	30		24	25	26	27	28	29	30	
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Register for First Semester: September 6, 7, and 8
 Register for Second Semester: January 25, 26, and 27
 Register for Summer Session: June 5 and 6

Learning is a Lifelong Pleasure

Calendar, 1960-61

FIRST SEMESTER September 6 through January 20
 Registration September 6, 7, and 8
 Classes begin September 8
 Thanksgiving recess November 24 and 25
 Christmas vacation December 21 through January 3
 Semester examinations January 16 through January 20

SECOND SEMESTER January 25 through June 3
 Registration January 25, 26, and 27
 Classes begin January 30
 Spring vacation April 3 through April 9
 Memorial Day holiday May 30
 Semester examinations May 29 through June 3
 Examinations scheduled for May 30 will be given on June 3, or at special times arranged by the instructors.

SUMMER SESSION June 5 through August 3
 Registration June 5 and 6

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Administrative and Instructional Staffs 1960-61

Administrative—Bloomington

Herman B Wells, A.M., LL.D., President of the University
Ralph L. Collins, Ph.D., Vice-President, and Dean of the Faculties
Joseph Amos Franklin, B.S., Vice-President, and Treasurer
John William Ashton, Ph.D., LL.D., Vice-President for Graduate Development, and Dean of the Graduate School
Samuel Edward Braden, Ph.D., Vice-President, and Dean for Undergraduate Development
Charles Edwin Harrell, A.B., LL.B., Registrar, and Director of the Office of Records and Admissions
Hugh Woods Norman, A.M., Dean of the Division of University Extension (died May 19, 1960)
Smith Higgins, Ph.D., Assistant Dean of the Division of University Extension

Administrative—South Bend

Jack J. Detzler, Ph.D., Director of the South Bend-Mishawaka Center, and Assistant Professor of History
Francis J. Molson, A.M., Academic Counselor, South Bend-Mishawaka Center, and Resident Lecturer in English
Robert Newlin Robinson, M.B.A., C.P.A., Administrative Assistant, and Assistant Professor of Accounting
Jacob Sudermann, A.M., Administrator of Adult Education, and Assistant Professor of German
Alice L. Kaniewski, Office Manager
Alex Jardine, Ed.D., Superintendent of the South Bend Schools
John J. Young, Ph.D., Superintendent of the Mishawaka Schools
Rupert Ferrell, A.M., Principal of the South Bend Central Senior High School
Ruth Papczynski, Recorder
(Mrs.) Veronica Szasx, Library Assistant
Ann Rafalski, Bookstore Manager
Freda E. Prentice, Senior Account Clerk, and Veterans Record Clerk
(Mrs.) Gloria Carr, Evening Assistant
Shirley Hojnacki, Secretary for Adult Education

Instructional Staff

John Bednar, Ph.D., School of the Art Institute of Chicago; Lecturer in Art
Martin Bravin, Ph.D., University of Denver; Lecturer in Psychology
Howard Carr, A.M., Indiana University; Lecturer in Mathematics
George Carson, A.M., State University of Iowa; Lecturer in Social Services
Martha R. Carter, Ed.D., Indiana University; Lecturer in Art
John A. Cassidy, Ph.D., Western Reserve University; Assistant Professor of English
James A. Chism, M.B.A., Indiana University; Lecturer in Marketing
Frank Claeys, B.S., Indiana University; Lecturer in Business
Donald Cline, M.B.A., University of Michigan; C.P.A., Michigan; Lecturer in Accounting
Daniel R. Connell, M.S., University of Notre Dame; Lecturer in Economics
Cecil Deardorff, A.M., Columbia University; Lecturer in Music
Floyd Harrison Deen, Ph.D., Indiana University; Associate Professor of English
(Mrs.) Lola Jane Rosenberger Perez de Lara, A.M., Middlebury College; Assistant Professor of French and Spanish
Jack J. Detzler, Ph.D., Indiana University; Assistant Professor of History
John R. Eichorn, Ed.D., Boston University; Associate Professor of Special Education
Ernest Hugh Gerkin, Ph.D., Indiana University; Associate Professor of Chemistry and Physics
John D. Groppe, B.S., City College of the City of New York; Lecturer in English
Sheldon Halpern, A.M., Columbia University; Resident Lecturer in English
Albert Vern Hinton, Jr., B.S. in Bus.Ed., Northwestern University; C.P.A., Indiana; Lecturer in Accounting
Goldie L. Ivory, A.M., University of Notre Dame; Lecturer in Sociology
Thelma A. Knudson, A.M., State University of Iowa; Lecturer in Speech
Chris Koronakos, Ph.D., University of Nebraska; Instructor in Psychology
Ejnar Krantz, D.F.A., Chicago Musical College; Director of the Lyric Choral Group
Roy Lawton, A.B., University of Denver; C.P.A., Indiana; Lecturer in Accounting
Alfred J. Levy, Ph.D., University of Wisconsin; Instructor in English
John Anthony Lipinski, A.B., University of Notre Dame; Lecturer in English
Edward J. Miles, Ph.D., Syracuse University; Lecturer in Geography
Francis J. Molson, A.M., University of Notre Dame; Resident Lecturer in English
Richard C. Mynsberge, B.S.C., University of Notre Dame; Lecturer in Accounting
James Nafe, J.D., Indiana University; Lecturer in Business
Frank Anthony Renkiewicz, A.M., University of Notre Dame; Lecturer in History
(Mrs.) Mary J. Rieth, M.S., Purdue University; Lecturer in Nutrition

Doris Risler, A.M., University of Notre Dame; Lecturer in Sociology
 Herbert J. Rissler, A.M., Indiana University; Resident Lecturer in History
 Robert N. Robinson, M.B.A., Indiana University; C.P.A., Indiana; Assistant Professor of Accounting
 Mary V. Rosenfeld, A.M., Smith College; Lecturer in English
 Virgil E. Schooler, P.E.D., Indiana University; Associate Professor of Education
 Raymond D. Stallard, A.M., Colorado State College; Lecturer in Speech
 George Stambuk, A.M., Indiana University; Resident Lecturer in Government
 Jacob Sudermann, A.M., University of Michigan; Assistant Professor of German
 James A. Tankersley, M.S.E.M., University of Notre Dame; Lecturer in Mathematics
 (Mrs.) Carol Taylor, A.M., University of Colorado; Lecturer in English
 Frances Tyler, B.B.A., University of Wisconsin; C.P.A., Indiana; Lecturer in Accounting
 Manuel Vargas, Ph.D., University of Chicago; Lecturer in Psychology
 Margaret A. Walsh, B.S., Indiana State Teachers College; Lecturer in Short-hand
 Garret Reed Weathers, M.S. in Ed., Indiana University; Lecturer in Education
 (Mrs.) Ruth D. Weir, A.M., Indiana University; Lecturer in English
 Volney Cleland Weir, A.M., Indiana University; Lecturer in Mathematics
 John Darce Wilmore, A.M., Indiana University; Lecturer in Mathematics
 Samuel A. Yoder, Ph.D., Indiana University; Lecturer in English

Committees

Scholastic Affairs: Molson, Deen, Gerkin, Levy, Taylor, Weir
 Student Publications: Levy, Halpern
 Library: Cassidy, Koronakos, Rissler, Robinson
 Adult Education: Sudermann, Cassidy, Halpern, Koronakos, Stambuk
 Building: Robinson, de Lara, Deardorff, Gerkin, Halpern, Rissler
 Student Activity: Halpern, Molson

Special Lecturers

Richard E. Adams, A.M., Ball State Teachers College (Secretarial Training, Part I)
 Patricia Archibald, B.S., Ball State Teachers College, University of Wisconsin, University of Texas (Anatomy and Physiology for Nurses)
 Elmer E. Barnbrook, M.S., Indiana University; Assistant Treasurer of South Bend Teacher's Credit Union (Credit Union Principles)
 John Bednar, Ph.D., School of the Art Institute of Chicago (Art Appreciation)
 (Mrs.) Ann Lynch Bohan, A.M., University of Chicago (Business Writing, Vocabulary Building)

John A. Bowland, Ph.D., University of Florida (Medical Assistants Training Program and Psychology for Nurses)
 (Mrs.) Bonnie F. Boynton, B.S., Purdue University (Chemistry for Nurses)
 Martin Bravin, Ph.D., University of Denver (Psychology: Understanding Ourselves)
 Elton Breckenridge, Graduate, School of the Art Institute of Chicago (Interior Decorating; Painters and Their Paintings)
 Raymond Ned Brooks, Manchester College, Indiana Technical College (Insurance: Casualty)
 George Carson, A.M., State University of Iowa (Social Services to the Individual)
 John A. Cassidy, Ph.D., Western Reserve University; Assistant Professor of English, Indiana University South Bend-Mishawaka Center (English Theme Writing and Grading)
 Daniel R. Connell, M.S., University of Notre Dame (Economics for Consumers)
 Arthur Conrad, M.D., Marquette University; South Bend Medical Foundation (Microbiology for Nurses)
 Cecil Deardorff, A.M., Columbia University (Evenings with Great Composers)
 Kenneth C. DeGross, B.S., Midland College (Photography)
 P. Allan Dionisopoulos, A.M., University of Minnesota; Acting Director of the Institute of Training for Public Service, and Lecturer in Government, Indiana University (National Election Forum)
 Ben H. Drollinger, A.B., Indiana University (Economics for Consumers)
 Jack N. Durben, M.B.A., Indiana University; Manager, Product and Inventory Control, Miles Laboratories (Personnel Management)
 (Mrs.) Adelaide Earhart, A.M., Northwestern University (Speed Reading)
 The Reverend Paul H. Elmen, Ph.D., Assistant Professor of Ethics and Moral Theology; Lecturer in Historical Theology, Seabury-Western Theological Seminary (Christian Church in New Testament Times)
 Kenneth Geiser, M.D., President of Christian Medical Association (Christian Church in New Testament Times)
 Carol Goodhew, South Bend Medical Foundation (Microbiology for Nurses)
 Paul E. Gorsuch, B.S., Ball State Teachers College; Traffic Manager, Industrial Plastics Corporation (Traffic Management)
 Richard F. Hamaker, B.S., Massachusetts Institute of Technology; Manager of Data Processing and Management Staff, Bendix—Missiles (Data Processing)
 M. Bruce Harlan, B.S., University of Notre Dame (Basic Black and White Photography)
 Harry Heppenheimer, LL.B., University of Notre Dame (Law for the Layman; Taxes: State, Gross)
 Harold E. Hill, Ph.D., Yale University; Lecturer in Comparative Religion, Indiana University (Archaeology)
 W. Richey Hogg, Ph.D., Associate Professor of World Christianity, Perkins School of Theology at Southern Methodist University (Christian Church in New Testament Times)

E. R. Hudson, M.S., Indiana University (Mathematics Review)

Charles Karst, B.S., Purdue University (Chemistry for Nurses)

Marvin Knoblich, LL.B., University of Illinois; Secretary-Treasurer and Credit Manager of the Dodge Manufacturing Corporation (Credit and Collections—Advanced)

Ejnar Krantz, D.F.A., Chicago Musical College; Minister of Music, First Presbyterian Church, South Bend (Lyric Choral Group)

Stephen A. Kreshock, U.S.A.F., Valparaiso Aero Service, Inc. (Air Science: Navigation—La Porte)

Richard M. Lyon, Ph.D., Cornell University (Insurance: C.L.U.)

Glen Burton Mather, M.D., Indiana University (Anatomy and Physiology for Nurses)

Howard L. McCombs (Air Science: Navigation)

John T. McGuckin, A.M., New York University; Personnel Manager, Bendix—Missiles (Industrial Supervision)

Guy H. McMichael, LL.B., University of Notre Dame (Real Estate)

Grant E. Metcalfe, M.D., Hahnemann Medical College; Associate Professor of Psychiatry, Indiana University (Psychoanalysis)

Chase C. Mooney, Ph.D., Vanderbilt University; Associate Professor of History, Indiana University (National Election Forum)

Vincent Piper, A.B., Wayne State University; Co-ordinator, Project on Aging and Aged of St. Joseph County (Retirement Preparation)

Rabbi Lypman Z. Rabinowitz, A.B., Northwestern University; Hebrew Theological College (Modern Hebrew)

Edwin S. Ramage, Ph.D., University of Cincinnati; Instructor in Classics, Indiana University (Archaeology)

Jon L. Regier, D.D., Executive Secretary of the Division of Home Missions, National Council of Churches of Christ, U.S.A. (Christian Church in New Testament Times)

Phillip H. Rhein, A.M., University of Michigan (German)

Walt Risler, A.M., University of Chicago; Superintendent of Parkview Detention Home (Marriage and the Modern Family)

Robert Newlin Robinson, M.B.A., Indiana University; C.P.A., Indiana; Assistant Professor of Accounting, Indiana University South Bend-Mishawaka Center (C.P.A. Review Problems)

William F. Roemer, Ph.D., University of Notre Dame (Critical Thinking)

Michael Rose, B.S., Indiana University (Speed Reading)

Arthur H. Schomp, A.M., University of Minnesota; M.B.A., University of Chicago; Account Executive, Merrill Lynch, Pierce, Fenner and Smith (Stock Market Techniques)

Rabbi Albert M. Shulman, A.M., University of Southern California; D.D., Hebrew Union College (Religions of Mankind)

(Mrs.) Ann Marie Smilyanitch, Ph.D., Université de Lyon (Russian)

John W. Snyder, Ph.D., University of Minnesota, Assistant Professor of History, Indiana University (Archaeology)

(Mrs.) Carol Taylor, A.M., University of Colorado (The Poetry of John Donne)

Roy Umble, Ph.D., Northwestern University (Practical Public Speaking)

George W. Viger, M.B.A., Louisiana State University; C.P.A.; C.L.U. (Insurance: C.P.C.U.)

Margaret A. Walsh, B.S., Indiana State Teachers College (Shorthand Review)

(Mrs.) Ruth D. Weir, A.M., Indiana University (English Review)

Lester M. Wolfson, Ph.D., University of Michigan; Assistant Professor of English, Indiana University Gary Center (Six Great British Novels)

(Mrs.) Eileen Zieger, B.S., Indiana University (Spanish—La Porte)

The South Bend-Mishawaka Center of Indiana University

The Office of the University Center is in Room 220 of the South Bend Central High School. When classes are in progress, the Office is open from 8:30 a.m. to 5 p.m., and 6:30 to 8:30 p.m., Monday through Thursday; Friday hours are from 8:30 a.m. to 5 p.m. Special hours will be posted during vacations and the holidays will be observed. Registration hours are indicated below.

Registration Hours and Information

During the first-semester registration period, students may register only during the following hours: Tuesday through Thursday, 12 noon to 4 p.m. and 6 to 8 p.m. Starting with Friday, September 9, registration is only during the regularly scheduled afternoon and evening hours. A late registration fee of \$3 will be charged those credit students who register late, beginning on a date to be announced by the Committee on Scholastic Affairs (see bulletin board). No registration is official until all required forms have been completed, fees provided for, and appropriate clearance of the student's admission status has been secured. *Registration should be completed September 6, 7, and 8.*

All entering freshman students must take the following tests:

1. Orientation test
2. Language placement test, if student has taken language courses previously.

These tests are to be taken during the week of registration at times to be announced. (See pages 11-17 for general information about admission, fees, grades, etc.)

Counseling

All students who plan to matriculate on the Bloomington campus are required to take the above-mentioned orientation test and to meet with the Academic Counselor when the results are available for a discussion of the test scores. In addition to being given during registration week, the orientation test will also be given November 9, 1960, from 7 to 9 p.m. Students planning to take the test should notify the Office of the Academic Counselor prior to the date of testing.

During the regularly scheduled registration periods, Academic Counselors are available daily, 10 a.m. to 4 p.m., and 6 to 8 p.m.

During the semester, Academic Counselors are available Monday through Thursday, 2:30 to 4 p.m. The Counselors are also available from 6:30 to 8 p.m., on dates posted in the Office. During vacation, they are available during the hours posted and at other times by appointment. Appointments may be made by phone: CEntral 3-1137.

Smoking Regulations

Many of the classes of the University Center are held in the South Bend Central High School. Therefore, the state law must be observed which prohibits smoking in public school buildings at any time and prohibits smoking about the buildings during the day. It is the policy of the University Center to give full co-operation to the enforcement of this regulation. The registration of any student who refuses such co-operation may be canceled with forfeiture of credit and with no fee refund.

Social Activities

Students are invited to assist in the publication of the quarterly *IU Center News*. They are able to gain experience in writing, business management, and newspaper editorship by participation in this activity. Alfred J. Levy and Sheldon Halpern are faculty sponsors.

The University Center is the sponsor of the Alliance Française de South Bend, which is the local chapter of an international federation of societies for the study of the French language and culture. University Center students and other interested persons are offered the opportunity to hear French and to practice speaking it. The Alliance meets eight times yearly, the first Wednesday of each month, from October through May. Membership dues are \$3 for individuals, \$5 for families, \$1 for students. Mrs. Lola Jane Perez de Lara is the faculty representative to the society.

Library

Books may be borrowed from the University Center Library for one week and may be renewed once. Reserve books may be used only in the Library. The Library (Room 217) is open Monday through Friday, from 8:30 a.m. to 8:30 p.m., with usual holidays observed.

The South Bend Public Library and its branches and the Mishawaka Public Library have many books for the use of students of the University Center. Staff members of these libraries are available to assist in selecting books and in otherwise serving students. Students from Bourbon, Elkhart, Goshen, La Porte, Michigan City, New Carlisle, Niles, and Plymouth will find similar services available in their communities.

The name of any student failing to return library books, to pay fines for overdue books, or to pay for extraordinary damage to books will be added to the University check list until satisfactory settlement is made.

Included in the University Center Library is the Turner Society Collection, which consists of approximately five hundred German language books. These books were given to the University Center by the Turner Hall Society of South Bend; the collection includes works of the classic German authors, translations of American authors, lexicons, and miscellaneous items.

The Alliance Française de South Bend also maintains a small but selective library in conjunction with the University Center. It consists of recent French fiction and a weekly newspaper, *France-Amerique*. These books are available for use by all interested persons.

Bookstore

Textbooks and other supplies are sold in the Office of the University Center. The Bookstore does not buy or sell used books; however, students wanting to buy or sell used books may post notices on the bulletin board in the Office of the University Center.

Texts and supplies should be purchased at the time of registration. Surplus books are returned to the publishers at the end of the third week of classes.

Scholarships and Awards

A limited number of service scholarships are available each semester at the University Center. These scholarships are awarded to graduates of the South Bend and Mishawaka high schools and of other area high schools on the basis of recommendations of the principals and counselors. Service scholarship students are asked to assist a limited number of hours each week in the University Center Library. Students interested in obtaining a service scholarship are invited to consult the Academic Counselor of the University Center or their high school officials.

Holders of State, Merit, Special, and Child-of-Disabled-Veteran Scholarships may use their scholarships at the University Center. All stipends will be valued at \$4 per semester hour. With the exception of the Child-of-Disabled-Veteran Scholarship, the holders of the other fee-remission scholarships must carry at least twelve hours of classwork each semester in order to receive the benefits of these scholarships. For information concerning these scholarships, students should write directly to Reese Williams, Director of Scholarships and Financial Aids, Maxwell Hall, Indiana University, Bloomington, Indiana.

