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WILKES
COLLEGE
Bulletin

1952 - 1953



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WILKES COLLEGE Bulletin

1952-1953

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APRIL, 1952

Vol. I, No. 2

59295

Marks of An Educated Man . . .

1. He seeks truth, for without truth there can be no understanding, and without understanding the problems that separate us are insoluble.
2. He is able to communicate ideas in a manner that assures understanding.
3. He has faith in man. He respects differences because he knows how they have come to be. He fears uniformity because it confines both mind and spirit. He is aware of his own limitations and his neighbor's possibilities.
4. He possesses vision, for he knows that vision precedes all great attainments. "Where there is no vision, the people perish."
5. He cultivates inner resources and spiritual strength, for they enrich his daily living and sustain him in times of crises.
6. He has ethical standards by which he lives.
7. He is aware of the human struggle for progress and comprehends the forces that have assured or jeopardized this progress. He knows that man's progress requires intellectual vigor, moral courage, and physical stamina.
8. He is conscious of his responsibility as a citizen, and participates constructively in the social, economic, and political life of the community.

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The College is in session on the dates in bold face.

COLLEGE CALENDAR

FALL, 1952

- September 8 and 9..... Faculty Seminars
- September 8 to 12..... Freshman Orientation & Registration
- September 12..... Upperclass Registration
- September 15..... Classes begin
- October 31..... Mid-semester grades
- October 31..... Final date to remove incompletes
- November 10 to November 21. Trial Registration
- November 26 to December 1.. Thanksgiving Recess*
- December 19 to January 5.... Christmas Recess*
- January 15..... Fall Semester ends
- January 19 to January 28..... Fall Semester Examinations

SPRING, 1953

- February 2..... All-College Registration
- February 3..... Classes begin
- March 20..... Mid-semester grades
- March 20..... Final date to remove incompletes
- March 27..... Careers Conference
- March 30 to April 10..... Trial Registration
- April 2 to April 7..... Easter Recess*
- May 22..... Spring Semester ends
- May 26 to June 5..... Spring Semester Examinations
- May 30..... Memorial Day
- June 7..... Baccalaureate
- June 8..... Commencement

SUMMER, 1953

- June 15 to June 19..... Registration
- June 22..... Classes begin
- July 4..... Independence Day
- August 12..... Classes end
- August 13 to August 15..... Summer Session Examinations

* Begins and ends at noon.

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MRS. EDWARD H. KENT	ADMIRAL HAROLD R. STARK
JOSEPH J. KOCYAN, M.D.	JULIUS LONG STERN

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Expiring June, 1952

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SAMUEL M. DAVENPORT, M.D.	REUBEN H. LEVY
MISS ANNETTE EVANS	CHARLES H. MINER, JR.
HON. JOHN S. FINE	ADMIRAL HAROLD R. STARK

Expiring June, 1953

HARRY F. GOERINGER	GILBERT S. McCLINTOCK
MRS. EDWARD H. KENT	REV. CHARLES S. ROUSH
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Expiring June, 1954

MRS. CHARLES E. CLIFT	PETER P. MAYOCK, M.D.
MRS. FRANCK G. DARTE	F. ELLSWORTH PARKHURST, JR.
JAMES P. HARRIS	J. HENRY POOL
ARNAUD C. MARTS	JULIUS LONG STERN

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Instruction:

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MRS. FRANCK G. DARTE
SAMUEL M. DAVENPORT, M.D.
MISS ANNETTE EVANS
THE REV. CHARLES S. ROUSH

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JOSEPH J. KOCYAN, M.D.
MISS MARY R. KOONS
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CHARLES H. MINER, JR.

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Chairman
JASPER B. CARR
GEORGE W. GUCKELBERGER
JAMES P. HARRIS
JOSEPH J. KOCYAN, M.D.

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ARNAUD C. MARTS
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J. HENRY POOL
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JULIUS LONG STERN
FREDERICK J. WECKESSER

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President
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Dean of Instruction
- HERBERT JOHN MORRIS, A.M. (Pennsylvania)
Director of Admissions and Registrar
- BETTY LYLE HARKER, A.M. (Northwestern)*
Dean of Women
- GERTRUDE MARVIN WILLIAMS, A.M. (Pennsylvania)
Acting Dean of Women
- GEORGE FRANCIS RALSTON, A.B. (North Carolina)
Dean of Men
- DONALD ROBERT KERSTEEN, A.B. (Bucknell)
Comptroller
- STANLEY HENRY WASILESKI, M.S. (Bucknell)
Director of Evening Classes
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Psychiatric Consultant
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- WARREN FRANCIS FRENCH, B.L.S. (Syracuse)
Cataloguing Librarian
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- GLADYS B. DAVIS
Head Resident, Sterling Hall
- CLAIRE STERN GUTTMAN, M.S.W. (Pennsylvania)
Student Consultation Officer

* On leave of absence for advanced study.