Each spring the faculty of the University Center designates one or more students to receive the Robert E. Cavanaugh Award for Excellence in English Composition. Mrs. Dorothy Plowman and William H. Richardson received the third annual award, presented May 14, 1960.

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.

Admission. All students at the Centers are classified as (1) noncredit students; (2) regular undergraduate students; (3) special undergraduate students; and (4) graduate students. *Registration in courses does not constitute admission to Indiana University.* Classes are open to adults who can take the work with profit.

1. *Noncredit Students.* This group includes all students in noncredit courses and noncredit students in credit courses. Entrance credentials are not required, but registration is subject to the approval of the Center Academic Counselor.

2. *Regular Undergraduate Students.* This group includes all students working toward undergraduate degrees or teaching certificates from Indiana University. Such students must be graduates of a commissioned high school of Indiana or its equivalent. Moreover, they must complete the application for regular admission on blanks available at the Office of the Center Academic Counselor. Regular admission, however, is not completed until admission has been granted by the Associate Registrar for Admissions, Indiana University, Bloomington, Indiana. Students who have been graduated from out-of-state high schools, students who have irregularities in their high school work, and transfer students must submit their credentials to the Associate Registrar for Admissions, Indiana University, Bloomington, for his evaluation.

3. *Special Undergraduate Students.* This group includes: (a) All transient students, meaning all students registered at the Center on a temporary basis who have immediate plans to obtain undergraduate degrees or teaching certificates at other colleges or universities. Such students must certify their status as transient students at the time of Center registration, and this certification is subject to verification by the Center Academic Counselor with the institution involved. (b) Other undergraduate credit students not seeking undergraduate degrees or teaching certificates from Indiana University, including adults with nondegree and noncertificate objectives. Such students are admitted by the Center Academic Counselor, but such admission is not valid elsewhere in the University. Moreover, if and when such students begin study toward undergraduate degrees or teaching certificates, they must then be admitted as regular undergraduate students as indicated in section 2 above. (c) All unclassified undergraduate credit students, including students whose admission status is uncertain or in process. Except in unusual circumstances, students may not remain unclassified for more than one semester.

4. *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 would 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.

Orientation Tests. All freshmen and all new students working toward a degree are required to take orientation tests (see Calendar); *students who rank in the lower half of their high school graduating class are required to arrange for special counseling with the Center Academic Counselor.*

Outside Preparation. Credit classes require a substantial amount of outside study. *Students should not register for credit courses unless they have time to study, can attend regularly, and expect to attend classes throughout the session.*

Students Seeking Degrees or Teaching Certificates Elsewhere. No student carrying work at any other college is permitted to register at the Center without written approval of his dean. Students who expect to complete their training at another institution are themselves responsible for ascertaining the admission and degree requirements of that school concerning courses which may be transferred to that institution.

Academic Counseling. *All beginning students and any having questions concerning their programs should meet with the Center Academic Counselor before they register.* Degree students must complete the hour and course requirements of the chosen division or school of the University. In the case of certain courses, sequences are mandatory, and students may not register in courses for credit without the proper prerequisites.

Registration. Twelve to sixteen credit hours constitute a normal full-time load in a regular semester, and six to eight hours in summer sessions. A credit hour represents the work required in one 50-minute recitation or lecture each week throughout one semester (more hours are required for laboratory courses). (Veterans see page 16.) Permission to carry extra hours may be granted to students whose cumulative academic average is B or better. Five to six hours a semester and two to three hours for summer sessions are the recommended maxima for students who are employed full time, because experience has shown that students who register for more than this amount usually do not have time for adequate preparation without endangering their health or their grade status. A maximum of sixty semester hours of credit toward graduation from Indiana University may be earned at a Center.

Registration should be completed during the designated registration period. Late registration must be approved by both the Center Academic Counselor and the instructors involved. *All changes in program must be approved by the Center Academic Counselor.* All registration and changes in registration (including changes in credit status, both credit to noncredit and noncredit to credit) are prohibited after the second week of classes in the regular semesters and after the first week of classes during the summer sessions unless approved by the Academic Policies Committee. This Committee will grant such approval sparingly and only to students who show that they are both able and willing to make up the work missed and to complete the course in a desirable manner. (These requirements apply to auditors who change to a credit status.)

Students are expected to attend the first meeting of classes and, when classes must be limited in size, priority will be given to students who have completed the registration procedure.

A late registration fee of \$3 will be charged those credit students who register after the end of the official registration period.

English Composition. Courses in English composition are required for entrance into every school of the University. The sequence of English W101-W102-W103 constitutes the regular program in composition and that of English W112-W113 the special program for well-equipped students in composition; this latter program is not offered in all Centers. *Students working toward degrees must register in English composition during the first semester and continue such study until all requirements therein have been fulfilled.*

Foreign Language Requirements. A foreign language placement test must be taken by all students who intend to continue a language begun before entrance to the University. On the basis of this test, the appropriate language department at Bloomington will recommend the level of work proper for a student. A student continuing a language from high school will be given full credit only for work begun at, and beyond, the level recommended by the department. If a transfer student repeats work done at another college, the transferred credit will be canceled. Generally, a student beginning Latin, German, French, or Spanish must take at least one year in that language and receive credit for ten hours in it before the work can be counted toward graduation.

Eighteen semester hours of satisfactory study in one language (unless the student is exempted as the result of a proficiency test) is required of all candidates for the A.B. degree. Proficiency examinations are given three times a year. (Consult the Center Academic Counselor for the schedule.) Language study also is generally either required or accepted for other degrees and for admission to professional schools. Students are advised to take two years in the same language during successive semesters whenever possible. French and German are the two modern foreign languages required for the Ph.D. degree by most graduate schools.

Comprehensive Examination in Business. During the semester of the student's junior year in which he completes the seven basic or "core" courses, each undergraduate student in the School of Business is required to pass a comprehensive written examination. The examination is designed to test the student's ability to apply knowledge gained in these courses: Business A201-A202, Introduction to Accounting I-II; Economics E201-E202, Principles of Economics I-II; Economics E370, Interpretation of Business and Economic Data; Business F300, Corporation Finance; Business L300, Business Law—Contracts; Business M300, Principles of Marketing; and Business P300, Principles of Management.

The examination is designed as a test of the ability of the student to apply principles in the solution of practical business problems, not as a test of knowledge of the subject matter of the basic courses. Examinations are given three times a year near the end of each semester and the summer session. It is to the student's distinct advantage to plan his program so that the seven basic courses will be completed not later than the last semester of his junior year. The satisfactory completion of the examination is prerequisite to pursuing senior level courses in business and economics and is a requirement for graduation.

Grades. The quality of a 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). Students who receive the mark of F (failed) must repeat the work before they receive credit for it.

The grade of Incomplete may be given only when the completed portion of a student's work in the course is of passing quality. A student must remove an Incomplete within two semesters, or one summer session and one semester, of subsequent residence in the University. If the student fails to remove the Incomplete grade within the time allowed, the Incomplete will be changed to F. A student may not register for credit in a course in which he has a grade of Incomplete.

Once filed in the Office of Records and Admissions, no grade may be changed except upon request of the instructor with the approval of the Academic Policies Committee of the Center and with the consent of the Assistant Dean of the Division of University Extension.

Illness is usually the only acceptable excuse for absence from class. Other absences must be explained to the satisfaction of the instructor, who will decide whether or not omitted work may be made up. Instructors are to report promptly to the Center Academic Counselor the names of any students whose attendance is irregular.

Probation. Each semester hour of credit is valued in credit points as follows: grade A, three points; grade B, two points; grade C, one point; grade D, no points; grade F or WF, minus one point. A student is placed on probation for the semester succeeding the one in which he fails to earn a C average. A student who in the semester subsequent to being placed on probation does not bring his cumulative average to C must petition the Academic Affairs Committee of the Center if readmission is desired.

The schools and divisions of the University generally deny registration from another school or division to students whose cumulative grade average is less than one point. Students with such records at the Centers should contact the Office of Records and Admissions at Bloomington before planning to register for classes on the Bloomington campus. Students on the Bloomington campus with such records must confer in advance with the Center Academic Counselor before registering at a Center.

Payment of Fees. Fees, based on the amount of work, are \$15 a semester hour for undergraduate courses; \$18 a semester hour for graduate courses. A \$5 laboratory fee in addition is charged those taking science laboratory courses, and other special fees are sometimes charged. The late registration fee is \$3.

Fees of all types are subject to change by action of the University Board of Trustees without printed notice, except that no change in fee rates will be made for a particular semester during or after the official registration days of that semester.

All fees are payable in full at the time of registration. In special cases, a deferred payment plan may be arranged, with the permission of the Center Director, for students whose fees amount to more than \$45. When fees are deferred, the minimum payment due at registration is either \$45 or four tenths of the total fee, whichever is the larger amount. All fees must be paid by the end of the fifth week of classes. When deferred fees are permitted, a

service charge of \$5 is made, payable at the time of registration. An examination fee of \$1 is charged students who take examinations at other than regular times.

Insufficient Registration. Whenever registration in a course is deemed insufficient, the University reserves the right to withdraw that course. When small classes are continued, full payment of fees may be required at the time of registration. In such cases, no refund is permitted.

Withdrawals. Students who discontinue class attendance without following the official withdrawal procedure shall receive grades of WF. When withdrawal from class is necessary, students must make written application. Withdrawals approved by the Center Academic Counselor during the first four weeks of a regular semester or during the first two weeks of a summer session are marked W by the instructor. Withdrawals approved by the Center Academic Counselor after the first four weeks of a regular semester or after the first two weeks of a summer session are marked W or WF by the instructor, according to whether the student is passing or failing in the work of the course at the time of withdrawal. After four weeks in a regular semester or after two weeks in a summer session, the student shall be required to show the Center Academic Counselor adequate reasons for withdrawal. *Withdrawals cannot be considered official until all fees have been paid and an official withdrawal form has been executed.*

Refunds. Limited refunds may be approved under special circumstances and in accordance with the following schedule based on the date of the written application for withdrawal. For approved withdrawals, refunds may be as follows:

<i>First and Second Semesters</i>	<i>Refund</i>
Withdrawals before the end of the first week of semester	100%*
Withdrawals before the end of the second week of semester	80%
Withdrawals before the end of the third week of semester	60%
Withdrawals before the end of the fourth week of semester	40%
Withdrawals before the end of the fifth week of semester	20%
 <i>Summer Session</i>	
Withdrawals before the end of the first week of session	100%*
Withdrawals before the end of the second week of session	66 2/3%
Withdrawals before the end of the third week of session	33 1/3%

No refunds will be made after the end of the fifth week of a regular semester or after the third week of a summer session. No refunds will be made for noncredit registrations, popular lecture courses, certain courses which are permitted to carry with low or limited registrations, or laboratory fees.

Transcripts. Credits earned at a Center are regular Indiana University credits and official and permanent grade records are kept in the Office of Records and Admissions at Bloomington. Official transcripts are issued only from that office. Students who desire to transfer credits to another institution should write to the Registrar, Indiana University, Bloomington, Indiana. The initial

* In case of complete withdrawals during the first week, \$3 is retained as a registration fee.

transcript is issued free; thereafter, the charge is \$1 a transcript. Students changing from a Center to the Bloomington campus do not need a transcript because their credits are already on record there; however, such students should make arrangements with the Center Academic Counselor as early as possible so that required personnel records may be forwarded to the Office of Records and Admissions for classification in and certification to the appropriate school on the Bloomington campus. Students changing to a Center from the Bloomington campus, from another Indiana University Center, or from another institution must request their counselor or dean to send to the Center Academic Counselor a copy of the record of their previous credits in sufficient time for their record to arrive before registration. Students who need specific courses may substitute a statement to this effect from their dean.

Educational Benefits for Veterans. Public Law 550 provides education and training assistance to veterans of the Korean conflict who were in the service subsequent to June 27, 1950. To qualify for educational benefits, the following requirements must be met: a discharge under conditions other than dishonorable; at least ninety days' total service unless discharged sooner for a service-connected disability; the educational program must be initiated by August 20, 1954, or within three years after release from active duty. Public Law 894 provides for disabled veterans of the Korean conflict. To obtain full financial benefits, undergraduate veterans of the Korean conflict must register for fourteen hours in a regular semester or seven hours in a summer session.

Qualified students from other Centers or from the Bloomington campus should present transfer slips. (Students coming from the Gary and Calumet Centers to the campus or to another Center must submit new certificates of education or secure completed Form 7-1995 *before* leaving their place of training. This form has no retroactive date and subsistence is paid only from the date it is received in the Veterans Administration Regional Office.) Further information may be obtained from the local Office of Veteran Affairs or from Center officials.

Further benefits under Public Law 634, the War Orphans Assistance Act, are available for all children of veterans who died of a service-connected disability, including those of World Wars I and II and the Korean conflict. The children must be between the ages of eighteen and twenty-three, be high school graduates, and be counseled by the Veterans Administration before becoming eligible for benefits. The length of training may be thirty-six months; the rate of pay, \$110 per month. For further information, write to the Office of Veteran Affairs and Military Information, Indiana University, Bloomington, Indiana, or contact any Veterans Administration Office. *NOTE: The above is an interpretation of Veterans Administration policies and procedures as of March 1, 1957.*

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) take courses formally approved by the appropriate dean or department head. Graduate study is offered through the Graduate School; the School of Education; and the School of Health, Physical Education, and Recreation. Admissions to all of these schools are always cleared with the appropriate dean. Study programs for the Graduate School must be approved by the chairman of the department in which the study is being pursued; study programs for the School of Education and

for the School of Health, Physical Education, and Recreation must be approved by the deans of these schools. *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. Students registering for graduate credit must do so on green cards marked "Enrollment for Graduate Credit."*

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 total of twelve semester hours for the year of two semesters."

Correspondence Courses. The Division of University Extension through its Bureau of Correspondence Study provides instruction at both high school and college levels. Bulletins describing correspondence study courses may be obtained from the Office of the Center or from the Bureau of Correspondence Study, Indiana University, Bloomington, Indiana. Center students must have written approval of the Center Academic Counselor to register in correspondence study and must submit the approval with the application. Correspondence study credits are included in the maximum of sixty hours which may be completed at the Centers.

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

INDIANA UNIVERSITY

South Bend-Mishawaka Center

Schedule of Classes for First Semester, 1960-61

SUBJECT	DAY AND HOUR	INSTRUCTOR	FEE	ROOM	FIRST MEETING
ADULT EDUCATION SERIES					
Air Science (Navigation)	W 7-9 pm	McCombs	\$10	303	September 21
Section 1 (South Bend)	Th 7-9 pm	Kreshock	10	La Porte High School	September 29
Section 2 (La Porte)				319	October 24
Archaeology Lectures	M 8-9:30 pm	Lecturers	4	First Christian Church	October 4
Areas of American Mission Interest	Tu 10-11:15 am	Lecturers	2	218	September 14
Art Introduction	W 3-5 pm	Bednar	10	Auditorium	October 8
Audubon Wildlife Screen Tours	See page 43	Lecturers	2.50	120	September 14
Business Writing	W 7-9 pm	Bohan	7	Progress Club	
I. U. Center Concert Series	Sun. 3-4:15 pm	Artists	3		October 30
I. U. Center Foreign Film Forum	W 7:30 and 9:15 pm	See page 45	3	River Park Theatre	October 12
C. P. A. Review Problems	Tu 7-9:30 pm	Robinson	30	212	September 13
College Attendance Forum	To be announced	Lecturers	3 and 5	To be announced	To be announced
Credit and Collections (Advanced)	Th 7-9 pm	Knoblich	30	318	September 8
Credit Union Personnel Workshops	Th 7:30-9 pm	Barnbrook	6 and 6	318	September 15
Critical Thinking	W 7-8:30 pm	Roemer	8	318	September 21
Data Processing Systems	Th 7:30-9 pm	Hamaker	20	319	September 15
Economics for Consumers	W 8-9:30 pm	Connell	6	225	September 14
Election Forum, National	Th 7:30-9 pm	Lecturers	1	Auditorium	September 29
English Review	M 7-9 pm	R. Weir	20	321	September 12
English Theme Writing and Grading	W 7:30-9 pm	Cassidy	7	320	September 21
Industrial Supervision	W 7-8:30 pm	McGuckin	15	301	September 21
Insurance: C.L.U.	Tu 3-5 pm	Lyon	72	Northwestern Mutual Building	September 13
Insurance: C.P.C.U.	M 5-7 pm	Viger	72	319	September 12
Insurance: Casualty	M 5:30-7:30 pm	Brooks	30	318	September 12
Interior Decorating					
Section 1 (South Bend)	Th 7:30-9 pm	Breckenridge	5	114	September 8
Section 2 (La Porte)	Th 7:30-9 pm	Breckenridge	5	La Porte High School	November 17
Languages:					
German—Easy Conversation and Reading	M 6:30-8:30 pm	Rhein	15	212	September 26
German (continuing)	M 8:30-10:30 pm	Rhein	15	212	September 26
Modern Hebrew—Easy Conversation and Reading	W 7:30-9:30 pm	Rabinowitz	15	321	September 14
Russian—Easy Conversation and Reading	Tu 7-9 pm	Smilyanitch	15	318	September 13
Spanish—Easy Conversation and Reading (La Porte)	Th 6-8 pm	Zeiger	15	La Porte High School	September 8
Spanish (continuing) (La Porte)	Th 8-10 pm	Zeiger	15	La Porte High School	September 8
Law for the Layman	Th 7:30-9 pm	Heppenheimer	6	304	September 15
Literature:					
Six Great British Novels	Tu 8-9:30 pm	Wolfson	8	313	September 13
The Poetry of John Donne	M 8-9:30 pm	Taylor	8	310	October 24
Lyric Choral Group	Th 7:30-9:30 pm	Krantz	8	108	September 8
Marriage and the Modern Family	W 8-9:15 pm	Risler	7	319	September 21
Mathematics Review	Tu 7:30-9:30 pm	Hudson	15	319	September 21
Medical Assistants Training Program	Tu 7:30-9:30 pm	Bowland	24	317	September 13
Music Appreciation	M 7:30-9:30 pm	Deardorff	10	108	September 12
Nurses' Training	(See Mr. Sudermann for information)				
Painters and Their Paintings (La Porte)	Th 7:30-9 pm	Breckenridge	5	La Porte High School	October 13
Personnel Management	W 8-9:30 pm	Durben	15	123	September 14
Photography: Applied	Th 8-10 pm	DeGross	15	DeGross	
Photography: Basic Black and White	Th 8-9:30 pm	Harlan	7	225	September 15
Psychoanalysis, Introduction to	Th 8-9:15 pm	Metcalfe	6	218	September 22
Psychology: Understanding Ourselves	M 7:30-9 pm	Bravin	7	313	September 12