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- EMMA GRILLI *Office Machine Clerk*
- MADelyn LAWSON *Registration Clerk*
- JEAN MACHONIS *Switchboard Operator*
- JANE WILLSEA *Recorder*
- MARY ARGENIO *Accounts Receivable Bookkeeper*
- DOLORES HYDOCK *Cashier*
- JEAN JONES *Accounts Payable Bookkeeper*
- ANTHONY WIDEMAN *Secretary to the Deans*
- ROSALIE JABLONSKI *Secretary to the Director of Placement*
- GLORIA FOXLOW *Secretary to the Librarian*
- ROSE MARY TURISSINI *Circulation Assistant*
- MILDRED GITTINS *Manager of the Bookstore*
- MRS. JAMES A. BRENNAN *Director of Cafeteria*
- WILLIAM JERVIS *Superintendent of Buildings and Grounds*

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President
- HERBERT JOHN MORRIS, A.M. (Pennsylvania)
Director of Admissions and Registrar
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Dean of Men
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Dean of Women and Instructor in Psychology
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Acting Dean of Women and Assistant Professor of English
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Professor of Biology
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Professor of Chemistry
- SAMUEL ALBERT ROSENBERG, PH.D. (North Carolina)
Professor of Economics
- VERNON GUY SMITH, Ed.D. (Columbia)
Professor of Education
- VORIS BLAINE HALL, M.S. IN E.E. (Bucknell), A.M. (Columbia)
Associate Professor of Physics
- ELWOOD JOHN DISQUE, A.B. (Dickinson)
Associate Professor of German
- FRANK JOSEPH JOHN DAVIES, PH.D. (Yale)
Associate Professor of English
- HUGO VICTOR MAILEY, PH.D. (Pennsylvania)
Associate Professor of Political Science
- THOMAS ROBERT RICHARDS, M.S. (Bucknell)
Assistant Professor of Mathematics

* On leave of absence for advanced study.

- KONSTANTIN SYMONOLEWICZ, M.A. (Warsaw)
Assistant Professor of Sociology
- CATHERINE HASTIE BONE, M.S. (Pennsylvania State)
Assistant Professor of Chemistry
- STANLEY HENRY WASILESKI, M.S. (Bucknell)
Assistant Professor of Mathematics
- JOSEPH GERARD DONNELLY, A.M. (Bucknell)
Assistant Professor of English
- CLARE BEDILLION, A.M. (New York)
Assistant Professor of Secretarial Studies
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Assistant Professor of Engineering
- KATHRYN ELLA DOMINGUEZ, PH.D. (Columbia)
Assistant Professor of Psychology
- ARTHUR NEWMAN KRUGER, PH.D. (Louisiana State University)
Assistant Professor of English
- STANKO MIRKO VUJICA, PH.D. (Zagreb)
Assistant Professor of Philosophy and Religion
- SYLVIA DWORSKI, PH.D. (Yale)
Assistant Professor of Modern Languages
- CROMWELL EDWARDS THOMAS, B.S. IN E.E. (Washington and Lee)
Instructor in Engineering
- PAUL RUSSELL WERNER, A.M. IN BUS. AD. (New York)
Instructor in Accounting
- JAMES JOSEPH LAGGAN, B.S. (Pennsylvania)
Instructor in Business Administration
- ALFRED STUART GROH, A.M. (Columbia)
Instructor in English
- ROBERT WOODROW PARTRIDGE, M.S. (Pennsylvania)
Instructor in Physical Education
- JOHN PROBERT WHITBY, B.S. (Bloomsburg)
Instructor in Accounting
- JOHN JOSEPH RILEY, B.S. (Bucknell)
Instructor in Business Administration and Economics
- JOHN WALTER BOYCE, JR., B.S. (Bucknell)*
Instructor in Business Administration

* On leave of absence for advanced study.

- EDITH SUPERKO NAMISNIAK, A.M. (Michigan)
Instructor in Biology
- LORNA DOONE HOLBROOK, A.M. (Columbia)
Instructor in Sociology
- WELTON GRANT FARRAR, M.S. (Pennsylvania)
Instructor in Economics
- JOSEPH H. KANNER, A.B. (Bucknell)*
Instructor in Psychology
- ROBERT EDWIN MORAN, B.M. (Eastman School of Music)
Instructor in Music
- ROBERT CHARLES RILEY, A.B. (Bucknell)
Instructor in Psychology
- HELEN BAILEY BUBECK, B.S. (Stroudsburg)
Instructor in Physical Education
- GEORGE FRANCIS ELLIOT, A.M. (Clark)
Instructor in Economics
- THOMAS FRANCIS ROCK, A.M. (Columbia)
Instructor in History
- FRANCIS JOSEPH SALLEY, M.S. (Pennsylvania)
Instructor in Chemistry
- JOHN GEORGE DETROY, JR., M.M. (Eastman School of Music)
Instructor in Music
- J. ERNEST CRANE, A.M. (New York)
Instructor in Education
- VERNE ALTON BUNN, M.L. (Pittsburgh)
Instructor in Retail Merchandising
- RUTH WINSLOW JESSEE, A.M. (Columbia)
Instructor in Nursing Education
- WALTER EDWARD MOKYCHIC, B.S. (Wilkes)
Assistant in Biology

PART-TIME FACULTY

- CLIFFORD E. BALSHAW, F.A.G.O. (Guilmant Organ School)
Instructor in Music
- W. JOSEPH BERG
Instructor in Retail Merchandising
- JOSEPH A. BOYLE, M.S. (Pennsylvania)
Instructor in Psychology

* On leave of absence for advanced study.

- ELIZABETH BRENNAN, A.M. (Pennsylvania)
Instructor in Business Administration
- LEROY E. BUGBEE, A.M. (Boston University)
Lecturer on Current Events
- ROBERT CAPIN, B.S. (Wilkes)
Instructor in Accounting
- PHYLLIS I. CLARKE, M.M. (Michigan)
Instructor in Music
- WILLARD DAVIES, M.S. (Bucknell)
Instructor in Secretarial Studies
- BERNARD DEMBERT, B.S. (Pennsylvania State)*
Instructor in Accounting
- SAMUEL A. GUTTMAN, PH.D., M.D. (Cornell)
Psychiatric Consultant and Instructor in Psychology
- CHARLES N. HENDERSON, A.B. (Bucknell)
Instructor in Music
- JOHN H. HIBBARD, LL.B. (Dickinson)
Instructor in Political Science
- DONALD G. HILBERT, A.M. (New York)
Instructor in Safety Education
- WILBUR G. ISAACS, A.B. (Randolph-Macon)
Instructor in Music
- THOMAS H. JENKINS, A.M. (New York)
Instructor in Secretarial Studies
- EDWARD JONES, A.B. (Muhlenberg)
Instructor in Business Administration
- HOWARD KADEN, B.S. (North Carolina State)
Instructor in Retail Merchandising
- BRONIS KASLAS, PH.D. (Strasbourg)
Instructor in Political Science
- JOHN KELLY, A.B. (Wilkes)
Instructor in Psychology
- JOSEPH KREDER, LL.B. (Dickinson)
Instructor in Business Administration
- FERDINAND LIVA
Instructor in Violin, Viola, 'Cello

* On leave of absence for service in the armed forces.

- CHARLOTTE LORD, A.M. (Bucknell)
Instructor in English
- EDWARD McCLEARY, B.S. (Colorado)
Instructor in Merchandising
- NEIL McDERMOTT, B.S. (Scranton)
Instructor in Insurance
- ABRAM MORGAN, M.S. (Bucknell)
Instructor in Mathematics
- CATHAL O'TOOLE (National Academy of Design)
Instructor in Art
- THOMAS RICHARDS, M.S. (Columbia)
Instructor in Accounting
- STANLEY ROSOLOWSKI, M.S. (Bucknell)
Instructor in Retail Merchandising
- CARL SCHINDLER, S.T.M. (Lutheran Theological Seminary)
Instructor in Religion
- MARGARET SHERIDAN, M.S. (New York)
Instructor in Retail Merchandising
- ALLAN STERNLICK, M.B.A. (Harvard)
Instructor in Retail Merchandising
- CASIMIR TYBURSKI, A.B. (Delaware)
Instructor in English
- LEONARD UTZ, B.S. (Muhlenberg)
Instructor in English
- ROBERT A. WEST, A.M. (Columbia)
Instructor in Mathematics