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SUBJECT	DAY AND HOUR	INSTRUCTOR	FEE	ROOM	FIRST MEETING
Real Estate Law—Contracts and Conveyances	W 7-8:30 pm	McMichael	25	307	September 14
Religions of Mankind	Th 8-9:15 pm	Shulman	7	313	October 6
Retirement Preparation	Tu 7:30-9:30 pm	Piper	12	320	September 27
School Community Series:					
Bourbon	To be announced	Lecturers	2	To be announced	To be announced
Knox—Starke County	W 7:30-9 pm	Lecturers	2	Knox High School	October 12
La Porte	To be announced	Lecturers	2	To be announced	September 26
Rochester—Fulton County	To be announced	Lecturers	2	To be announced	To be announced
South Bend—Mishawaka, St. Joseph County	To be announced	Lecturers	2	To be announced	October 5
Secretarial Training, Part I	W 7-9 pm	Adams	24	212	September 14
Seminar in Business Management	Tu: arranged	Lecturers	200	Arr.	September 27
Shorthand Review	TuTh 7-8:10 pm	Walsh	22.50	211	September 8
Small Business Management	W 7-9:30 pm	Lecturers	100	Oliver Hotel	January 13
Social Services to Individuals	W 7:30-9:20 pm	Carson	20	322	September 14
Speaking, Practical Public	Tu 7-9 pm	Umble	15	310	September 20
Speed Reading					
Section 1	Tu 7-8:30 pm	Rose	20	218	September 13
Section 2	W 6:30-8 pm	Earhart	20	216	September 14
Stock Market Techniques	W 6:30-8 pm	Schomp	30	101	September 21
Taxes, Indiana	M 8-9:15 pm	Heppenheimer	6	318	September 19
Traffic Management	Th 7:30-9 pm	Gorsuch	34	310	October 20
Vocabulary Building	Tu 7:30-9 pm	Bohan	6	321	September 20

UNIVERSITY CREDIT COURSES

BUSINESS

Introduction to Accounting I, A201 (3 cr.)					
Section 1	MTh 8:20-9:30 pm	Tyler	45	215	September 8
Section 2	TuF 5:20-6:30 pm	Lawton	45	215	September 9

Section 3	MTh 7-8:10 pm	Tyler	45	215	September 8
Section 4	TuF 7-8:10 pm	Clays	45	215	September 9
Section 5 (Elkhart)	Tu 7-9:30 pm	Mynsberge	45	Elkhart High School	September 13
Section 6 (La Porte)	M 7-9:30 pm	Hinton	45	La Porte High School	September 12
Introduction to Accounting II, A202 (3 cr.)	TuF 8:20-9:30 pm	Clays	45	215	September 9
Industrial Cost Accounting, A205 (3 cr.)	TuF 7-8:10 pm	Cline	45	216	September 9
Income Tax, A208 (3 cr.)	MTh 7-8:10 pm	Robinson	45	216	September 8
Intermediate Accounting I, A211 (3 cr.)	TuF 8:20-9:30 pm	Cline	45	216	September 9
Advanced Accounting Problems I, A313 (3 cr.)	Tu 7-9:30 pm	Robinson	45	212	September 13
Intermediate Shorthand I, C251 (1½ cr.)	TuTh 7-8:10 pm	Walsh	22.50	211	September 8
Business Law—Contracts, L300 (3 cr.)	Th 7-9:30 pm	Nafe	45	212	September 8
Principles of Marketing, M300 (3 cr.)	W 7-9:30 pm	Chism	45	215	September 14
Principles of Management, P300 (3 cr.)	MTh 8:20-9:30 pm	Robinson	45	216	September 8
Comprehensive Examination, W391	No credit	See Academic Counselor			

CHEMISTRY

General Chemistry, C105 (5 cr.)					
Section 1 (Laboratory and Lectures)	MTh 6:30-10 pm	To be announced	80	206-209	September 8
Section 2 (Lectures)	TuF 8:30-10:30 pm	Gerkin	80	206-209	September 9
Laboratory A	TuF 6:30-8 pm	Poffenberger		206-209	September 9
Laboratory B	W 7-10 pm	Boynton		206-209	September 14
Organic Chemistry I, C341 (5 cr.)	TuF 6-10:30 pm	Gerkin and Poffenberger	80	206-209	September 9

ECONOMICS

Principles of Economics I, E201 (3 cr.)					
Section 1	TuF 5:20-6:30 pm	Connell	45	314	September 9
Section 2	TuF 7-8:10 pm	Connell	45	314	September 9

EDUCATION

Undergraduate

Introduction to Teaching, F100 (2 cr.)					
Section 1	Tu 6-8 pm	Weathers	30	316	September 13
Section 2	Tu 8-10 pm	Weathers	30	316	September 13

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SUBJECT	DAY AND HOUR	INSTRUCTOR	FEE	ROOM	FIRST MEETING
<i>Graduate</i>					
Survey of Education of Exceptional Children, K505 (2½ cr.)	W 6-8 pm	Elchorn	45	316	September 14
Workshop: Teaching the Educable Mentally Retarded in the Classroom, K580 (2½ cr.)	W 8:15-10:15 pm	Elchorn	45	316	September 14
Supervising Student Teaching in the Secondary School, C645 (2½ cr.)	W 8:15-10:15 pm	Schooler	45	317	September 14
Problems in Secondary Education, S603 (2½ cr.)	W 6-8 pm	Schooler	45	317	September 14
ENGLISH					
Elementary Composition I, W101 (2 cr.)					
Section 1	W 1-2:50 pm	Halpern	30	YWCA	September 14
Section 2	W 7-8:50 pm	Levy	30	223	September 14
Section 3	Th 6:30-8:20 pm	Molson	30	223	September 8
Section 4	Th 7-8:50 pm	Lipinski	30	224	September 8
Section 5	F 1-2:50 pm	Groppe	30	YWCA	September 9
Section 6	M 6:30-8:20 pm	Groppe	30	223	September 12
Section 7	Tu 6:30-8:20 pm	Rosentfeld	30	223	September 13
Section 8	W 5:10-7 pm	Taylor	30	224	September 14
Section 9	W 7-8:50 pm	Taylor	30	224	September 14
Section 10	W 9:30-11:20 am	Levy	30	YWCA	September 14
Section 11	F 7-8:50 pm		30	223	September 9
Section 12 (Elkhart)	M 7-8:50 pm	Yoder	30	Elkhart High School	September 12
Elementary Composition II, W102 (2 cr.)					
Section 1	W 5:10-7 pm	Cassidy	30	225	September 14
Section 2	W 7-8:50 pm	Halpern	30	205	September 14
Section 3	Tu 7-8:50 pm	Taylor	30	224	September 13
Elementary Composition III, W103 (2 cr.)	Tu 7-8:50 pm	Cassidy	30	205	September 13
Freshman Literature I, L101 (3 cr.)					
Section 1	MTh 9:30-10:40 am	Deen	45	YWCA	September 8
Section 2	TuF 5:20-6:30 pm	Cassidy	45	205	September 9
Section 3	MTh 2:20-3:30 pm	Levy	45	YWCA	September 8
Section 4	MTh 8:20-9:30 pm	Molson	45	223	September 8
Section 5	TuF 7-8:10 pm	Halpern	45	322	September 9
Section 6 (Elkhart)	Th 7-9:30 pm	R. Weir	45	Elkhart High School	September 8
Freshman Literature II, L102 (3 cr.)					
Section 1	MTh 7-8:10 pm	Deen	45	305	September 8
Section 2	TuF 2:20-3:30 pm	Halpern	45	YWCA	September 9
Introduction to Drama, L203 (3 cr.)	MTh 8:20-9:30 pm	Levy	45	322	September 8
Major Victorian Writers I, L333 (3 cr.)	M 4-6:30 pm	Cassidy	45	224	September 12
American Literature II, L354 (3 cr.)	W 7-9:30 pm	Deen	45	305	September 14
FINE ARTS					
Art Appreciation, H100 (2 cr.)	W 3-5 pm	Bednar	30	218	September 14
Introduction to Design I, S101 (2 cr.)	TuF 7-10 pm	Bednar	30	Art Center	September 9
Crafts and Design I, S255 (2 cr.)	M 6:30-9:30 pm	Carter	30	Morris School	September 12
Oil Painting I, S333 (3 cr.)	TuF 7-10 pm	Bednar	45	Art Center	September 9
Oil Painting II, S334 (3 cr.)	TuF 7-10 pm	Bednar	45	Art Center	September 9
Oil Painting III, S433 (3 cr.)	TuF 7-10 pm	Bednar	45	Art Center	September 9
FRENCH					
Elementary French I, F101 (5 cr.)					
Section 1	TuF 10 am-12 noon	de Lara	75	YWCA	September 9
Section 2	TuF 7-9 pm	de Lara	75	303	September 9
GEOGRAPHY					
Introduction to Physical Geography, G105 (3 cr.)	Tu 5:15-7:45 pm	Miles	45	225	September 13
Introduction to Cultural Geography, G210 (3 cr.)	Tu 8-10:30 pm	Miles	45	225	September 13
GERMAN					
Elementary German I, G101 (5 cr.)	MTh 2:30-4:30 pm	Sudermann	75	YWCA	September 8

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SUBJECT	DAY AND HOUR	INSTRUCTOR	FEE	ROOM	FIRST MEETING
GOVERNMENT					
Introduction to American Government I, G103 (3 cr.)					
Section 1	TuF 11 am-12:10 pm	Stambuk	45	YWCA	September 9
Section 2	TuF 5:20-6:30 pm	Stambuk	45	224	September 9
Section 3	MTh 7-8:10 pm	Stambuk	45	205	September 8
Introduction to World Politics I, G213 (3 cr.)	MTh 5:20-6:30 pm	Stambuk	45	205	September 8
HISTORY					
History of Western European Civilization I, H103 (3 cr.)					
Section 1	MTh 7-8:10 pm	Renkiewicz	45	309	September 8
Section 2	MTh 1-2:10 pm	Renkiewicz	45	YWCA	September 8
American History: General Course I, H105 (3 cr.)					
Section 1	TuF 4-5:10 pm	Rissler	45	225	September 9
Section 2	MTh 10:50 am-12 noon	Rissler	45	YWCA	September 8
Section 3	MTh 7-8:10 pm	Rissler	45	222	September 8
American History: General Course II, H106 (3 cr.)....	TuF 8:20-9:30 pm	Rissler	45	222	September 9
Recent United States History I, 1865-1900, H337 (2 cr.)	Tu 4-5:50 pm	Detzler	30	222	September 13
HOME ECONOMICS					
Nutrition, H206 (2 cr.)	Th 7-8:50 pm	Rieth	30	321	September 8
MATHEMATICS					
Intermediate and College Algebra, M105 (5 cr.)	MTh 6:30-8:30 pm	Carr	75	316	September 8
College Algebra, M107 (3 cr.)					
Section 1	MTh 6:30-8:30 pm	Carr	45	316	September 8
Section 2	MTh 7-8:10 pm	Tankersley	45	314	September 8

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Trigonometry, M113 (2 cr.)					
Section 1	TuF 7-7:50 pm	V. Weir	30	301	September 9
Section 2	MTh 8:50-9:45 pm	Wilmore	30	301	September 8
Plane Analytic Geometry I-II, M131-M132 (2-2 cr.)	TuF 8-9:45 pm	V. Weir	60	301	September 9
Elementary Calculus I, M217 (4 cr.)	MTh 7-8:45 pm	Wilmore	60	301	September 8
MUSIC					
Appreciation of Music I, M174 (2 cr.)	M 7:30-9:30 pm	Deardorff	30	108	September 12
Applied Music	Arranged				
A Cappella Singers (Lyric Choral Group), X110 (1 cr.)	Th 7:30-9:30 pm	Krantz	15	108	September 8
PHYSICS					
General Physics: Mechanics, Heat, and Sound, P201 (5 cr.)					
Lectures	MTh 7-8:15 pm	Gerkin	80	221	September 8
Laboratory:					
Section 1	MTh 5:30-7 pm	Gerkin		221	September 8
Section 2	MTh 8:15-9:45 pm	Gerkin		221	September 8
PSYCHOLOGY					
Introductory Psychology I, P101 (3 cr.)					
Section 1	TuF 1-2:10 pm	Koronakos	45	YWCA	September 9
Section 2	TuF 5:30-6:40 pm	Koronakos	45	317	September 9
Section 3	MTh 8:20-9:30 pm	Koronakos	45	317	September 8
Section 4	MTh 5:20-6:30 pm	Bravin	45	317	September 8
Section 5 (La Porte)	Th 7-9:30 pm	Vargas	45	La Porte High School	September 8
The Psychology of Childhood and Adolescence, P316 (3 cr.)	MTh 7-8:10 pm	Koronakos	45	322	September 8

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SUBJECT	DAY AND HOUR	INSTRUCTOR	FEE	ROOM	FIRST MEETING
SOCIAL SERVICE					
Social Services to Individuals, S415 (2 cr.)	W 7:30-9:20 pm	Carson	30	322	September 14
SOCIOLOGY					
Principles of Sociology, S161 (3 cr.)					
Section 1	M 5:30-8 pm	D. Risler	45	225	September 9
Section 2	F 7-9:30 pm	Ivory	45	225	September 9
Section 3 (Elkhart)	W 7-9:30 pm	Ivory	45	Elkhart High School	September 14
SPANISH					
Second-Year Spanish Composition and Conversation I, S201 (2 cr.)	MTh 7-7:50 pm	de Lara	30	303	September 8
Modern Spanish Prose I, S211 (3 cr.)	MTh 8-9:10 pm	de Lara	45	303	September 8
SPEECH AND THEATRE					
Public Speaking I, S121 (2 cr.)					
Section 1	F 3-4:50 pm	Stallard	30	218	September 9
Section 2	F 6-7:50 pm	Stallard	30	212	September 9
Section 3	F 8-9:50 pm	Stallard	30	212	September 9
Speech Correction for Classroom Teaching, S160 (3 cr.)	W 7-9:30 pm	Knudson	45	115	September 14

Honor Students, 1959-60

Undergraduate students who achieve a superior scholastic rating (a 2.3 credit-point average) are formally recognized at the Annual Student Banquet of the University Center. All students, and their friends and families, are invited to participate with the faculty in this observance. The program includes music, discussion by a representative from the Bloomington campus of some aspects of university life which concern the academic success of students, and the awarding of annual honors.

Students achieving the required Honor List average for the first semester, 1959-60:

Baestsle, Bradley	Kachel, Charles	*Reid, Virginia
*Beckner, Gloria	*Kuespert, Edward	Richardson, William
Bishop, Allen	*Ligett, John	Schrader, Suzanne
*Brown, Donald	Luce, Ruth	*Stone, Rosa
*Chenoweth, John	*Lushbough, Fern (Mrs.)	Tooper, Donna
*Davis, Louis	Luther, Dale	Weaver, James
*Finnerty, Anna	*Molter, Charles	*Williams, Frederick
*Gardner, Thomas	*Moore, Judith	*Williams, Richard
*Hippensteel, Kathryn	Munger, Mary Ellen	Yarger, Greig
	Pippenger, Carol	

Printing dates prevent the listing of the second-semester Honor Students for 1959-60 in this bulletin. The names of these students will be listed in the Center's second-semester *Bulletin*.

NOTE: * Denotes part-time students who accumulate twelve semester hours of credit over two or more semesters.

Description of Credit Courses

The following University credit courses are offered at the University Center. Unless otherwise specified, the courses described below will be offered during the present year. Roman numerals following each course title indicate whether it is to be offered in the first semester (I), the second semester (II), or the summer session (III). See pages 18-26 for the first-semester schedule.

"Graduate credit" means credit earned *after graduation* from a four-year university course and intended for application toward an advanced university degree. This term should not be confused with the simple term "credit," which is used throughout the *Bulletin* to mean credit *toward graduation* with the A.B. or B.S. degree.

Art

See Fine Arts.

Business

- A201. Introduction to Accounting I.** (3 cr.) I, II, III
Prerequisite, twenty-five hours of university credit or consent of instructor. The accounting cycle, special journals and ledgers, adjustments of prepaid and accrued items, notes and interest, bad debts and depreciation, and business papers.
- A202. Introduction to Accounting II.** (3 cr.) I, II, III
Prerequisite, A201. Complex journals, bills of exchange, practice set, interim statements, departmental accounting, the voucher system, partnerships, corporations, accounting for manufacturing, analysis of financial statements, and payroll taxes.
- A205. Industrial Cost Accounting.** (3 cr.) I
Prerequisites, A200 or A201 and A202. A study of the management uses of data derived from standard, process, and job order cost accounting systems and flexible budgets. Technical accounting aspects are not emphasized in this course but are deferred to A306.
- A208. 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.
- A211. Intermediate Accounting I.** (3 cr.) I
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.
- A212. Intermediate Accounting II.** (3 cr.) II
Prerequisite, A211. Statement of application of funds, partnerships, venture accounting, consignments, installment sales, insurance, branch accounting, parent and subsidiary financial statements, estates and trusts, statement of affairs, and foreign exchange.
- A306. Advanced Industrial Cost Accounting.** (3 cr.) II
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.

- A309. Advanced Income Tax.** (3 cr.) II
Prerequisites, A208 and A212. Continued study of the Internal Revenue Code and Regulations with stress on the advanced aspects of incomes, deductions, exclusions, and credits, especially as they are related to the tax problems of estates, trusts, partnerships, and corporations. Emphasis is placed on tax forms and practical tax problem situations.
- A313. Advanced Accounting Problems I.** (3 cr.) I
Prerequisites, A211-A212. 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.
- A414. Advanced Accounting Problems II.** (3 cr.) II
Prerequisite, A313. Continuation of A313, covering branch accounting, mergers and consolidations, foreign exchange, ventures, consignments, installment sales, insurance, realization and liquidation statements, and estates and trusts.
- C251. Intermediate Shorthand I.** (1½ cr.) I
C252. Intermediate Shorthand II. (1½ cr.) II
Prerequisites, C240 or C242 with a minimum grade of C; typewriting proficiency is required. Comprehensive study of principles and theory of *Gregg Shorthand Simplified*; dictation speed building and vocabulary building emphasized; introduction to transcription; students are grouped for instruction according to dictation and transcription ability.
- L300. Business Law—Contracts.** (3 cr.) I, II, III
Prerequisite for degree students, 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.) II
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.
- L305. Business Law—Agency, Partnerships, and Corporations.** (3 cr.) To be offered, 1961-62
Prerequisite, L300. Various relations of principal, agent, and third persons are treated. Agency law is integrated with the law involving the creation, operation, and termination of partnerships and corporations. The rights and liabilities of persons engaged in, having an interest in, or dealing with such business organizations are thoroughly analyzed.
- M300. Principles of Marketing.** (3 cr.) I
Prerequisites, Economics E201-E202. Studies the movements of goods from producer to consumer. Discussion of channels of distribution; marketing functions, policies, and costs; the consumer, wholesaling, and retailing. Our present marketing structure is examined within the framework of a dynamic economic system.
- P300. Principles of Management.** (3 cr.) I
Prerequisites, Economics E201-E202. Designed to prepare students in 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, executive leadership, organization structure and morale, operative procedures, and control procedures.
- R300. Principles of Real Estate.** (3 cr.) II, III
Prerequisites, Economics E201-E202. 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 housing field.

W391. Comprehensive Examination. (Noncredit) I, II, III

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

C101. A Descriptive Survey of Chemistry I. (5 cr.) III

For students who do not intend to continue chemistry beyond the first year. A non-mathematical study of the composition of matter and of the laws governing its changes. Special emphasis is placed on the role of chemistry in its relationship to man and his environment. Lecture, recitation, and laboratory.

C105. General Chemistry. (5 cr.) I, II

Prerequisite, two years of high school algebra, or Mathematics M107, which may be taken concurrently. This course is for chemistry majors and others intending to continue the study of chemistry beyond the first year. Lecture, recitation, and laboratory.