GUEST LECTURERS IN JOURNALISM

- ROBERT W. JOHNSON
Managing Editor, Wilkes-Barre, Pa., RECORD
- JOSEPH T. MURPHY
*Managing Editor, Wilkes-Barre, Pa.,
TIMES-LEADER, THE EVENING NEWS*
- HOWARD RISLEY
Editor and Publisher, Dallas, Pa., POST

ADVISERS IN ACCOUNTING

- RUSSEL E. ACHY, C.P.A. DONALD GRIFFITH, C.P.A.
WILLIAM F. DOBSON, C.P.A. ALEXANDER E. LOEB, C.P.A.
JOHN T. STAPLETON, C.P.A.

FACULTY COMMITTEES

1951-1952

Admissions

HERBERT J. MORRIS, *Chairman*
ALFRED W. BASTRESS
GEORGE F. RALSTON
GERTRUDE M. WILLIAMS

Athletics

GEORGE F. RALSTON, *Chairman*
JAMES J. LAGGAN
ROBERT E. MORAN
ROBERT W. PARTRIDGE

Calendar

HUGO V. MAILEY, *Chairman*
ALFRED W. BASTRESS
WELTON G. FARRAR
JOHN J. RILEY

Catalogue

FRANK J. J. DAVIES, *Chairman*
GEORGE F. ELLIOT
CROMWELL E. THOMAS
CHARLES J. FOXLOW, *ex officio*

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HUGO V. MAILEY
HERBERT J. MORRIS
CATHAL O'TOOLE
JOHN J. RILEY
KONSTANTIN SYMONOLEWICZ
STANLEY H. WASILESKI
JOHN P. WHITBY

Graduation

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ELWOOD J. DISQUE
CHARLES B. REIF
GERTRUDE M. WILLIAMS
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Library

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JOSEPH H. MYERS
THOMAS R. RICHARDS
HAROLD W. THATCHER

Curriculum

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CLARE BEDILLION
JOSEPH G. DONNELLY
SYLVIA DWORSKI
VORIS B. HALL
HUGO V. MAILEY
THOMAS R. RICHARDS
SAMUEL A. ROSENBERG
STANLEY H. WASILESKI
GERTRUDE M. WILLIAMS

Student Activities

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ARTHUR N. KRUGER
GEORGE F. RALSTON
GERTRUDE M. WILLIAMS

Ex Officio on All Committees — DR. EUGENE S. FARLEY

A History of the College

TO PROVIDE opportunities for education comparable to those offered by other communities of the nation, Bucknell University, in 1933, established a two-year center in Wilkes-Barre and named it Bucknell University Junior College. Prior to that year, Wilkes-Barre and the Wyoming Valley comprised the largest community in Pennsylvania, if not in the United States, lacking a local college.

For several years the Junior College was maintained on an experimental basis while the interest of students in advancing their education and the willingness of citizens to support the new college were determined. By 1938, the response from both groups was known and plans for a permanent college were made.

While these plans were under consideration, Bucknell University adopted a policy in relation to the Junior College that significantly affected its development. In 1938, the University promised the College complete autonomy when its foundations were firmly established but offered to continue its sponsorship as long as such support was of value to the new college. At the same time, the responsibility originally assumed by the Board of Trustees of the University was transferred to a local Board as being more strategically placed to forecast future needs and to integrate the College as a community institution.

Under this agreement, the Junior College advanced rapidly and by successive steps extended its program to include four years of work. In 1946, the University offered extension courses enabling students to finish their junior and senior years in Wilkes-Barre, and the College Trustees expanded the facilities of the College and established an endowment of more than \$500,000. Having satisfied the requirements of the State, the Junior College was chartered as Wilkes College in June, 1947, and thus gained an independent legal status.

Early in World War II, from February, 1943, to June, 1944, a contingent of 250 Air Crew students was stationed at the College with the Sixth College Training Detachment. These cadets were quartered at the Hotel Sterling and received training in classes separate from the regular college classes.