C106. Inorganic Chemistry and Qualitative Analysis. (5 cr.) II

Prerequisite, C105 or C101 with grade of A, and Mathematics M107 or its equivalent. Further study of the principles of chemistry and of inorganic chemistry, particularly of the metallic elements, along with systematic qualitative analysis for the common metals and acid radicals. Lecture, recitation, and laboratory.

C341. Organic Chemistry I. (5 cr.) I

Prerequisite, C106. For chemistry majors. Emphasis is on basic principles, systematic nomenclature, principal reactions, and methods of synthesis. Considers all the major classes of carbon compounds. Lecture and laboratory.

C342. Organic Chemistry II. (5 cr.) II

Prerequisite, C341. Further emphasis on basic principles, principal reactions, methods of synthesis, and fundamental theories. Includes introduction to organic chemistry of dyestuffs, pharmaceuticals, carbohydrates, and proteins. Lecture and laboratory.

Economics

E201. Principles of Economics I. (3 cr.) I, II, III

E202. Principles of Economics II. (3 cr.) II

Open to sophomores; freshmen may register when so advised by the Academic Counselor. 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.

Education

Undergraduate

E326-E327. Social Studies and Science for the Elementary Teacher I-II. (2-2 cr.) To be offered, 1962-63

A professional course which explores the sociological backgrounds of education and surveys subject matter, materials, and methods in the content areas of the elementary school.

E336-E337. Language Arts for the Elementary Teacher I-II. (2-2 cr.) To be offered, 1961-62

Provides intensive study of the development of language in the young child, the development of oral and written language in the elementary school, creative language, dramatics, handwriting, and spelling. The second semester is concerned with the teaching of reading in the elementary school.

E343. Arithmetic for the Elementary Schools. (3 cr.) II, III

A professional course which emphasizes the developmental nature of the arithmetic process and its place as an effective tool in the experiences of the elementary school child.

F100. Introduction to Teaching. (2 cr.) I, II

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

M323. The Teaching of Music in the Elementary Schools. (2 cr.) II

For elementary school teachers; not open to music majors. Fundamental procedures of teaching music in the elementary schools, with much consideration given to music material suitable for the first six grades.

M333. Art Experiences for the Elementary Teacher. (2 cr.) II

Fundamental problems in the selection, organization, guidance, and evaluation of art activities, individual as well as group. Actual laboratory experiences with materials and methods of presenting projects are included.

NOTE: The methods courses in Education *may not* be taken by undergraduate students working toward a degree from Indiana University. Such students are *required* to take all methods courses on the Bloomington campus. Methods courses at the Center are designed primarily for teachers working on a conversion program or those making up certain certificate deficiencies.

Graduate

C645. Supervising Student Teaching in the Secondary School. (2½ cr.) I

Designed especially for supervising or critic teachers in secondary schools who have student teachers under their direction or for teachers interested in preparing for positions as directors of student teaching in teacher training institutions. Topics included are administration, selection, induction, planning and supervising of laboratory experiences, supervisory conferences, and evaluation.

E553. The Teacher and Elementary School Organization. (2½ cr.) To be offered, 1961-62

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.

E595. Workshop in Teaching Problems. (2½ cr.) To be offered, 1961-62

Provides opportunity for individual and group study of organizational and teaching problems which teachers encounter. Includes attention to techniques of problem analysis and to the identification and use of resources which contribute to the alleviation of teaching problems. Designed particularly for experienced teachers.

G541. Introduction to Guidance. (2½ cr.) II

The development and aspects of guidance practices in secondary schools; the place in guidance of occupational information, exploratory courses, tests, records, group and individual counseling, and placement; duties of guidance functionaries; types of guidance organizations.

G543. Occupational Information. (2½ cr.) II

Uses of occupational information in vocational guidance and the general methods of presenting such information; sources of occupational literature; occupational studies, vocational surveys, and occupational analyses.

H530. Introductory Philosophy of Education. (2½ cr.) II

Designed for those in fifth-year teacher education. Planned to help the teacher or other educational worker to build an operating and examined set of ideas about the proper work of schools today. Instructor's permission is required before credit in both Education H530 and H535 can be applied toward degree requirements.

H540. Educational Sociology. (2½ cr.) II

Designed to help teachers analyze the school as a social institution. A study, based on concepts and findings from sociology, of how the school is shaped by the social structure, processes, and organization of the local community.

K505. Survey of Education of Exceptional Children. (2½ cr.) I

A survey of the various types of exceptional children and the educational practices used to provide for their needs in the schools of the United States. Included are considerations of etiology, recognition, and incidence.

K580. Workshop: Teaching the Educable Mentally Retarded in the Classroom. (2½ cr.) I

Designed to help teachers plan and conduct educational programs for mentally retarded children. Considers an analysis of their educational needs, and of the methods and materials that help in meeting these needs.

S503. High School Curriculum. (2½ cr.) To be offered, 1961-62

A philosophical, psychological, and sociological discussion of the modern secondary curriculum. Both theoretical and practical phases are discussed, interpreted, and evaluated.

S506. Extracurricular Activities in the Secondary Schools. (2½ cr.) To be offered, 1961-62

A comprehensive consideration of all phases of an extracurricular program. Open to elementary as well as to junior and senior high school teachers and administrators.

S603. Problems in Secondary Education. (2½ cr.) I

Prerequisite, S503. The group decides upon some common problem in the field of secondary education and endeavors to find an answer.

T500. Introduction to Research. (2½ cr.) To be offered, 1961-62

A study of methods and procedures used in educational research. Required of all candidates for graduate degrees in education, to be taken when the student first registers in graduate work on the campus.

T501. Statistical Method Applied to Education. (2½ cr.) To be offered, 1961-62

An elementary course in statistical analysis for teachers and administrators. Problems are taken from education and psychology and include the computation and interpretation of average, measures of variability, coefficients of correlation, and measures of reliability.

T543. Educational Measurement. (2½ cr.) To be offered, 1961-62

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

L101. Freshman Literature I. (3 cr.) I, II, III

L102. Freshman Literature II. (3 cr.) I, II, III

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.) I

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.

L333. Major Victorian Writers I. (3 cr.) I

Major Victorian authors are studied against the social and philosophical background of their time. Emphasis is given to the writings of Tennyson and Arnold, and to the impact of science and higher criticism upon Victorian literature.

L334. Major Victorian Writers II. (3 cr.) II

Major Victorian authors are studied against the social and philosophical background of their time. Emphasis is given to the writings of Browning and Carlyle, and to the reaction of Victorian writers to utilitarianism as the popular doctrine of the age. (L333 is not a prerequisite.)

L347. The English Novel to 1800. (3 cr.) To be offered, 1961-62

The development of the novel in England is studied by reading approximately twelve novels by representative writers, including Defoe, Richardson, Fielding, Smollett, Sterne, and Austen.

L348. The English Novel, 1800-1900. (3 cr.) III

A continuation of the development of the novel in England, although L347 is not a prerequisite. Approximately twelve novels by Scott, Dickens, Thackeray, Trollope, Hardy, Meredith, Conrad, and others are read.

L354. American Literature II. (3 cr.) I

L355. American Literature III. (3 cr.) II

A broad survey emphasizing not only the chief American writers and their work but also cultural trends and principles that have been basic in American life and thought. L354 covers the first half of the nineteenth century; L355, the second half of the nineteenth century.

L358. Twentieth-Century American Fiction. (3 cr.) II

A study of the principal American writers of fiction since 1900, including such figures as Dreiser, Cather, Lewis, Fitzgerald, Dos Passos, Hemingway, and Faulkner, and considering the use of realism, the 1920's and the Lost Generation, the era of social consciousness and nostalgia, and the postwar novel.

L371. History of Criticism. (3 cr.) To be offered, 1961-62

A survey of literary criticism from ancient to modern times, with a close study of the principal critical works.

W101. Elementary Composition I. (2 cr.) I, II, III

W102. Elementary Composition II. (2 cr.) I, II, III

W103. Elementary Composition III. (2 cr.) I, II, III

A progressive course in written English, beginning with the establishment of acceptable standards and the acquirement of fundamental skills in writing, and proceeding to intensive treatment of particular problems of exposition.

Fine Arts

H100. Art Appreciation. (2 cr.) I, II, III

The objectives are to acquaint students with outstanding works of art and to provide an approach to appreciation through a knowledge of purposes, techniques, form, and content. Required for elementary teachers' certificates. Not open to art majors.

S101. Introduction to Design I. (2 cr.) I

S102. Introduction to Design II. (2 cr.) II

This course takes up analytical exercises to acquire an insight into the characteristics of architectural space and the structure of both natural and man-made objects. Construction in various materials; problems and techniques of representation in different media for communication and expression. Development of perceptual and manual skills and their co-ordination.

S235. Freehand Drawing I. (3 cr.) II

Prerequisite, S135. Study of composition continued; exploration of techniques; problems of representation; emphasis on individual expressiveness and experimentation with advanced problems in subject matter.

S255. Crafts and Design I. (2 cr.) I

The relation of basic visual fundamentals to craft materials. Planned to meet the needs of elementary teachers and camp and recreational workers.

S333. Oil Painting I. (3 cr.) I

S334. Oil Painting II. (3 cr.) I

Prerequisite or concurrent, S135 or consent of instructor. Painting from still life and other subjects. An introduction to the technique of oil painting and to representation in color.

S335. Freehand Drawing II. (3 cr.) II

Prerequisite, S235.

S345. Life Drawing I. (2 cr.) II

S346. Life Drawing II. (2 cr.) II

Prerequisite, S135. Introduction to the drawing of the male and female figures in pencil, pen and ink, conte crayon, ink wash, and resist.

S433. Oil Painting III. (3 cr.) I

Prerequisite, S334 or consent of instructor. This course is for advanced students.

French

F101. Elementary French I. (5 cr.) I

F102. Elementary French II. (5 cr.) II

This course covers the fundamentals of grammar and pronunciation. Considerable drill on oral and aural skills by means of frequent dictation and comprehension exercises. Some composition. Considerable practice in spoken French and reading of easy fiction constitute the course.

F201. Second-Year Composition and Oral Practice I. (2 cr.) To be offered, 1961-62

F202. Second-Year Composition and Oral Practice II. (2 cr.) To be offered, 1961-62

Prerequisite, F102. This course is conducted in French insofar as possible and comprises a continuation of oral practice; dictation, conversation; simple themes and letters composed in French; continued recognition drill in grammatical forms. Oral work is considered a help to written work.

F211. Modern French Prose I. (3 cr.) To be offered, 1961-62

F212. Modern French Prose II. (3 cr.) To be offered, 1961-62

Prerequisite, F102. Includes fictional works of Dumas père, Balzac, Daudet, Mérimée, and Maupassant, easy modern plays, and outside readings in French culture according to the choice of the student.

Geography

G105. Introduction to Physical Geography. (3 cr.) I, II

The broad physical characteristics of the earth's surface, and its differentiation by climate, vegetation, soil, landforms, etc. Physical relationships and regions.

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

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.

German

G101. Elementary German I. (5 cr.) I

G102. Elementary German II. (5 cr.) II

G201. Second-Year Composition and Conversation I. (2 cr.) To be offered, 1961-62

G202. Second-Year Composition and Conversation II. (2 cr.) To be offered, 1961-62

G211. Second-Year Reading I. (3 cr.) To be offered, 1961-62

G212. Second-Year Reading II. (3 cr.) To be offered, 1961-62

Government

G103. Introduction to American Government I. (3 cr.) I, II, III

A brief general introduction to the nature of government and its various forms and to modern theories of its function, followed by a specific treatment of the origin and nature of the American federal system and its present political party base.

G104. Introduction to American Government II. (3 cr.) II, III

Prerequisite, G103. The study of the structure and function of American national, state, and local government.

G213. Introduction to World Politics I. (3 cr.) I

A study of the causes of war, nature and attributes of the state, imperialism, nature and development of international law, national sovereignty, arbitration, adjudication, international organization, and major international issues.

G214. Introduction to World Politics II. (3 cr.) II

A continuation of G213, taking up the position of the United States in world politics. An examination of the role of the President, Congress, public opinion, the State Department, and other agencies of the government in the conduct of American foreign policy.

G363. European Parliamentary Governments. (3 cr.) To be offered, 1961-62

Prerequisite, G103-G104 or consent of instructor. The parliamentary system as the major democratic alternative to presidential government. Emphasis on the structure and functioning of the British parliamentary regime and on its modification in France. Attention given to the pertinent parliamentary experiences of Germany and Italy.

G367. The Government and Politics of the U.S.S.R. (3 cr.) To be offered, 1961-62

The evolution of government and political processes in Soviet Russia focusing upon the total pattern of state organization and practice as shaped by tradition, ideology, and the internal and external politics of the Soviet dictatorship.

History

H103. History of Western European Civilization I. (3 cr.) I, II

H104. History of Western European Civilization II. (3 cr.) II

Decline of Roman civilization; 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. American History: General Course I. (3 cr.) I, II, III

H106. American History: General Course II. (3 cr.) I, II, III

First semester: A survey of the Colonial period, the Revolution, the Confederation and the Constitution, and the National period to 1865. The second semester 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.

H337. Recent United States History I, 1865-1900. (2 cr.) I

H338. Recent United States History II, 1901-1940. (2 cr.) II

Prerequisite, H105 is recommended. A course of junior-senior level. Emphasis is evenly distributed between political, economic, and social history. Each student is required to do some study in the scholarly special works and in the source material.

H373. The American Middle West I. (3 cr.) To be offered, 1961-62

H374. The American Middle West II. (3 cr.) To be offered, 1961-62

The French and British periods, American Revolution, settlement of the Ohio Valley, and national, land, governmental, and Indian politics. Formation of Ohio, Indiana Territory, statehood in Indiana, territorial Illinois, population movements; antislavery, land, currency, and internal improvement policies; Jacksonian constitutions; and minority movements during and after the Civil War.

Home Economics

H206. Nutrition. (2 cr.) I, II

The food needs of normal individuals of different ages; the selection of food for health; a study of the nutritional status of the people of the United States.

Mathematics

M105. Intermediate and College Algebra. (5 cr.) I, II, III

Prerequisite, one year of high school algebra. Students with three semesters of high school algebra receive only three hours of credit; students with four semesters receive none. The number system, fundamental operations, quadratic equations, graphical representation, systems of equations, progressions, permutations and combinations, the binomial theorem, determinants, and elements of theory of equations.

M107. College Algebra. (3 cr.) I, II, III

Prerequisite, one and one-half years of high school algebra. In special cases, students with one year of such preparation will be accepted. Students with four semesters of high school algebra receive no credit for this course. Same as Mathematics M105, but less time is devoted to a review of elementary topics.

M113. Trigonometry. (2 cr.) I, II, III

Prerequisite or concurrent, two years of high school algebra or M105 or M107. Not open to students who have had high school trigonometry or M115 or M117. Definition and fundamental properties of the trigonometric functions, identities, inverse functions, graphs, radian measure, addition formulas, logarithms, solution of triangles with applications, and trigonometric equations.

M131. Plane Analytic Geometry I. (2 cr.) I, II, III

M132. Plane Analytic Geometry II. (2 cr.) I, II, III

Prerequisites, two years of high school algebra and trigonometry, or M105 and M113, or M107 and M113, or M115, or M117. Not open to students who have had M118. Co-ordinate 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.

M217. Elementary Calculus I. (4 cr.) I

M218. Elementary Calculus II. (4 cr.) II

Prerequisite or concurrent, M131 or M118. Differentiation and integration of functions of one variable and applications.

Mechanical Drawing

Purdue University Course

The course in engineering graphics offered by Purdue University as part of the freshman year of engineering is included in the program on page 70.

CE118. Engineering Graphics. (3 cr.) II

Music

M174. Appreciation of Music I. (2 cr.) I, III

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.

M175. Appreciation of Music II. (2 cr.) II

Music of the nineteenth and twentieth centuries; music of Beethoven; the Romantics; the National schools; Wagner; Brahms; music in America; and the "moderns."

X110. *A Cappella* Singers (Lyric Choral Group). (1 cr.) I, II

Membership is open to persons interested in choral work.

Applied Music. I, II

Students interested in registering for applied music courses are asked to see the Academic Counselor.

Physics

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

Prerequisites, Mathematics M107 and M113. Lecture, recitation, and laboratory.

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

Prerequisite, P201. Lecture, recitation, and laboratory.

Psychology

P101. Introductory Psychology I. (3 cr.) I, II, III

A systematic introduction to psychology as a behavioral science; its methods, data, and theoretical interpretations, with applications to the understanding and control of individual and social behavior.

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

Prerequisite, P101. The field of experimental psychology with special emphasis on empirical research and theory in the areas of learning, psychophysiology, and sensory psychology.

P316. The Psychology of Childhood and Adolescence. (3 cr.)

Prerequisite, five hours of psychology. A study of the development of behavior in infancy, childhood, and youth, including a survey of the factors which influence various kinds of behavior. Examination of the literature on adolescence and training to interpret adolescent behavior problems.

P319. The Psychology of Personality. (3 cr.) To be offered, 1961-62

Prerequisite, five hours of psychology. Methods and results of the scientific study of personality. Attention is given to the basic concepts of personality traits and their measurement, the developmental influences, and the problems of integration. Theories of organization, types, and methods of analysis are critically evaluated.

P320. Social Psychology. (3 cr.) II

Prerequisite, five hours of psychology. The principles of scientific psychology applied to the individual in the social situation.

P324. Abnormal Psychology. (3 cr.) II, III

Prerequisite, five hours of psychology. A first course in the field of abnormal psychology with emphasis upon forms of abnormal behavior, etiology, developmental course, interpretations, and final manifestations.

P325. Human Learning. (3 cr.) To be offered, 1961-62

Prerequisite, five hours of psychology. Facts and principles of human associative learning and transfer of training. Special attention to conditions determining the growth and retention of habits and skills, interrelationships between perception and learning, and applications of learning theory in education and social science.

Social Service

S415. Social Services to Individuals. (2 cr.) I, II

Open to juniors and seniors. Methods of giving services to individuals, with special emphasis on the common aspects of all service professions.

Sociology

S161. Principles of Sociology. (3 cr.) I, II, III

This course describes and interprets the nature of interpersonal relationships, societies, groups, and communities, and such institutional areas as the family, industry, and religion; the social process operating within these areas; their significance for problems of personality, human nature, social disorganization, and social change.

S162. Society and the Individual. (3 cr.) II

Prerequisite, S161. A study of personality and its development; its relationship to culture and communication, and to the social settings within which human beings live; deviant types.

S316. The Family. (3 cr.) I, III

Prerequisite, six hours of sociology. The family as a social institution, changing family folkways, the family in relation to development of personality of its members, disorganization of the family, and predicting success and failure in marriage.

S325. Criminology. (3 cr.) II

Prerequisite, six hours of sociology. Factors in genesis of crime, and organization of criminal behavior from the points of view of the person and of the group.

Spanish

S101. Elementary Spanish I. (5 cr.) To be offered, 1961-62

S102. Elementary Spanish II. (5 cr.) To be offered, 1961-62

Not open to those who are beginning French except by special permission. Exercises in pronunciation and intonation, elementary grammar, simple conversation, and reading. Use made of films, tapes, and other audio-visual aids.

S201. Second-Year Spanish Composition and Conversation I. (2 cr.) I

S202. Second-Year Spanish Composition and Conversation II. (2 cr.) II

Prerequisite, S102 or equivalent. Review of grammar, practice in composition and conversation, translation from English into Spanish, and drill on idiomatic expressions. Use made of audio-visual aids.

S211. Modern Spanish Prose I. (3 cr.) I

S212. Modern Spanish Prose II. (3 cr.) II

Prerequisite, S102 or equivalent. Readings of material relative to Spanish-speaking countries, modern novels, short stories, and plays. Exercises in translation.

Speech and Theatre

S121. Public Speaking I. (2 cr.) I, II, III

S122. Public Speaking II. (2 cr.) II, III

A basic course in the theory and practice of public speaking, giving training in thought processes necessary to organized speech content, personality, components of effective delivery, and use of voice, body, and language. The second semester emphasizes critical evaluation of and practice in presenting various types of speeches.

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

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. The course is practical for the average teacher.

Adult Education

Learning is a Lifelong Pleasure

Noncredit Courses

A primary purpose of the University Center is to offer educational opportunities to all adults. Whether high school graduates or not, adults may register in the regular University credit courses as auditors and in any of the noncredit courses listed on the following pages. These noncredit public lectures series and adult study courses are offered at nominal rates. The fees for such courses may not be deferred and are due at registration. Single admissions and refunds are not available. Whenever it is necessary to limit the number in a class, only those who have already completed their registration can be assured space in the class. If a course is canceled, a complete refund is available or the student may transfer to another course.

Registration in these courses has been made a relatively simple procedure (see inside back cover). An application form is provided on the last page of this *Bulletin*. Registration may also be completed in the office of the University Center.

More complete information concerning instructors and lecturers for the courses described in succeeding pages may be found on pages 4-7 of this *Bulletin*.

Education Advisory Councils

The University Center has asked community leaders to serve in an advisory capacity to its adult education program. The following committees have contributed to the development of the program of the Center.

Social Service Education Advisory Council: Dennis Dowdell, South Bend Urban League and Hering House; Jerry Shroder, Council of Community Services; Robert Goshert, Department of Public Welfare; Frank Kleva, Council of Community Services; Robert Pollitt, Children's Aid Society; Elmer Wiseman, Y.M.C.A.

Business Education Advisory Council: J. E. Tuohey, Oliver Corporation; John N. Durben, Miles Laboratory, Elkhart; C.M. MacMillan, Studebaker-Packard Corporation; John T. McGucken, Bendix Products Division—Missiles; Paul M. Shore, Associates Investment Company; C. H. Tanner, Dodge Manufacturing Corporation; Wilbur H. Van Horn, Jr., Continental Can Corporation.

Adult Noncredit Courses in the Following Areas

Humanities: Archaeology; Areas of American Mission Interest; Art Introduction; College Attendance Forum; Critical Thinking; I.U. Center Concert Series; I.U. Center Foreign Film Forum; Interior Decorating; Lyric Choral Group; Medical Assistants Training Program; Music Appreciation; National Election Forum; Painters and Their Paintings; Religions of Mankind; School-Community Series.

Business: C.P.A. Review Problems; Credit and Collections; Credit Union Personnel; Data Processing; Economics for Consumers; Industrial Supervision; Insurance: C.L.U.; Insurance: C.P.C.U.; Insurance: Casualty; Law for the Layman; Personnel Management; Real Estate Law; Secretarial Training; Seminar in Business Management; Shorthand Review; Small Business Management; Stock Market Techniques; Taxes: Indiana; Traffic Management.

Languages: Business Writing; English Review; English Theme Writing and Grading; German; Hebrew; Literature: Six Great British Novels; Literature: The Poetry of John Donne; Russian; Spanish; Practical Public Speaking; Speed Reading; Vocabulary Building.

Science and Mathematics: Air Science; Audubon Wildlife Screen Tours; Mathematics Review; Photography: Basic Black and White; Photography: Applied.

Society and the Individual: Marriage and the Modern Family; Nurses' Training Program; Psychology: Understanding Ourselves; Psychoanalysis; Retirement Preparation; Social Services to Individuals.

Air Science

Navigation

This course is designed for people interested in airplane piloting and for pilots with student permits who are preparing to take the written and oral examinations required by the government prior to actual flight tests.

Persons with licenses may find this course useful for bringing to their attention types of equipment now being used in air navigation and the changes in Civil Air Regulations. Lecturer: H. L. McCombs.

September 21	Sectional chart reading Plotting courses Selecting check points
September 28	Drawing wind triangles Computing estimated time of arrival
October 5	Using deviation and variation Finding compass heading
October 12	Use of flight plan Use of airman's guide Altitude to fly
October 19	Low frequency radio range stations
October 26	Ommi VHF radio stations
November 2	Radio procedure Radio frequencies
November 9	Review

Meetings will be held on the Wednesdays listed above from 7 to 9 p.m., in Room 303. Fee, \$10.

Air Science

Navigation
La Porte

The course described above will be given in the La Porte High School, from 7 to 9 p.m., on the following Thursdays: September 29, October 6, 13, 20, 27, November 3, 10, 17. Registration may be completed on the application form in this *Bulletin* or with Henry Schulze of the Vocational and Adult Education Office in the La Porte High School.

Lecturer: Stephen A. Kreshock. Fee, \$10.

Archaeology Lectures

Archaeology is the scientific study of the life and culture of ancient peoples as revealed through their relics and artifacts discovered largely by the excavation of ancient civilization sites. In this series of four lectures, Indiana University faculty members will review the most recent developments in this field of interest through slides and lectures. There will be a question-answer period after each lecture.

- October 24 **Ancient Man and Modern Investigations**
Archaeology as a science: its problems, contributions, and limitations as illustrated by some of the discoveries which have aroused modern interest.
Lecturer: John W. Snyder.
- November 7 **The World of the Greeks**
Archaeology's contribution to our knowledge of ancient Greece: Homeric Troy, Athens, Delphi, Olympia; Greek influence in our Mediterranean area.
Lecturer: Edwin S. Ramage.
- November 21 **The World of the Romans**
An illustrated survey of Rome and its empire.
Lecturer: John W. Snyder.
- December 5 **New Light on Ancient Christianity**
An illustrated presentation of recent important archaeological discoveries in Palestine as they relate to biblical subject matter.
Lecturer: Harold E. Hill.

The above lectures will be given on the Mondays listed, from 8 to 9:30 p.m., in Room 319. Fee, \$4.

Areas of American Mission Interest

The Indiana University Center, in co-operation with the South Bend Council of Church Women, offers this series of lectures as an educational experience in the field of American missionary endeavor at home and abroad. Lectures center about the 1960 national study project developed by the National Council of Church Women of America.

This two-phase study covers both home and foreign missions endeavor. The home missions topic for the year is "Heritage and Horizons in Home Missions." The foreign missions topic is "Into All the World Together."

- October 4 **The Christian Mission Today**
Lecturer: William Richey Hogg
Dr. Hogg is the author of *The World One Mission*. This book was selected as the mission study book for this year by the N.C.C.W.
- October 11 **From Missions to Mission**
Lecturer: Rev. Jon L. Regier
- October 18 **Into All the World Together**
Lecturer: Rev. Paul Hilding Elmen
- October 25 **Working Together**
Lecturer: Kenneth Geiser, M.D.

Meetings will take place on the Tuesdays listed above, from 10 to 11:15 a.m., in the First Christian Church (Educational Building), 320 South Main Street. Registration for this series may be completed by mailing the form provided in this *Bulletin* or through the South Bend Council of Church Women. Fee, \$2.

Art Introduction

An introductory and comparative study of a few great periods in art. The objectives are to acquaint students with selected masterpieces of art and to foster an appreciation of art through an increased knowledge of materials, techniques, form, and content.

Included in the course are such subjects as Primitive Art of Prehistory and the Twentieth Century; Empathy in Art; Romanesque and Gothic Art and Architecture; Aesthetic Principles of Cognition; Renaissance Paintings; Impressionism; the Movements of the Twentieth Century; the Catharsis Theory in Art; Twentieth-Century American Painting.

This course is taught by John Bednar, South Bend Commercial Artist, each Wednesday, from 3 to 5 p.m., starting September 14 and continuing for the entire semester. Classes are held in Room 218, Central High School. Fee, \$10. (See also under credit courses, page 33.)

Audubon Wildlife Screen Tours

The Center co-operates with the South Bend Audubon Society in the presentation of outstanding illustrated lectures on natural history. These lectures include all-color motion pictures on animate and inanimate nature phenomena—birds, insects, fish, mammals, water, soil, scenery, and flowers. The dates of these lectures are October 8, November 12, January 21, March 4, March 25. Topics to be announced.

All programs are presented in the Auditorium of Central High School. Admission tickets may be secured through the University Center Office, Room 220, Central High School, either by personal application or by mail. The application form on the last page of this *Bulletin* may be used for this purpose.

Series fee: Children, \$1; adults, \$2.50. Family tickets of two adults and up to five children: \$7. Checks should be made payable to the South Bend Audubon Society.

Business Writing

Written communications, especially in the business world, need to be correctly phrased, clear, concise, and readable. This course aims at teaching the writing of letters, memoranda, and reports that command attention and respect.

This course will make a realistic approach to everyday practical writing which is so vital to American business. It will stress the reader's point of view and use actual problem situations for the student to think and write about.

Instructor: Ann Lynch Bohan.

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| September 14 | Principles of Business Communication
Understanding the goals of business writing |
| September 21 | Style of the Business Letter
Appearance, mechanics, punctuation |
| September 28 | Fundamental Forms of Business Letters
Quality and techniques |
| October 5 | Specific Types of Business Letters
Inquiries, answers to orders, claims and adjustment letters; credit, collection, and sales letters |
| October 12 | The Follow-Through Communication
Letters, telegrams, telephone |
| October 19 | The Report and Memorandum |
| October 26 | Bibliography
The proper assembly of bound reports; collating |
| November 2 | Writing Minutes of Meetings: Corporation Minutes, Bylaws |

The class will meet on consecutive Wednesdays, as listed above, from 7 to 9 p.m., in Room 120. Fee, \$7.

I.U. Center Concert Series

Ninth Annual Series

Through the co-operation of the Indiana University School of Music, the University Center presents an adult education series of four concerts. The co-sponsor of the series is the Progress Club of South Bend. The series is intended to provide a planned educational experience in classical and contemporary vocal and instrumental music on the professional level.

The following programs have been arranged:

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| October 30 | Berkshire String Quartet |
| November 20 | Singing Hoosiers |
| January 15 | Piano Duo |
| February 19 | Baroque Players |

All concerts will be held from 3 to 4:15 on Sunday afternoon in the Progress Club Auditorium, 601 West Colfax Avenue. The fee for the entire series will be \$3. High school and University Center students may register for the series for \$1. Registration may be made at the Office of the University Center, or by mail on the application form on the last page of this *Bulletin*. Information may also be obtained from Mrs. Roy Erler, President, or Mrs. Paul S. Hayes, Chairman of the Progress Club I.U. Concert Series promotion.

I.U. Center Foreign Film Forum

The University Center, in co-operation with the South Bend Chapter of Psi Iota Xi, presents a series of artistic foreign films. Registration may be completed through the University Center by completing the application on the last page of this *Bulletin*, through Psi Iota Xi sorority, or in the lobby of the River Park Theatre on October 12.

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| October 12 | <i>The Magician</i> (Swedish)
An Ingmar Bergman film of which the <i>Saturday Review</i> says: "A faintly dizzying mixture of the macabre, the comic, the mystical, and the supernatural. . . beautifully photographed; compelling and fascinating." |
| October 26 | <i>Malva</i> (Russian—color)
Starring Zidra Rittenbergs in the Maxim Gorky story. Caspian Sea country setting. |
| November 9 | <i>Samurai</i> (Japanese—color)
An action film in which the color is just as sharp as the sword. Arresting photography of ancient temples and century-old castles. Fascinating beauties of the Japanese countryside. |
| November 30 | <i>Inspector Maigret</i> (French)
Jean Gabin depicts the famous legendary inspector of the French Sureté in a classic French detective story. |

The films will be shown twice nightly on the above Wednesdays, at 7:30 and 9:15 p.m., at the River Park Theatre, 2927 Mishawaka Avenue, South Bend. Membership in the Film Forum is open to all interested persons. Members should specify which hour they wish to attend. Fee for the series of four pictures, \$3.

C.P.A. Review Problems

This course is a general and comprehensive study of auditing, accounting theory, and accounting practice, designed as special review and additional preparation for those taking the Indiana C.P.A. examinations. The class will meet for seventeen Tuesday evenings, from 7 to 9:30 p.m., beginning September 13, in Room 212. Robert N. Robinson, C.P.A., will be the instructor. Information regarding C.P.A. examinations and related questions may be obtained from the State Board of Accountants, 304 State House, Indianapolis, Indiana. Fee for this course, \$30.

College Attendance Orientation Forum

For High School Juniors-Seniors-Parents

The Indiana University South Bend-Mishawaka Center and the Northern Indiana Branch of the American Personnel and Guidance Association co-operate in this northern Indiana regional education project to give information on questions relating to preparation for college attendance, choice of college, and new developments in college requirements.

The meetings are intended primarily for high school juniors and seniors and their parents. Indiana colleges and universities will provide resource people for lectures and counseling. More specific information will be available through the high school guidance and counseling offices and P.T.A. organizations. Fee for high school students, \$3; family fee, \$5.

Credit and Collections

Advanced

This course is directed toward credit managers, credit department assistants, and persons wishing to qualify for such positions. It aims to provide knowledge and techniques in handling the complex credit and collection problems encountered in daily practice.

The program is co-sponsored by the State Association of Credit Men and has been developed by the National Institute of Credit. Those who wish Institute certification of their work must complete this and other related courses and achieve a grade of C in an examination to be given at a later date.

Lecturer: Marvin Knoblich.

September 8	Interpretation of the Financial Statements
September 15	Interpretation of the Financial Statements (continued)
September 22	Classroom Analysis and Discussion of Statements Submitted as Basis for Credit
September 29	Use of Ratios on Sales and Balance Sheet Relationships in the Analysis of Financial Statements
October 6	Comparative Statement Analysis
October 13	Policies and Organization for Collections
October 20	Procedures in Handling Collections
October 27	Collection Correspondence
November 3	Legal Aids and Processes to Assist Creditors
November 10	Adjustments and Use of Adjustment Bureaus
November 17	Bankruptcy
November 24	Bankruptcy (continued)
December 1	Insurances and Guaranties
December 8	Credit Practices and Policies of Banks, Factors, and Finance Companies
December 15	Foreign Credits and Collections
January 5	Retail Credit Organization and Procedures

The class will meet on the above Thursdays, from 7 to 9 p.m., in Room 318. Fee, \$30.

Credit Union Personnel Workshops

An intensive study of the operational techniques in a fast-developing business area, this course is designed for persons already employed in this field and also for those who consider entering it.

The course consists of six separate sequences: Supervisory Committee; Credit Committee; Board of Directors; Treasurer-Manager; Membership, Edu-

cation, and Publicity Committee; Credit Unions in Action. During this fall semester, Supervisory Committee and Credit Committee will be offered. Each course will consist of six meetings separated by a one-week interval. Conducted by Elmer Barnbrook.

Workshop I. Supervisory Committee

September 15	Functions, qualifications, and training of Supervisory Committee members
September 22	Credit Union law (federal and state) and Credit Union accounting
September 29	Audit procedures—special and regular
October 6	Work papers and use of the <i>Practice Audit Manual</i> for the Supervisory Committee
October 13	Completion of the <i>Practice Audit Manual</i>
October 20	Supervisory Committee reports—special, quarterly, and annual

Workshop II. Credit Committee

November 3	Function, qualifications, and training members of the Credit Committee
November 10	The loan application and purpose of the loan
November 17	The loan applicant and counseling service
December 1	Tailor-made credit and Credit Union policies
December 8	Security for loans
December 15	Organization and procedure of the Credit Committee

The classes above will meet on the consecutive Thursdays listed, from 7:30 to 9 p.m., in Room 401. Fee for each Workshop, \$6; total fee, \$12.

Critical Thinking

How can we reason soundly and communicate our thoughts clearly and convincingly? How can we detect, expose, and escape from the influence of fallacious reasoning? How can we survive the sleight-of-hand of subtle propaganda, the cant and humbug of a great deal of political controversy, the specious quackery of some of the most ingenious advertisements? Training in these practical applications of logic is the primary aim of this course. The concepts and techniques developed are applied in the classroom to materials drawn from conversation, books, periodicals, and newspapers. The following topics are included for consideration:

How to Form Clear Ideas
How to Analyze an Argument
What Constitutes Evidence
Ambiguity and Metaphor
Uses and Risks of Vagueness

Hidden Meanings
Pitfalls in Analogy
Habit of Oversimplification
Confusions of Prejudice

The class will meet on eight consecutive Wednesdays, beginning September 21, from 7 to 8:30 p.m., in Room 318. Lecturer: William F. Roemer. Fee, \$8.

Data Processing Systems

The burden of clerical work expands rapidly as an organization grows and builds up its files of historical as well as current data. Every large modern office has installed machines of various types to speed up individual operations but there remains considerable costly handling of the data as it moves from one operation to the next. This course deals with the problems of mechanizing the flow of data through an organization, within an office or department, between departments, or between plants.

It is designed for managers, department heads, systems specialists, and others who are concerned with the reduction of the time and cost of processing data through large organizations of people and machines. It will be assumed that participants have a working knowledge of basic office operations and special machines.

Instruction: R. F. Hamaker.

- September 15 Flow diagrams
- September 22 Feed-back control systems
- September 29 Communication and machine language
- October 6 Data storage devices
- October 13 Comparison of existing electronic computers
- October 20 Integrated data file—a case study
- October 27 Applications of the data file
- November 3 Plant visit—computer installation
- November 10 Data processing systems—small, medium, and large
- November 17 Prospects for future data processing systems

The class will meet from 7:30 to 9 p.m., on the above Thursdays in Room 319. Fee, \$20.

Economics for Consumers

With the proper financial management and wise market selection, the consumer can often increase the amount of actual goods and services he can purchase within the limitations of his particular income. This course is designed to fill the need for consumer education in an economy of multiplicity of both goods and services where personal income is nevertheless a limiting factor. Instructor: Daniel Connell, Lecturer in Economics at the University Center.

- September 14 Our Life as Consumers
Managing your income; shopping habits; protections for consumers
- September 21 The Consumer's Banking, Credit, and Investment
- September 28 The Consumer and His Home
Rent or own; build or buy; buying home furnishings
Speaker—Ben Drollinger
- October 5 The Consumer Buys Food, Drugs, Cosmetics
- October 12 The Consumer Buys Clothing
- October 19 The Consumer's Financial Security
Exploiting family time and skills; insurance; Social Security

The class will meet on the Wednesdays listed above, from 8 to 9:30 p.m., in Room 225. Fee, \$6.

National Election Forum

The purpose of this Forum is to raise and answer questions relating to our coming national election experience in November, 1960. The Indiana University South Bend-Mishawaka Center is co-sponsoring this project with the South Bend League of Women Voters, the Young Republicans, and the Young Democrats.