Although the war deterred the growth of the College for a time, the impetus to education resulting from war experiences accelerated its development in the years immediately following the cessation of hostilities. For several years after the war, veterans were a majority, as in most colleges. Since September, 1948, however, they have been outnumbered by non-veterans, who now comprise almost the entire student body.

RECORD OF GROWTH

The first classes were held in a rented office building with an enrollment of 155 students, and a majority of the faculty were drawn

from the staff of Bucknell University. After an experimental three years, the Administration and local Trustees appealed to leading citizens to enable the College to move from rented quarters into a permanent home. The response was prompt and generous.

Mrs. John Conyngham and Admiral and Mrs. Harold R. Stark were the first donors, and John N. Conyngham Hall and Chase Hall, given in 1937, were dedicated by President Arnaud C. Marts of Bucknell on April 9, 1938. Five hundred residents of the Valley contributed to the funds for adapting these buildings to college use. Mr. and Mrs. Frederick Weckesser added the residence at 78 West Northampton Street to the College property in 1938.

In 1941, Mr. Allan Kirby's gift of the former residence of his parents with spacious grounds adjoining those of Chase Hall provided the College with a real campus and permitted expansion from quarters that were already overcrowded. The new building, named the Kirby Home for Education, was dedicated on December 2, 1941.

Members of the Board of Trustees gave the College three additional buildings during 1945 and 1946, which were subsequently named Isaac Barré Hall, in honor of the English statesman friendly to the cause of the American Revolution; Zebulon Butler Hall, in honor of the American patriot; and Gies Hall, in memory of Paul Gies, former professor of music, who died in 1948. Another adjacent property, Ashley Hall, was deeded to the College in 1946 by the heirs of the Ashley estate, Mrs. Marion A. Ahlborn, Dr. Henry A. Carr, and Mrs. Roccena Wolfe. In 1947, Mr. Andrew J. Sordoni presented the College with the lot at the corner of South Franklin and South streets, and later in the same year a lot on South Franklin Street was purchased as the site of a gymnasium, construction of which was completed in 1950.

In 1949, three additional properties were acquired. Timothy Pickering Hall was purchased by the Board of Trustees in the spring; Sterling Hall was left to the College through a bequest of Colonel Walter C. Sterling; and the President's residence was purchased with funds contributed specifically for that purpose by a friend of the College.

To provide adequate housing facilities for out-of-area women students, Mr. Gilbert S. McClintock, chairman of the Board of Trustees, gave his South River Street home to the College in 1951. Now called McClintock Hall, the building, together with the other three College residences, permits the accommodation of approximately one hundred boarding students.

Generous monetary gifts enabled the College to adapt and equip these properties for use as classroom buildings and dormitories. In the thirteen years following the promise of autonomy by the University, College assets have been increased by more than \$2,500,000.

General Information

CURRICULA

The College offers courses leading to degrees in liberal arts, chemistry, biology, commerce and finance, and elementary, secondary, commercial, music, and nursing education. In addition, the first two years are offered in physics and engineering; thereafter, the student who successfully completes these courses may transfer to some other institution as a junior.

TERMINAL CURRICULA

To students who desire only two years of college the College offers two-year terminal courses in music, secretarial work, medical secretarial work, laboratory and medical technology, and pre-dental work.

EXTENSION CLASSES

Extension courses in education are offered by Bucknell University for graduate credit. This credit may be applied toward the degree of Master of Science and will also qualify the teacher for State certification in guidance and administration. Persons seeking the degree of Master of Science from Bucknell University may take eighteen hours in Wilkes-Barre but must take the remaining hours in residence at Lewisburg.

ACCREDITMENT

Wilkes College is accredited by the Department of Public Instruction of the State of Pennsylvania, the Middle States Association of Colleges and Secondary Schools, and the University of the State of New York.

ADMISSIONS

A student applying for admission to the College is requested to arrange a personal interview with the Director of Admissions or the Deans and to submit his application, accompanied by a \$5.00 fee, on forms provided by the College.

Interviews are a part of the admissions program and may be scheduled at the College. In the event that the home of the student is some distance from the College, the Director of Admissions will arrange an interview at a time and place that are mutually convenient. During the interview, arrangements for taking admissions tests will ordinarily be made. A student who has taken College Entrance Examination Board tests may submit the results of them and be excused from the examination given by the College.

Following receipt of the application, the Director of Admissions will obtain an official transcript from the high school or college formerly attended by the student. The Committee on Admissions will then consider the full record of the applicant and will notify him of its action as early as possible. Since it takes much time to assemble

all reports required by the committee, it is well to allow a minimum of two weeks for action. In some instances, tardiness in the submission of transcripts may delay action for a month or more.