An historian will review the facts of previous elections as they might have bearing on the present election; a member of each political party will interpret his party's platform and outline the issues as a representative of his party; an expert in the field of government will give his evaluation of the domestic-political scene on the eve of the election.

- September 29 Background information bearing on the national election campaign
Lecturer: Chase Curran Mooney, I.U. Department of History
- October 6 The national election from the viewpoint of a speaker supplied by the Democratic National Committee
- October 13 The national election from the viewpoint of a speaker supplied by the Republican National Committee
- October 20 Election-eve evaluation and prognoses
Lecturer: P. Allan Dionisopoulos, I.U. Department of Government

The Forum will meet from 7:30 to 9 p.m., on the Thursdays listed above, at the Central High School Auditorium. Fee, \$1.

English Review

This course offers the student a thorough drill in the 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. The class will meet for seven successive Mondays, from 7 to 9 p.m., in Room 321, beginning September 12. Instructor: Ruth D. Weir. Fee, \$20.

English Theme Writing and Grading

Secondary School Level

This course is designed to help teachers handle the assigning and the grading of the written composition efficiently. Its objective is to present the written composition so that the whole process results in time economy and a quality experience for both teacher and student. Instructor: John A. Cassidy.

- September 21 Types of Theme Assignment
 Relating the theme assignment to specific aims
- September 28 General Principles of Theme Grading
 Minimum standards, quality analysis, scoring, student involvement
 in scoring
- October 5 Principles of Statistical Analysis of Themes
 Writing skill improvement through techniques for student self-
 evaluation
- October 12 Techniques of Rapid Reading of Themes
 Time economy study
- October 19 Grading of Sample Themes
 Laboratory session

The class will meet on five consecutive Wednesdays, as listed above, from 7:30 to 9 p.m., in Room 320. Fee, \$7.

Industrial Supervision

This course has been developed to analyze the requirements for modern industrial supervision. It will cover methods, techniques, and practices required for supervisors to function effectively in industry. Official confirmation of participation in this series, based on regular attendance, will be given at the end of the course, if requested. Instructor: John T. McGuckin.

- September 21 Introduction to Industrial Supervision
 Role of management; responsibilities of a supervisor
- September 28 Understanding Organization
 Planning and scheduling operations
- October 5 Directing and Co-ordinating Work
 Controlling quantity, quality, and cost
- October 12 Studying Work Methods for Improvement
 Developing better work methods
- October 19 Effective Use of Man Power
- October 26 Employment Induction and Orientation
 Job instruction and techniques
- November 2 Understanding Employees
 Motivating the work group
- November 9 Communications in Industry

November 16 Counseling and Coaching Techniques

Case study; employee counseling

November 23 Planning Self-Improvement in Supervision

Summary of and evaluation of course

The class will meet on the Wednesdays listed above, from 7 to 8:30 p.m., in Room 301. Fee, \$15.

Insurance: Casualty

This is a two-semester program of seventeen meetings each semester. Subjects covered during the first semester are:

Automobile liability

General liability

Workmen's compensation

The second semester of seventeen meetings will include:

Burglary

Plate glass

Boiler

Bonds

This course will not be offered again until 1962-63. It alternates with Fire and Marine Insurance which will follow in the fall and spring semesters of 1961-62. Instructor: Ned Brooks.

The class will meet on Monday, from 5:30 to 7:30 p.m., beginning September 12, in Room 318. Fee, \$30.

Insurance: C.L.U.

The Indiana University Center and the North Central Indiana Chapter of Certified Life Underwriters are co-operating in offering this study program in the field of insurance. Its object is to prepare students for the five separate examinations prepared by the American College of Life Underwriters that lead to the C.L.U. designation. The curriculum is designed to provide the life underwriter with a broad understanding of important aspects of life insurance and related fields of knowledge, and to improve his ability to apply this knowledge to the advantage of the buyer of life insurance. Study guides and textbooks can be obtained at the Indiana University Center Bookstore.

The five study phases are: Part I: Fundamentals of life insurance and annuities; Part II: Business life insurance, accident and sickness insurance, group insurance and pensions; Part III: Wills, trusts, and taxations; Part IV: Economics and finance; Part V: The practice of life underwriting. Phase III will be offered during this academic year. Each phase will be covered in a two-semester period.

The class will meet once a week on Tuesday, beginning September 13, from 3 to 5 p.m., in the Northwestern Mutual Life Insurance Building, William and Jefferson Streets. Instructor: Richard M. Lyon. Fee, \$72 for the year.

Insurance Principles and Practices: C.P.C.U.

The C.P.C.U. educational program is presented co-operatively by the University Center and the Chartered Property and Casualty Underwriters. The series of courses has been developed by the American Institute for Property and

Liability Underwriters and is a comprehensive study covering four broad areas: insurance principles and practices; general education; law; and accounting, finance, and agency management.

This program is directed toward assisting the registrant to prepare to take the examinations required for the C.P.C.U. designation. The course being presented this year will treat "Insurance Principles and Practices—Part II." Subjects covered will deal with the theory of probability; rates and ratings; reserves, financial statements, and investments; underwriting and selection of risks; loss adjustments; loss prevention; and client building.

The class will meet for thirty-four Mondays (usual holidays observed), from 5 to 7 p.m., in Room 319, beginning September 12.

Instructor: George W. Viger. Fee, \$72 for the year.

Interior Decorating

South Bend

This series of five lectures on interior decorating will be illustrated with materials and slides. The lecturer, Elton Breckenridge, is a graduate of the School of the Art Institute of Chicago.

September 8	Ten Guideposts in Decorating
September 15	Color and How to Use It
September 22	Backgrounds for Living
September 29	Windows and Their Treatment
October 6	You and Your Home

The class will meet on the above Thursdays, from 7:30 to 9 p.m., in Room 114. Fee, \$5.

Interior Decorating

La Porte

This series of five lectures on interior decorating will be illustrated with materials and slides. The lecturer, Elton Breckenridge, is a graduate of the School of the Art Institute of Chicago.

November 17	Fundamentals in Decorating
November 24	Color in Paint: mixing and applying
December 1	Planning Color Schemes for the Home
December 8	Walls and Wallpapers
December 15	Fabrics: drapery and upholstery

The class will meet on the above Thursdays, from 7:30 to 9 p.m., in the La Porte High School. Registration may be completed on the form provided in this *Bulletin* or at the La Porte High School with Henry Schulze. Fee, \$5.

Languages

German—Easy Conversation and Reading

This course is for those who have had no previous formal experience with the German language. The aim will be to achieve an elementary proficiency in conversation that centers around daily activities. The text will introduce a basic vocabulary of approximately 1,000 words in easy reading materials.

The class will meet in Room 212, from 6:30 to 8:30 p.m., on the following twelve Mondays: September 26; October 3, 10, 17, 24, 31; November 7, 14, 21, 28; December 5, 12. Instructor: Phillip H. Rhein. Fee, \$15.

German (continuing)

A course for those who have completed the first-level course, "Easy Conversation and Reading," and wish to continue increasing both speaking and reading skill in this modern foreign language. Others who have had some training in the German language may also register with the consent of the instructor.

The class will meet from 8:30 to 10:30 p.m., in Room 212 on the following twelve Mondays: September 26; October 3, 10, 17, 24, 31; November 7, 14, 21, 28; December 5, 12. Instructor: Phillip H. Rhein. Fee, \$15.

Modern Hebrew—Easy Conversation and Reading

This course is for those who have had no previous formal experience with modern Hebrew. The aim will be to achieve an elementary proficiency in conversation and reading. The text will introduce the basic vocabulary of approximately 1,000 words in easy reading materials. Tentative plans call for an intermediate course to be offered during the second semester of 1960-61.

The class will meet in Room 321, from 7:30 to 9:30 p.m., on the following twelve Wednesdays: September 14, 21, 28; October 5, 12, 19, 26; November 2, 9, 16, 23, and 30. Instructor: Rabbi Lypman Z. Rabinowitz. Fee, \$15.

Russian—Easy Conversation and Reading

This course is for those who have had no previous experience with the Russian language. The aim will be to achieve an elementary proficiency in conversation that centers around daily activities. The text will introduce a vocabulary of approximately 1,000 basic words in easy reading material.

The class will meet from 7 to 9 p.m., in Room 318, on the following twelve Tuesdays: September 13, 20, 27; October 4, 11, 18, 25; November 1, 8, 15, 22, 29. Lecturer: Ann Marie Smilyanitch. Fee, \$15.

Spanish—Easy Conversation and Reading

La Porte

This course is for those who have had no previous experience with the Spanish language. The aim will be to achieve an elementary proficiency in conversation that centers around daily activities. The text will introduce a vocabulary of approximately 1,000 basic words in easy reading material.

The class will meet from 6 to 8 p.m., in the La Porte High School, on the following eleven Thursdays: September 8, 15, 22, 29; October 6, 13, 20, 27; November 3, 10, 17. Registration may be completed on the application form in this *Bulletin* or with Henry Schulze of the Vocational and Adult Education Office in the La Porte High School. Lecturer: Eileen Zeiger. Fee, \$15.

Spanish (continuing)

La Porte

A course for those who have completed the first-level course, "Easy Conversation and Reading," and who wish to continue increasing both speaking and reading skill in this modern foreign language. Others who have had some training in the Spanish language may also register with the consent of the instructor.

The class will meet from 8 to 10 p.m., in the La Porte High School, on the following eleven Thursdays: September 8, 15, 22, 29; October 6, 13, 20, 27; November 3, 10, 17. Registration may be completed on the application form in this *Bulletin* or with Henry Schulze of the Vocational and Adult Education Office in the La Porte High School.

Lecturer: Eileen Zeiger. Fee, \$15.

Law for the Layman

Almost all persons need the advice of a lawyer in their everyday relations. This course will treat some of the more common problems as they relate to individuals as well as to business enterprises. A discussion period will follow the lecture portion of this course to permit clarification of the points raised.

Lecturer: Harry Heppenheimer.

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| September 15 | Insurance
Applications. Who can purchase insurance? Who can be beneficiaries? Value of lapsed policies; types of insurance—life, liability, fire, etc. |
| September 22 | Landlord and Tenant
What is a lease? Who must make repairs? Accidents on sidewalks; how to terminate a lease early; subletting and assignment |
| September 29 | Landlord and Tenant (continued) |
| October 6 | Business Organizations
Sole proprietorship, partnership, and corporation |
| October 13 | Business Organizations (continued) |
| October 20 | Creditor's Rights
Notes; responsibility of co-maker. When is a check a note? Pawnbroker's responsibility; chattel mortgages; real estate mortgages; rights of redemption |

The class will meet on the above six Thursdays, from 7:30 to 9 p.m., in Room 304. Fee, \$6.

Six Great British Novels

Nineteenth-Century Series

The nineteenth-century English novel is remarkable for the scope and variety of its social comment and criticism. In addition, its usual warm immediacy of characterization and compelling clarity of plot represent a high achievement in English literary history. This series of six lecture-discussion periods will be in part concerned with the selected novels as they reflect their age, but will deal with them primarily as works of fictional art. Lecturer: Lester M. Wolfson.

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| September 13 | Sir Walter Scott, <i>The Heart of Midlothian</i> |
| September 20 | Jane Austen, <i>Sense and Sensibility</i> with <i>Pride and Prejudice</i> |
| September 27 | George Eliot, <i>The Mill on the Floss</i> |
| October 4 | Anthony Trollope, <i>The Warden</i> with <i>Barchester Towers</i> |
| October 11 | Charles Dickens, <i>Great Expectations</i> |
| October 18 | Thomas Hardy, <i>The Mayor of Casterbridge</i> |

The class will meet on the Tuesdays listed above, from 8 to 9:30 p.m., in Room 313. Fee, \$8.

The Poetry of John Donne

An Elizabethan Influence on Modern Poetry

Teachers of English and those who are interested in the work of T. S. Eliot and other modern poets will be technically interested in the poetry of John Donne, who was contemporary with Shakespeare; but the general reader will also find pleasure in Donne's complex and seemingly modern work. The six meetings of the course will provide background materials on Donne's life and a careful consideration of the selection of the major poems and some of the criticism written about them. Lecturer: Carol Taylor.

The class will meet on six successive Mondays, beginning October 24, from 8 to 9:30 p.m., in Room 310. Fee, \$8.

Lyric Choral Group

In Co-operation with the St. Joseph Valley American Guild of Organists

This is an opportunity in music experience for those who wish to improve their skill in group singing and to obtain a more intimate knowledge of sacred choral literature and choir techniques. The group will read new works, with pitch and rhythm exercises for sight reading. Over an extended period of time, a selected core of works will be rehearsed and polished; the structure of these works will be analyzed to show the importance of analysis to good performance. This experience will also include elementary study of voice production.

The group will meet once a week throughout the semester (every Thursday except holidays), beginning September 8, from 7:30 to 9:30 p.m., in Room 108. This course may also be taken for regular University credit (see schedule of classes in this *Bulletin*). Music numbers not in the present University Choral Music Library may be purchased at the Center Bookstore, Room 220. Director: Ejnar Krantz. Fee, \$8.

Marriage and the Modern Family

An experienced sociologist will discuss some pertinent questions relating to our most basic social institution, the institution that has more to do with the development of positive and productive individuals than any other.

Young people contemplating marriage, as well as those already involved in the manifold responsibilities, joys, and stimulating challenges of modern family living, should find this course valuable. Lecturer: Walt Risler.

- September 21 A History of the Modern American Marriage
Tracing the origins of today's marriage in romantic love and the rating-dating complex
- September 28 Adolescence as a Breeding Ground for Marital Failure
A review of the "marital" problems, which actually began long before the couple met
- October 5 The Famous First Year
"The first year is the hardest"—truth or fiction? What are the major crises met and why do they develop into chronic problems?
- October 12 Incompatibility: Number One Cause of Marital Failure
What is "marital incompatibility?" Is it a legal terminology—a "gimmick" term—or genuine grounds for divorce?
- October 19 Reconciliation of Marital Difficulties
The marriage counselor's approach to marital problems—where he succeeds and where he fails
- October 26 Anatomy of a Successful Marriage
Successful marriage is not a fiction: far more succeed than fail. A review of the qualities of successful marriage

The class will meet on the above Wednesdays, from 8 to 9:15 p.m., in Room 319. Fee, \$7.

Mathematics Review

The purpose of this course is to give high school graduates who have been out of school for some time and who now wish to enter college an opportunity to clear up weakness in this area of study. College freshmen whose interest is in science, where solid mathematical knowledge counts, may take this course concurrently with their regular course of study as a brush-up experience. Elementary and secondary school teachers, as well as persons with business interests, will also find this review useful. Lecturer: E. R. Hudson.

- September 13 Number Systems
- September 20 Fractions and Percentage
- September 27 Formulas and Equations
- October 4 Ratio, Proportion, and Variation
- October 11 Logarithms and Slide Rule
- October 18 Measurement Computation
- October 25 Permutations and Combinations

- November 1 Statistical Concepts and Measures
- November 8 Properties of Geometric Figures
- November 15 Graphs and Graphical Solutions
- November 22 Functional Relationships and Notation
- November 29 Trigonometric Functions and Identities

The class will meet on the above Tuesdays, from 7:30 to 9:30 p.m., in Room 319. Fee, \$15.

Medical Assistants Training Program

Co-sponsor, St. Joseph County Chapter of Medical Assistants Association

This program consists of a six-part study course for medical assistants or for individuals interested in preparing for this vocation. Each part provides for sixteen two-hour sessions in the following areas: medical information for medical assistants; nursing information for medical assistants; law and economics in medical office administration; medical office management; psychology of human behavior; dynamics of human behavior. The course offered this semester combines the subject matter of psychology of human behavior and dynamics of human behavior under the general title, "Psychology for Medical Assistants." A brief topical subject-matter outline appears below.

Lecturer: John A. Bowland.

- September 13 Orientation to the Course and to Psychology
- September 20 Areas of Psychology
Comparative, physiological, developmental, statistical, psychometric, social, and abnormal
- September 27 The Practice and Applications of Psychology
Emphasis on clinical psychology
- October 4 The Practice and Applications of Psychology (continued)
- October 11 Personality Development
Emphasis on psychoanalytic insights
- October 18 Personality Development (continued)
- October 25 Psychopathology
- November 1 Approach to Problem Solving
- November 8 Function, Roles, and Status of Medical Assistants
- November 15 Waiting Room and Office Problems with Patients
- November 22 Waiting Room and Office Problems with Patients (continued)
- November 29 Bills, Emergencies, Appointment Problems
- December 6 Problems with Co-workers
- December 13 Employer and Employee Problems
- January 3 Summary
- January 10 Examination

The class will meet on the Tuesdays listed above, from 7:30 to 9:30 p.m., in Room 317. Fee, \$24.

Music Appreciation

Evenings with Great Composers

This lecture series aims toward acquainting the nonprofessional music enthusiast with some of the fundamental concepts and forms of the art, through discussion and analysis of typical masterpieces and through building up a proper background for intelligent appreciation of music heard today. Topics include a complete study of the Romantic period; the lives of composers (Liszt, Sibelius, Wagner, Richard Strauss, Brahms, Debussy); chamber music; the concerto; the sonata; modern music; principal trends and representative composers. No knowledge of the technical aspects of music is necessary for admission. (See also under credit courses, page 25.)

Cecil Deardorff will present this series every Monday, beginning September 12, from 7:30 to 9:30 p.m., in Room 108. Classes meet for sixteen weeks. Fee, \$10.

Nurses' Training

The University Center co-operates with the Memorial Hospital of South Bend in offering certain courses designed to meet the basic needs of students in nurses' training. The courses offered are: Chemistry for Nurses, Microbiology for Nurses, Psychology for Nurses, Sociology for Nurses, and Anatomy and Physiology for Nurses. Although designed for students of nursing, the classes are open to all who can profit therefrom. For further information, see the Administrator of Adult Education.

Painters and Their Paintings

Second Sequence

La Porte

The series of five lectures on this medium of art is intended for those who wish to possess some ability to judge the relative quality of paintings. The lectures will be supplemented by illustrations. The lecturer will be Elton Breckenridge, a graduate of the School of the Art Institute of Chicago.

October 13	Drawings and Paintings of Prehistoric Man
October 20	The Little Dutch Masters
October 27	The Development of Landscape Paintings
November 3	Painting in America
November 10	Let's Look at Pictures

The class will meet on the above Thursdays, from 7:30 to 9 p.m., in the La Porte High School. Registration may be completed on the form provided in this *Bulletin* or at the La Porte High School with Henry Schulze. Fee, \$5.

Personnel Management

This course gives a survey of the varied responsibilities of modern personnel administration and the techniques and methods used to effect maximum efficiency in business endeavors.

There will be opportunity for discussion of practice and theory in a group atmosphere after each lecture so that the value of experience can be brought to bear on specific personnel problems. Outlines for each session topic with appropriate references will be provided. The course should be beneficial for those already engaged in part- or full-time personnel administration, as well as for those who are considering this field as an occupation.

Instructor: Jack Durben. Official certification of satisfactory completion of this course will be issued to those with a good attendance record who desire it. An abbreviated outline follows:

September 14	Principles of Personnel Administration
September 21	Recruiting and Selection
September 28	Aspects of Industrial Training
October 5	Job Evaluation
October 12	Wage and Salary Administration
October 19	Employee Relations
October 26	Employee Appraisal
November 2	Employee Benefits and Service
November 9	Personnel Forms and Records
November 16	Personnel Research

The class will meet on the above Wednesdays, from 8 to 9:30 p.m., in Room 123. Fee, \$15.

Applied Photography

This is an applied course in photographic lighting for which the student will use his own camera of whatever type, including roll film. Each session will be divided into a discussion period and a period of actual photography, using a variety of models, etc. This course is designed for the serious photographer. Lecturer: Kenneth C. DeGroff.

Classes will meet at the DeGroff Studio at 1920 South Michigan, where complete and modern laboratory equipment will be available, on seven successive Thursdays, from 8 to 10 p.m., beginning September 15. Fee, \$15.

Basic Black and White Photography

September 22	The Camera The 35mm camera, the twin lens reflex camera, the press camera, the view camera; advantages and disadvantages
September 29	Basic Exposure Control Methods of calculating exposure, the lens, the film
October 6	Taking the Picture Care and handling of various cameras; indoor pictures: flash, natural light, simple flood; outdoor pictures

- October 13 Accessory Equipment
Additional lenses and their uses, filters, exposure meters, tripod, close-up equipment
- October 20 Developing the Film
Roll film, sheet film, choice of developer, drying the film
- October 27 Photographic Printing
Contact printing, projection printing, enlarging process, enlarging lenses, projection printing papers, enlarging controls
- November 3 Final Presentation of Prints
Toning and mounting

The class will meet on the Thursdays listed above, from 8 to 9:30 p.m., in Room 225. Instructor: M. Bruce Harlan. Fee, \$7.

Introduction to Psychoanalysis

Series I. The Theory and Application of the Principles of Sigmund Freud

A discussion of the principles set down by Freud, for the layman with no technical training in psychology or psychiatry. Emphasis in the series is placed on those aspects of Freud's work which are relevant to contemporary psychiatric medicine.

The topics to be discussed are outlined from Freud's *Introductory Lectures on Psychoanalysis*. Lecturer: Grant E. Metcalfe, M.D.

- September 22 Basic Concepts of Psychoanalysis
- September 29 How Character and Personality Develop
- October 6 Repression
- October 13 The Theory of Dream Interpretation
- October 20 An Evaluation of the Contributions and Influence of Freud

The class will meet on the above Thursdays, from 8 to 9:15 p.m., in Room 218. Fee, \$6.

Psychology: Understanding Ourselves

This course explores some fundamentals of psychology as they are applied to daily living. The intention of this exploration is to broaden the understanding of one's self and also to increase one's personal effectiveness. This course is not intended as a substitute for psychotherapy, nor as a means of resolving serious personality problems. Lecturer: Martin Bravin.

- September 12 Guide Line to Self-Understanding
What do we know about ourselves? What does being "normal" mean? What's wrong with being different?
- September 19 Psychological Growth
How do we mature psychologically? Living the past in the present; its causes and effects. Freud's concept of psychosexual development and its social meanings

- September 26 Needs, Drives, and Motives
Why we do the things we do. Physical needs versus psychological needs. Self-control: its uses and abuses
- October 3 Social Motives and the Importance of Others
What are social motives? The importance of belonging—and its costs. Individuality and conformity
- October 10 Feelings and Reality
Where logic fails. "Sour Grapes" and "Sweet Lemons." What is "real?" The meanings of fear and anxiety. Disappointment, frustration, and anger
- October 17 Many Faces; Many Facets
Who are you? Split personalities. Role taking: being aware of yourself. Your impact on others
- October 24 Communication: The Key
How to be misunderstood. You're not plugged in! Double talk. Getting what you want. Language and "body-English"

This class will meet on the above Mondays, from 7:30 to 9 p.m., in Room 313. Fee, \$7.

Real Estate Law—Contracts and Conveyances

In co-operation with the South Bend Board of Realtors and the Indiana University School of Business, the University Center has developed a four-semester sequence of courses in the field of practical real estate education: general principles; appraisal; sales and brokerage; law—contracts and conveyances. These courses are designed to give adequate coverage of this field and also to prepare the registrant to take the Indiana Real Estate Examination.

The course outlined below deals specifically with "Law—Contracts and Conveyances." Lecturer: Guy Henry McMichael.

- September 14 Introduction to Subject Matter
- September 21 Real Estate Ownerships and Interests
- September 28 Methods of Acquiring Title
- October 5 Deeds
- October 12 Legal Descriptions
- October 19 Recording and Evidence of Title
- October 26 Land Contracts and Deeds of Trust
- November 2 Real Estate Contracts I
- November 9 Real Estate Contracts II
- November 16 Mortgages
- November 23 Leases
- November 30 Other Real Estate Instruments

The class will meet on the Wednesdays listed above, from 7 to 8:30 p.m., in Room 307. Fee, \$25.

Religions of Mankind

This course on comparative religion offers seven lectures on the history of religion. It begins with man's first attempt to explain the mystery of life and nature and is carried through the crystallization of the God concept in the major religions of mankind. Lecturer: Rabbi Albert M. Shulman.

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| October 6 | How Religion Began: Man's Search for God |
| October 13 | Hinduism and Buddhism |
| October 20 | Confucianism and Zoroastrianism |
| October 27 | Islam: The Religion of Mohammed |
| November 3 | Judaism |
| November 10 | Christianity |
| November 17 | Patterns of Religious Faith |

The class will meet on the above Thursdays, from 8 to 9:15 p.m., in Room 313. Fee, \$7.

Retirement Preparation

Leadership-Training Sequence

This is an informative lecture course for employers or employees of business and industry who are in a responsible position in their firm and who will later be able to evaluate this course as to its appropriateness to their own business or plant needs. Community organization leaders and other persons representing health, welfare, insurance, education, and religious interests are also invited to enroll. Ample time will be allotted to discussion following each lecture.

This course is being offered as a co-operative endeavor with the Council of Community Services of the St. Joseph County Project on Aging and the Aged and will consist of eight meetings.

Lecture topics include: Economics and Aging; Medical Costs and Health; Housing for Retirees; Mental Health and Growing Older; Leisure-Time Activities; Retirement Planning Programs.

The class will meet on the following Tuesdays: September 27; October 4, 11, 18, 25; November 1, 8, 15. Hours are from 7:30 to 9:30 p.m., in Room 320. Instructor: Vincent Piper. Fee, \$12.

School-Community Series

Knox-Starke County

In co-operation with the Knox City and the Starke County School Administrations and the Knox Committee on Adult Education, the South Bend-Mishawaka Indiana University Center has scheduled a series of four lecture-discussion meetings on topics of interest to the Knox and Starke County School Community. The meetings are scheduled for October 12, 19; November 2, 9. They will take place at the Knox High School Auditorium from 7:30 to 9 p.m., on the above Wednesday evenings. Complete information concerning lecture topics and lecturers will appear later.

School-Community Series

La Porte Community Schools

The South Bend-Mishawaka Indiana University Center, in co-operation with the La Porte Community Schools and P.T.A. organizations, is developing a five-lecture school-community interest project scheduled for September 26; October 3, 10, 24; and November 7.

Specific information regarding time, place, and subject matter will appear in later publicity.

School-Community Series

Rochester-Fulton County

The Rochester, Indiana, School-Community and P.T.A. organizations are co-operating with the South Bend-Mishawaka Indiana University Center in developing a lecture series of combined school and community interest. These lecture-discussion meetings are scheduled for the fall semester of 1960-61.

Specific information on time, place, and subject matter will be announced in later publicity.

School-Community Series

South Bend-Mishawaka-St. Joseph County

The South Bend and Mishawaka and St. Joseph County P.T.A. Councils are co-operating with the Indiana University Center in developing a series of four conjoint lecture-discussion meetings of school-community interest. Meeting dates are October 5, 12, 19, and 26.

Specific information concerning hour, place, and subject matter will appear in later publicity.

Secretarial Training

Part I

In co-operation with the South Bend Chapter of the National Secretaries Association, the University Center presents a program designed to give professional status to secretaries. Course work is presented in six areas: secretarial and office practices, secretarial accounting, business law, business organization and administration, economics, and personal adjustment and human relations. Comprehensive examinations over these areas are given by the National Secretaries Association. Successful completion of the program entitles the secretary to certification by the Association. The program is open to all interested persons.

Secretarial and office practices, and personal adjustment and human relations are the areas to be covered during the first semester, 1960-61; secretarial accounting and business law, second semester, 1960-61. Secretarial economics and statistics will be presented during the first semester, 1961-62.

"Secretarial and Office Practices" will meet for seventeen successive Wednesdays, beginning September 14, from 7 to 9 p.m., in Room 212. Lecturer: Richard Adams. Fee, \$24.

Shorthand Review

Two different courses in shorthand are included among the University credit courses offered during the present year: the first and second semesters of intermediate shorthand. Those not interested in degree programs may register as special students in either of the shorthand courses for which they are prepared (see page 21 for the shorthand course offered this semester). The instructor in this class will be glad to give suggestions concerning appropriate placement and related items. Adults may use shorthand courses either for review or to increase their preparation. Fee, \$22.50.

Social Services to Individuals

This is the second of a series of courses in the field of social work. The previous course, "Modern Social Service," dealt with the organization of social services to meet human needs. This course deals with the methods of providing services to individuals.

The course will meet once each week throughout the first semester, on Wednesday, beginning September 14, from 7:30 to 9:20 p.m., in Room 322. Those wishing University credit for this course may consult the credit offerings section of this *Bulletin* under Social Service S415.

Lecturer: George Carson. Noncredit fee, \$20.

Practical Public Speaking

A course for men and women in business or professional life, or for persons whose activities give opportunity for articulation in group functions. Class sessions are devoted to the delivery of talks by class members. The instructor will analyze such talks and give suggestions for improvement. A detailed study will be made of audience psychology, speech composition, and delivery. Impromptu speaking will be a part of the course. Suggestions will be made on preparation, memorization, use of visual aids, and effective introduction of anecdotes and illustrations. Instructor: Roy Umble.

The class will meet on the following twelve consecutive Tuesdays: September 20, 27; October 4, 11, 18, 25; November 1, 8, 15, 22, 29; and December 6, from 7 to 9 p.m., in Room 310. Fee, \$15.

Speed Reading

Developmental Reading for Adults

Many persons in business and the professions feel the need for improving their speed and comprehension in reading. Because of the large volume of printed material that people must read today and understand quickly, the ability to read swiftly and intelligently has become of utmost importance to success in almost any undertaking.

This course has been planned with the aim of sharply increasing the reading speed and comprehension of the participants. Scientific materials and equipment will be employed, along with regular and frequent evaluations, to accomplish this purpose. The instructor will attempt to discover the reading weaknesses of each student, and to make the necessary recommendations for improvement.

Two sections of the class have been scheduled. Section 1 will meet for twelve successive Tuesday evenings, beginning September 13, from 7 to 8:30 p.m., in Room 218. Lecturer: Michael Rose. Fee, \$20.

Section 2 will meet for twelve successive Wednesday evenings, beginning September 14, from 6:30 to 8 p.m., in Room 216.

Lecturer: Adelaide Earhart. Fee, \$20.

Stock Market Techniques

This is a course for those who wish to become better acquainted with the actual procedures and determinants in stock-market trading and the techniques of selecting stock securities. Lecturer: Arthur H. Schomp.

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| September 21 | Introduction
Scope of course—guides to procedures for investors and traders. |
| September 28 | Selection of Promising Securities
Professional and lay recommendations |
| October 5 | Economic Indicators and Security Price Fluctuations |
| October 12 | Trading Techniques |
| October 19 | Tax Considerations for Investors and Traders |
| October 26 | Psychological Determinants of Security Prices
Attitudes as determinants of market trends; attitudes as determinants of individual security price trends |
| November 2 | Analysis of Odd-lot Transactions
Possible clues to market trends |
| November 9 | Introduction to Charting
Charting as a means to selection; determinants; market action charts; charting sense and nonsense |

The class will meet on the Wednesdays listed above, in Room 101, from 6:30 to 8 p.m. Fee, \$30.

Indiana Taxes

This lecture-discussion series is offered to inform lay individuals as well as those dealing with Indiana taxes on the current status and trends of our Indiana Tax System. The usual as well as the unusual problems of the State Gross Income Tax Law and the Indiana Inheritance Tax Law will be investigated. Opportunity for discussion will be given for problems of general interest.

Lecturer: Harry Heppenheimer.

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| September 19 | Indiana Gross Income Tax
State's jurisdiction to tax and receipts that are not subject to tax |
| September 26 | Indiana Gross Income Tax (continued)
Interstate commerce receipts; transactions with the federal government; rates and exemptions |
| October 3 | Indiana Gross Income Tax (concluded)
Taxability of estates and trusts under the law; review of recent legislative changes; procedure under the Gross Income Tax Law |

- October 10 Indiana Inheritance Tax
 Transfers subject to tax; transfers not subject to tax
- October 17 Indiana Inheritance Tax (concluded)
 Deductions; exemptions and the rates of tax; procedure under the Inheritance Tax Law

This course continues through both semesters of the school year. The eleven in Room 318. Fee, \$6.

Fundamentals of Traffic Management

The course continues through both semesters of the school year. The eleven meetings listed below will be followed by twelve additional meetings, beginning in February. It is for those who wish to do serious study in this field as preparation for continued study for the Interstate Commerce Commission license for practitioners. It is also for those who wish to broaden their knowledge of this subject matter in order to qualify for company promotion. Official University Center confirmation of completion of this course with satisfactory attendance (80 per cent) will be given to those who request it. The text for this course is available in the Center Bookstore. Instructor: Paul Gorsuch.

- October 20 Interstate Commerce Act: Part I
 Rail, water, and air; pipelines
- October 27 Interstate Commerce Act: Part II
 Motor Carriers Act
- November 3 Interstate Commerce Act: Part II (continued)
- November 10 Interstate Commerce Act: Parts III and IV
 Regulation of water carriers and freight forwarding
- November 17 Interstate Commerce Act: Parts III and IV (continued)
- December 1 Administrative Procedure
 Organization rules and practices
- December 8 Exercise of Rights and Duties of Shippers and Carriers
- December 15 Cost and Productivity of Traffic Administration
 Department operational cost; freight-bill credit; carriers' selection
- January 12 Cost and Productivity of Traffic Administration
 Economic importance of traffic management and carrier operations
- January 19 Inception of Freight Classification
 Comparison of the rules
- January 26 Inception of Freight Classification (continued)

The class will meet on the Thursdays listed above, from 7:30 to 9 p.m., in Room 310. Since the course is a unit of twenty-three meetings, the complete fee must be paid at time of registration. Subject matter to be covered from February 9 to May 4 will include: bills of lading, freight rates, freight claims (twelve meetings). Total fee for one year (twenty-three meetings), \$34.

Vocabulary Building

Many persons fail to write and speak English adequately because of limited language resources. The development of correct habits and self-confidence in the use and pronunciation of words is tantamount to improving such resources. Cultivated speech and writing emanate less from the memorization of new words and phrases than from the study of the origin and use of words, of synonyms and antonyms, and of aids in forming correct habits that inspire self-confidence.

The third and sixth meetings listed below will be workshops. Efforts will be directed toward illustrating certain of the more formal aspects of the technique of vocabulary building; these aids may be carried on in the reading activities of the student after the course terminates.

This series should prove beneficial to all who wish to achieve greater mastery in the oral and written use of the English language and to improve reading comprehension.

- September 20 How to acquire a more extensive vocabulary through the use of the dictionary
- September 27 Denotation and connotation of words; synonyms and antonyms; specific and concrete words
- October 4 Practical application of the principles stressed in previous meetings, through the use of selected readings
- October 11 Foreign words and expressions in English
- October 18 Learning words through knowledge of Greek and Latin roots, prefixes, and suffixes
- October 25 Practical application of the principles stressed in previous meetings, utilizing selected readings
- November 1 Principles governing vocabulary building

The class will meet on the above Tuesdays, from 7:30 to 9 p.m., in Room 321. Lecturer: Ann L. Bohan. Fee, \$6.

Indiana University Freshman Programs

From the courses offered this year in the University Center, the following suggested programs are acceptable toward fulfillment of the requirements of the freshman year.

Full-time students should complete a total of thirty to thirty-two semester hours of credit during the freshman year. New students may enter at the beginning of any semester or summer session. All full-time students (twelve hours or more) must have their programs of study approved by the Academic Counselor before registration. Upon the completion of twelve semester hours of work, the part-time student is required to schedule an interview with the Academic Counselor in order to ascertain course requirements (see page 8 for the hours when the Academic Counselor is available). The programs listed below are intended only as general guides. The numbers in the column at the right indicate the semester hours of credit required.

General—Arts and Sciences (A.B. Degree)

Students uncertain as to the University program they wish to pursue should follow this outline during their freshman year. Students with a major interest in one of the following subjects will also take a liberal arts course as outlined: chemistry, English, fine arts, foreign languages, government, history, home economics, journalism, mathematics, psychology, sociology, and social service.

	Hours
English W101 and W102	4
Foreign Language (see Academic Counselor regarding correct placement)	10
Science or Mathematics	5-10
Social Sciences, Literature, Philosophy, and the Arts	6-12

The social service major may omit the language requirement and earn a B.S. degree. In this case, the Academic Counselor should be consulted for substitute course suggestions.

Business (B.S. Degree)

Students should decide by the end of the freshman year whether they want to follow a general business course or to specialize in one phase of the field. Their first year should include approximately thirty hours from the courses below:

	Hours
English W101 and W102	4
Freshman Literature L101 and L102	6
Foreign Language, Mathematics, or Science* (including Psychology)	10
History H103 or H104 or H105 or H106	3
Speech S121	2
Accounting A201 and A202	6
Government G103 and G104	6

* One laboratory science course is required.

Premedicine and Predentistry

The College of Arts and Sciences has outlined courses leading to degrees in the fields of medicine and dentistry. These degrees include the following courses, which may be taken during the freshman year:

Premedicine		Predentistry	
	Hours		Hours
English W101 and W102	4	English W101 and W102	4
Chemistry C105 and C106	10	Chemistry C105 and C106	10
Zoology Z103 and Z215	10	Mathematics M107 and M113	5
Freshman Literature L101 and L102, and/or Social Sciences	6-12	Zoology Z103 and Z215	10
Mathematics M107 and M113	5	Freshman Literature, Social Sciences, or Psychology P101	6-12

Students not interested in the College of Arts and Sciences degree program should consult the Academic Counselor for course suggestions.

Prelaw

Students may approach the law degree by taking a bachelor's degree either in the College of Arts and Sciences or in the School of Business. For information concerning the two courses, see the Academic Counselor.

Prelaw (Arts and Sciences)		Prelaw (Business)	
	Hours		Hours
English W101 and W102	4	English W101 and W102	4
Foreign Language (see Academic Counselor regarding correct placement)	10	Freshman Literature L101 and L102	6
Science	10	Science* or Mathematics or Foreign Language	10
Government G103 and G104, or other Social Sciences, Literature, Philosophy, and the Arts	6-12	Government G103 and G104	6
		History H103 or H104 or H105 or H106	3
		Speech S121	2

High School Teaching (B.S. Degree)

Students should consult the Academic Counselor for degree requirements.