ADVANCED STANDING

A student wishing to transfer from another college will follow the usual procedure for admission. He will request the institution last attended to forward to the College a transcript and a letter of honorable dismissal. The Committee on Advanced Standing will then make a tentative evaluation, and a faculty adviser will counsel the student concerning his new schedule. Upon the student's completion of his first term at the College, a final evaluation will be made and the credits included on his record at Wilkes.

Students who do not have credits to transfer but who are equipped to enter advanced courses in college may do so upon the passing of a placement examination. They will not receive credit for the courses omitted, but they will be saved the necessity of repeating work which they have already covered outside of college.

GRADES

Grades will be given to students in the middle and at the end of each term. The mid-term grade is given to show student and faculty the quality of work being done; the final grade indicates the accomplishment of the student in the whole course.

The grading system is as follows:

- A—Excellent
- B—Above average
- C—Average
- D—Below average, but passing
- F—Failure
- Inc—Incomplete — work must be made up by a specified date or the grade will automatically become an F.
- WP—Withdrew Passing — given to students who, at the time of withdrawal, are passing the course.
- WF—Withdrew Failing — given to students who, at the time of withdrawal, are failing the course.

The student's academic standing is determined by the quantity and quality of his work. The quantity is shown by the number of *credit hours* of work performed during the term. The number of credit hours applicable to each course is printed in italics following the title of the course in the catalogue. The quality of work is shown by the student's *point average*, which is determined in the following manner:

The letter grades are given numerical values, called *point values*, as follows: A, 3 points; B, 2 points; C, 1 point; D and F, no points. A student with a certain grade earns the point value of the grade for *each credit hour of the course*. Thus, if his grade is "A" in a three-

hour course, he will gain 9 points; if "B" in a four-hour course, he will gain 8 points. His *point average* will be computed by dividing the total number of points gained in all his courses by the total number of credit hours. The following sample record will illustrate more fully the method:

Subject	Credit Hours	Grade in Course	Number of Points
English	3	C	3
History	3	A	9
Mathematics	5	B	10
Philosophy	3	D	0
Chemistry	4	C	4
Total			18
			26

Point Average — 26 divided by 18 — 1.4

For advancement from class to class and for graduation, there are minimum requirements as to quantity and quality of work. These requirements are shown in the following table:

REQUIREMENTS FOR ADVANCEMENT AND GRADUATION

FOUR-YEAR COURSES

At the End of the	Number of Credit Hours	Number of Points	Point Average
Freshman Year	30	15	.5
Sophomore Year	60	42	.7
Junior Year	90	81	.9
Senior Year	As specified		1.0

TWO-YEAR COURSES

Freshman Year	30	21	.7
Sophomore Year	60	60	1.0

NOTE: This system of credit hours and grades does not apply to courses in physical education. In such courses there will be only two grades, P for passing and F for failure.

PROBATION

Any student not attaining the grade necessary to advance him to the next class will be put on probation for one semester. If, at the end of that period, he has not attained the minimum average for admission to his class, he will be dropped from college.

WITHDRAWALS

A student may withdraw from any single course during the first two weeks without penalty. A student who withdraws from one or more courses after the first two weeks but who continues to attend other

courses will receive an "F" unless the administrative council, upon recommendation of the Dean and faculty adviser, allows "WP" or "WF."

A student who withdraws from college after the first two weeks will receive a "WF" or "WP" for each course he has taken, together with a notation from each instructor explaining the reason for his mark.

REQUIREMENTS FOR GRADUATION

Candidates for graduation must meet all course requirements as to both quantity and quality of work and must comply with all regulations of the College.

COUNSELING

Each student will be assigned a faculty adviser at the beginning of his freshman year and will be expected to confer with this adviser concerning the schedule and other educational problems.

REGISTRATION

Students are expected to register at the beginning of each term on the dates designated for this purpose. Late registrations may be accepted for two weeks following the beginning of classes; thereafter no registrations will be accepted. Students registering after the registration dates will pay an additional charge of \$5.00.

The maximum registration recommended for each course and covered by the tuition charge of \$225 a semester is indicated in the program of courses. No student may carry an overload without the approval of his adviser and the Dean. Any student taking an overload must have earned at least a "B" average during the preceding term. Each hour of work beyond that listed in the catalogue must be paid for at the hourly rate.