	Hours		Hours
English W101 and W102	4	Physical or Biological Science	5-10
Literature	3-6	Psychology P101	3
Social Sciences, exclusive of History	5-12	Foreign Language or Practical Arts	2-10
Education F100	2	Fine Arts or Philosophy	2-6

Elementary School Teaching (B.S. Degree)

	Hours		Hours
English W101 and W102	4	Government G103	3
History H103 or H104 or H105 or H106	6	Psychology P101	3
Freshman Literature L101 and L102	6	Education F100	2
Sociology S161 and S163	6	Appreciation of Music I M174 and Art Appreciation H100	4
Home Economics H206	2	(30 hours from the above)	

* Must include one laboratory science.

Nursing

These nontechnical courses are required of graduate nurses working toward a degree in the School of Education.

Hours		Hours	
English W101 and W102	4	Speech S121	2
Psychology P101	3	History H103 or H104 or H105 or H106	3
Freshman Literature L101 and L102	6	Philosophy P100	3
Sociology S161	3		

Medical Technology

Hours		Hours	
English W101 and W102	4	Social Sciences and/or Appreciation of Music I M174 or Fine Arts	9-12
Freshman Literature L101 and L102	6	Electives	2-3
Chemistry C105 and C106	10		

Pre-Engineering (Purdue)

The engineering course is given in co-operation with Purdue University.

Hours		Hours	
Chemistry C105 and C106	10	Speech S121	2
Mathematics M107, M113, M131, M132	9	Freshman Literature L101, L102; His- tory H103, H104, H105, H106; or Government G103, G104	6
English W101 and W102	4		
Engineering Graphics CE118	3		

Preoptometry

Hours		Hours	
Chemistry C105 and C106	10	Zoology Z103	5
English W101 and W102	4	(See Academic Counselor regarding al- ternative courses in Social Sciences, Literature, Philosophy, and the Arts.)	
Mathematics M107, M113, M131	7		
Psychology P101 and P102 or P111	6		

Prepharmacy

Indiana University does not offer a degree in pharmacy; however, students may complete one year of prepharmacy courses at the University Center.

Hours		Hours	
English W101 and W102	4	Government G103, G104 or Sociology S161, S162	3-6
Chemistry C105 and C106	10	Psychology, Literature, Economics, and/or Engineering Graphics	2-6
Speech S121	2		
Mathematics M107 and M113	5		

Preveterinary

Indiana University does not offer a degree in veterinary medicine; however, the following courses will apply toward the first two years of required pre-veterinary work in colleges which offer this degree:

Hours		Hours	
English W101 and W102	4	History H103 and H104	6
Chemistry C105 and C106	10	American History, Government, or Economics	6
Speech S121	2	Psychology P101 and Sociology S161, or Literature and Fine Arts	6
Mathematics M105 or M107 and M113	5-7		
Physics P201 and P202	10		

Social Service

Students interested in majoring in the Division of Social Service should follow the following freshman program:

Hours		Hours	
English W101 and W102	4	Science or Mathematics	10
Foreign Language (required for a Bache- lor of Arts degree in Social Service; recommended for a Bachelor of Sci- ence in Social Service)	10	Sociology S161 and S162	6
		Literature, Philosophy, or the Arts	6

Freshman Engineering Program in Co-operation with Purdue University

Many courses offered by the Center are equivalent to required and elective subjects in the areas of agriculture, engineering, home economics, pharmacy, science, education, and the humanities at Purdue University. Credits in subjects carried in the Center, as they apply to these curricula, will be evaluated by Purdue University, when the student is accepted as a transfer from Indiana University, provided the grades received are higher than the lowest passing grade at Indiana University.

Those planning to carry courses to be transferred to Purdue University should consult the Counselor for the proper selection or combination of subjects to obtain the maximum credits at Purdue University.

All freshman engineering students (aeronautical, chemical, civil, electrical, mechanical, metallurgical, agricultural engineering, engineering sciences, and engineering law) carry a common curriculum.

Students who plan to transfer to Purdue may take the following courses at the Center:

<i>First Semester</i>		<i>Second Semester</i>	
	Hours		Hours
Chemistry C105	5	Chemistry C106	5
English W101	2	English W102	2
Algebra M105 or M107	5 or 3	Engineering Graphics CE118	3
Trigonometry M113	2	Analytic Geometry M131-M132	4
Elective	3	Public Speaking S121	2

English W101-W102 (4 hours) and Speech S121 (2 hours), making a total of six semester hours, are equivalent to the freshman requirement in English and speech at Purdue. Nontechnical courses should be chosen from such fields as economics, English, geography, government, history, philosophy, psychology, and sociology. Each student should consult advisers of the engineering school from which he expects to graduate concerning the best selection of courses, in addition to those listed above, to apply on the particular degree desired.

Listing of Courses* Second Semester, 1960-61

Art

See Fine Arts

Business

Introduction to Accounting I, A201
Introduction to Accounting II, A202
Intermediate Accounting II, A212
Advanced Industrial Cost Accounting, A306
Advanced Income Tax, A309
Advanced Accounting Problems II, A414
Intermediate Shorthand II, C252
Business Law—Contracts, L300
Business Law—Property, Sales, and Negotiable Instruments, L303
Business Law—Agency, Partnerships, and Corporations, L305
Principles of Real Estate, R300
Comprehensive Examination, W391

Chemistry

General Chemistry, C105
Inorganic Chemistry and Qualitative Analysis, C106
Organic Chemistry II, C342

Economics

Principles of Economics I, E201
Principles of Economics II, E202

Education

Arithmetic for the Elementary Schools, E343
Introduction to Teaching, F100
The Teaching of Music in the Elementary Schools, M323

Art Experiences for the Elementary Teacher, M333
Introduction to Guidance, G541
Occupational Information, G543
Introductory Philosophy of Education, H530
Educational Sociology, H540

English

Elementary Composition I, W101
Elementary Composition II, W102
Elementary Composition III, W103
Freshman Literature I, L101
Freshman Literature II, L102
Major Victorian Writers II, L334
American Literature III, L355
Twentieth-Century American Fiction, L358

Fine Arts

Art Appreciation, H100
Introduction to Design II, S102
Freehand Drawing I, S235
Freehand Drawing II, S335
Life Drawing I-II, S345-S346

French

Elementary French II, F102

Geography

Introduction to Physical Geography, G105

German

Elementary German II, G102

* Second-semester schedules will be available about December 25 and will be mailed to first-semester students. This list of courses is tentative and subject to change.

Government

Introduction to American Government I, G103
Introduction to American Government II, G104
Introduction to World Politics II, G214

History

History of Western European Civilization I, H103
History of Western European Civilization II, H104
American History: General Course I, H105
American History: General Course II, H106
Recent United States History II, 1901-1940, H338

Home Economics

Nutrition, H206

Mathematics

Intermediate and College Algebra, M105
College Algebra, M107
Trigonometry, M113
Plane Analytic Geometry I-II, M131-M132
Elementary Calculus II, M218

Mechanical Drawing

Engineering Graphics, CE118

Music

Appreciation of Music II, M175
Applied Music
A Cappella Singers (The Lyric Choral Group), X110

Physics

General Physics: Light, Electricity, and Magnetism, P202

Psychology

Introductory Psychology I, P101
Introductory Psychology II, P102
Social Psychology, P320
Abnormal Psychology, P324

Social Service

Social Services to Individuals, S415

Sociology

Principles of Sociology, S161
Society and the Individual, S162
Criminology, S325

Spanish

Second-Year Spanish Composition and Conversation II, S202
Modern Spanish Prose II, S212

Speech and Theatre

Public Speaking I, S121
Public Speaking II, S122

Summer Session, 1961*

Course Offering

Business

Introduction to Accounting I, A201
Introduction to Accounting II, A202
Business Law—Contracts, L300
Principles of Real Estate, R300
Comprehensive Examination, W391

Chemistry

A Descriptive Survey of Chemistry I, C101

Economics

Principles of Economics I, E201

Education

Arithmetic for the Elementary Schools, E343

English

Elementary Composition I, W101
Elementary Composition II, W102
Elementary Composition III, W103
Freshman Literature I, L101
Freshman Literature II, L102
The English Novel, 1800-1900, L348

Fine Arts

Art Appreciation, H100

Government

Introduction to American Government I, G103
Introduction to American Government II, G104

History

American History: General Course I, H105
American History: General Course II, H106

Mathematics

Intermediate and College Algebra, M105
College Algebra, M107
Trigonometry, M113
Plane Analytic Geometry I-II, M131-M132

Music

Appreciation of Music I, M174

Physics

General Physics: Mechanics, Heat, and Sound, P201

Psychology

Introductory Psychology I, P101
Abnormal Psychology, P324

Sociology

Principles of Sociology, S161
The Family, S316

Speech and Theatre

Public Speaking I, S121
Public Speaking II, S122

* Summer session schedules will be available about April 1 and will be mailed on request. This list of courses is tentative and subject to change.

Register by Mail in These Courses

- Air Science (South Bend), \$10, page 41
Air Science (La Porte), \$10, page 42
Archaeology Lectures, \$4, page 42
Areas of American Mission Interest, \$2, page 42
Art Introduction, \$10, page 43
Audubon Wildlife Screen Tours, \$2.50, page 43
Business Writing, \$7, page 44
I.U. Center Concert Series, \$3, page 44
I.U. Center Foreign Film Forum, \$3, page 45
C.P.A. Review Problems, \$30, page 45
College Attendance Orientation Forum, \$3 and \$5, page 45
Credit and Collections (Advanced), \$30, page 46
Credit Union Personnel Workshops, \$6 and \$6, page 46
Critical Thinking, \$8, page 47
Data Processing Systems, \$20, page 48
Economics for Consumers, \$6, page 48
Election Forum, National, \$1, page 49
English Review, \$20, page 49
English Theme Writing and Grading, \$7, page 50
Industrial Supervision, \$15, page 50
Insurance: C.L.U., \$72, page 51
Insurance: C.P.C.U., \$72, page 51
Insurance: Casualty, \$30, page 51
Interior Decorating (South Bend), \$5, page 52
Interior Decorating (La Porte), \$5, page 52
Languages:
 German, \$15, page 53
 German (continuing), \$15, page 53
 Modern Hebrew, \$15, page 53
 Russian, \$15, page 53
 Spanish (La Porte), \$15, page 53
 Spanish (continuing) (La Porte), \$15, page 54
Law for the Layman, \$6, page 54
Literature:
 Six Great British Novels, \$8, page 55
 The Poetry of John Donne, \$8, page 55
Lyric Choral Group, \$8, page 55
Marriage and the Modern Family, \$7, page 56
Mathematics Review, \$15, page 56
Medical Assistants Training Program, \$24, page 57
Music Appreciation, \$10, page 58
Nurses' Training, page 58
Painters and Their Paintings (Second Sequence) (La Porte), \$5, page 58
Personnel Management, \$15, page 58
Photography: Applied, \$15, page 59
Photography: Basic Black and White, \$7, page 59
Psychonanalysis, Introduction to, \$6, page 60
Psychology: Understanding Ourselves, \$7, page 60
Real Estate Law, \$25, page 61

Register by Mail in These Courses (continued)

- Religions of Mankind, \$7, page 62
Retirement Preparation, \$12, page 62
School-Community Series:
 Bourbon, \$2, To be announced
 Knox, \$2, page 62
 La Porte, \$2, page 63
 Rochester, \$2, page 63
 South Bend, \$2, page 63
Secretarial Training, Part I, \$24, page 63
Shorthand Review, \$22.50, page 64
Social Services to Individuals, \$20, page 64
Speaking, Practical Public, \$15, page 64
Speed Reading: Section 1, \$20; Section 2, \$20; page 64-65
Stock Market Techniques, \$30, page 65
Taxes: Indiana, \$6, page 65
Traffic Management, \$34, page 66
Vocabulary Building, \$6, page 67
Addenda:
 Seminar in Business Management, \$200, page 79
 Small Business Management, \$100, page 79

Indiana University Center

Noncredit Courses

1. Registration by mail can be accepted only for the courses listed on pages 77-78. Additional information in regard to these courses will be found on pages 40-67 and pages 79-80.
2. A check or money order for the exact amount must accompany all applications and should be made payable to the Indiana University Center. Many adults regularly take University credit courses listed in this *Bulletin*, pages 20-26. Those interested are invited to confer with the Academic Counselor.
3. The class cards will be mailed to the student.
4. Complete the application form inside the back cover, enclose check or money order, and mail to the Indiana University Center, Room 220, Central High School, South Bend, Indiana.
Indiana University Center
Room 220, Central High School
South Bend, Indiana
Telephone CEntral 3-1137

Addenda

Seminar in Business Management

The Seminar in Business Management is distinct from the Small Business Management Program in that it concentrates on the development of the Junior Executive. The seminar has a three-fold objective: to improve the participant's performance in his present assignment; to create in him the desire for advancement; to establish an individualized program for personal and professional growth.

The Seminar sessions will be eleven in number consisting of eleven full days, one day a week, on Tuesday, beginning September 27 and ending December 6. Resource persons will be drawn from the Indiana University School of Business graduate teaching staff and top area business executives.

Applications for admission to this Seminar should be placed by the company employing the candidate. The businessman who operates his own firm may nominate himself. Special six-page descriptive brochures may be obtained upon request from the Indiana University South Bend Center.

In selecting prospective candidates, the business firm should carefully screen and recommend for admission only those candidates with leadership qualities necessary for positions at the middle management level, those who have a record of successful performance with the company for a reasonable period, those who have development potential worthy of the investment involved, and those who have a strong desire to participate in the process of management development.

The Director of the Indiana Management Institutes is William L. Haeberle, D.B.A., Associate Professor of Management, School of Business, Indiana University.

Fee, \$200 (includes books, study materials, supplies, and luncheons).

Small Business Management

The Program in Small Business Management will be offered by the University Center with the co-sponsorship of the South Bend Chamber of Commerce and the Small Business Administration Department of the University School of Business. The course is aimed toward persons in small business enterprises which are large enough to have administrative management problems. It should also assist persons who expect to enter management-level positions in the future.

Although scheduled as a noncredit course, three hours of University credit may be granted students successfully completing a special credit examination. The registrant may postpone his decision to take this examination until the course is completed. A certificate will be awarded to all who complete the course with a satisfactory attendance and participation record.

Charles R. Hammersmith, M.B.A., Senior Accountant, Associates Investment Company, will be co-ordinator of this study project. The subject matter will include the following topics:

- January 18 Management Process I
(Dinner meeting)
- January 25 Management Process II
- February 1 Taxes as a Decision Factor
- February 8 Financial Statement Analysis
- February 15 Working Capital Management
- February 22 Sources of Funds
- March 1 Markets and Problems of Growth
- March 8 Marketing Mix and Pricing
- March 15 Sales Promotion
- March 22 Labor Relations
- April 26 Human Relations
- May 3 Personnel and Management Development Programs
- May 10 Staff Services and Sources of Information
- May 17 Operations Controls
(Dinner meeting)

The class will meet on the above Wednesdays, from 7 to 9:30 p.m., except the opening dinner meeting which will be held from 6 to 9:30 p.m. Meetings will be held in the Oliver Hotel. The period from March 23 through April 25 will be a supervised reading period. Classes will resume April 26 and conclude May 17 with a dinner meeting from 6 to 9:30 p.m. Registration is limited to twenty-five. Fee, \$100.

Indiana University South Bend-Mishawaka Center

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REGISTRATION APPLICATION

To be used only for the Adult Education Series

Name

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..... City

..... Phone

Occupation

High School attended

College attended, if any

Name of Adult Education Class Fee

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PLEASE GIVE ALL INFORMATION REQUESTED

Check enclosed Money order enclosed

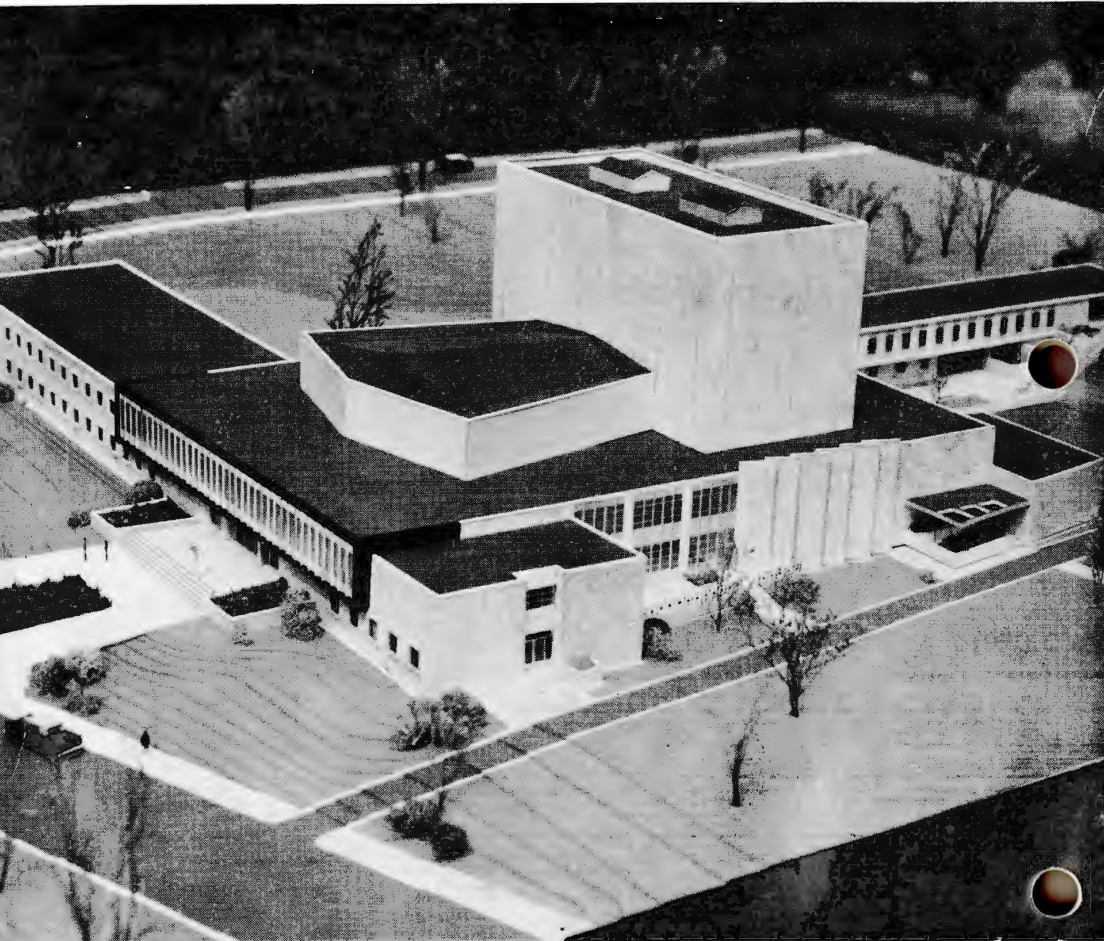
No Credit Registrations Will Be Accepted By Mail

Registration by mail will be accepted only until the capacity of the assigned classroom has been reached.

Mail to: Indiana University Center
Room 220, Central High School
South Bend, Indiana

For information concerning credit or noncredit programs, telephone Central 3-1137 or call at the University Center Office.

LEARNING IS A LIFELONG PLEASURE



The architect's model of the Indiana University Center now under construction at North Side Boulevard and Greenlawn Avenue

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SOUTH BEND-MISHAWAKA

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