ATTENDANCE

Attendance at all classes is expected, and repeated absence is deemed a sufficient cause for failure.

Students are required to attend the weekly assemblies during each of their four years. They will, however, be allowed the following number of cuts each year:

Freshman and sophomore year — three cuts.

Junior year — eight cuts.

Senior year — fifteen cuts.

If the student fails to satisfy the requirements for any year it will be necessary for him to make up the excess cuts by increasing his attendance during the following year. All requirements must be satisfied before graduation.

Seats for the assembly will be assigned at registration.

FACULTY

Inasmuch as the values to be derived from a college are less dependent upon its material resources than upon the character of its teachers and the quality of their interest in its students, the College has carefully selected its faculty for their training, experience, and personalities. They have been granted graduate degrees by such universities and colleges as Bucknell, Chicago, Columbia, Cornell University, Dickinson, Eastman School of Music, Louisiana State University, McGill, Minnesota, New York, North Carolina, Northwestern, Pennsylvania, Pennsylvania State, Syracuse, Warsaw, Yale, and Zagreb.

A cosmopolitan group, Wilkes teachers have served in schools, colleges, and universities throughout the United States and Europe. They bring to the College a breadth of experience and of vision that enables them to treat their subjects in large perspective and an academic preparation that fits them to provide the intensive training essential to their various fields.

TRANSFER OF CREDITS

Approximately forty per cent of the graduates of Wilkes have entered graduate and professional schools. It is recommended that students wishing to extend their education beyond the Bachelor's degree take the Graduate Record Examination or another appropriate professional examination in their senior year. These examinations are generally required by graduate and professional schools, and it is best to take them at the end of the college course.

TRANSFER OF SUMMER CREDITS

1. Students wishing to study at other colleges during the summer must receive approval of their summer schedules from the Dean of Men or Dean of Women prior to their enrollment in the other colleges if their summer work is to be credited toward graduation from Wilkes College.

2. When credits for the work taken in the summer at other colleges are requested at Wilkes, it will be necessary for this work to be evaluated. In some cases it may be necessary for students to take examinations before credit is granted.

3. Students from other colleges taking work at Wilkes College during the summer likewise must first receive the approval of their respective deans if they wish to receive credit for their summer work.

EXPENSES

The flat tuition rate adopted by the College enables a student to gain an education in most of the curricula outlined in the catalogue at the rate of \$225.00 a semester for tuition, provided the normal load of semester hours as stated in the catalogue for each semester is not ex-

ceeded. An additional charge of \$15.00 will be made for each semester hour in excess of the normal load.

The tuition of \$225 includes a charge for maintaining student activities.

SCHEDULE OF RATES

Charges per semester for students taking a normal load of semester hours as specified in the catalogue for the particular semester and course selected:

Tuition	\$225.00
Laboratory fee for biology, chemistry, engineering, physics	15.00
Laboratory fee for Secretarial Studies 99, 101, 102, 107, 108, 109, 110, 115, 116.....	10.00
Chemistry Breakage Deposit (any balance refunded)	10.00
Student Teaching fee.....	20.00
Music—individual instruction:	
One half-hour lesson a week for fifteen weeks in piano, organ, or wind instrument.....	35.00
One half-hour lesson a week for fifteen weeks in violin, viola or 'cello.....	45.00
One half-hour lesson a week for fifteen weeks in voice with Mrs. Hawkins.....	35.00
One half-hour lesson a week for fifteen weeks in voice with Mr. Isaacs.....	50.00
Rental of practice room per semester.....	5.00
Diction Laboratory—part-time voice students.....	5.00
Music—group instruction:	
One hour lesson a week for fifteen weeks in violin, viola or 'cello, each group to consist of not less than three or more than five students.....	30.00
Charges for part-time students, students in the Evening School, students in two-year courses, and for semester hours beyond the normal load prescribed in regular courses:	
Semester hour of study.....	15.00
Laboratory fees (see above).....	10.00, 15.00 & 20.00
Student Activity fee for those taking less than 14 or more than 9 semester hours, or for any part-time student wishing to participate in activities.....	15.00

Charges for Summer School (eight weeks)	
Semester hour of study.....	15.00
Laboratory fees (see above).....	10.00, 15.00 & 20.00
Dormitory charges per semester:	
Board and Room	300.00
Bills for board and room in college dormitories are due before the opening of the semester. A deposit of \$50.00 is required to reserve a room.	
Special Charges:	
Application fee to accompany application for admission....	5.00
Change of schedule per credit hour.....	1.00
Special Examination	5.00
Transcript (No charge for the first copy).....	1.00
Late Trial Registration.....	5.00
Late Final Registration.....	5.00
Graduation fee (four-year students).....	15.00
Convocation fee (two-year students).....	7.50

Charges are subject to adjustment to conform to changing price levels.

PAYMENTS

Bills for tuition, fees, and incidentals are payable at the beginning of each semester. A \$50.00 payment or 50% of the total, whichever is less, must be paid at the time of registration.

No students may take a mid-term examination until satisfactory arrangements have been made with the Comptroller for the payment of all bills. No student may take a final examination until all financial obligations to the College have been satisfied.

WITHDRAWALS AND REFUNDS

Refund of tuition will be made to students who withdraw voluntarily from the College while in good standing under the following conditions:

During the first six weeks of a term, one-half the tuition will be refunded upon request if the withdrawal is made for adequate and satisfactory reasons.

Tuition for unfinished courses will be refunded to all students ordered to active duty under the Selective Service Act or by the Organized Reserve Corps.

Refund of room and board (dormitory charges) will not be made except under special conditions.

No courses may be dropped after the second week, except with approval of the student's faculty adviser and the Dean.

Student Welfare

CAREERS LIBRARY

The Careers Library has taken its place on the campus because the College recognizes its responsibility for helping a student to launch his career with maximum effectiveness. The library is intended to obviate the one great factor in occupational maladjustment of American youth, namely, scarcity of information. It is an instrument of the consulting service provided not only for seniors but for all classes in the College.

A consultant on careers, maintained by the College, has established and continues to maintain contact with representative industries and professional associations throughout the country. From these primary sources comes first-hand information on careers. Thousands of pages culled from this raw material provide background information, which is under constant revision. Individual attention is given the problems and queries of each student as he seeks to set himself in the right vocational direction.

One section of the library is devoted to scholarships, fellowships, and company training programs. Another has to do with careers from a geographic point of view. Forty house organs, employee magazines, and professional periodicals are included in the collection as are some six hundred catalogues and bulletins from more than five hundred American colleges and universities, in addition to announcements from foreign institutions of learning, especially at the graduate or professional level.

The Careers Consulting Service is not concerned with placement but rather with the way to a career. Long before graduation a student should have availed himself of this service.

COUNSELING

The College considers counseling one of the most effective ways in which to encourage the development of its students. It considers each student's personal, educational, and vocational objectives at the time of his application so that, as far as possible, it can plan its academic program to enable him to realize those objectives.

Upon entering the College, each student participates in a testing program, the purpose of which is to provide all of those who are concerned with his progress with information about his abilities, interests, and aptitudes. He has opportunities throughout his college career to consult with his faculty adviser concerning his scholastic progress or social and personal problems with which he needs help.

The Deans cooperate with faculty advisers in providing students with information and guidance wherever possible, and the College urges students to avail themselves of their services.

The guiding principle of all Wilkes counseling is to encourage the student to discover his own abilities and potentialities and to assist him in making sound, independent decisions.

ORIENTATION PROGRAM

The transition from the directed work of the secondary school to the independent and more intensive work of the College occasionally causes difficulty. To assist students in making an early adjustment, several days at the beginning of the term are set aside for discussions with freshmen. This program ranges from individual conferences to lectures on the meaning of a college education.

During this first week, new students take aptitude, interest, foreign language, and English-placement tests. They also discuss their plans and hopes with their faculty advisers and arrange schedules under their guidance. The week also gives the new students an opportunity to become acquainted with one another and to learn about student activities.

Throughout their first term small groups of freshmen meet once a week with representatives of the faculty. They discuss informally, and with as little faculty participation as possible, some of the problems of everyday living and college adjustment. By placing responsibility upon the student for planning and conducting these discussions, the College encourages clear thinking, initiative, poise, and breadth of view.

SPECIAL INTERESTS

Many students have interests and abilities that lie outside the College curricula. The College therefore supplements its academic program with such activities as athletics, dramatics, debating, journalism, choral work, and the work of departmental clubs. All are conducted by students with the guidance of members of the faculty, and care is taken to prevent their conflicting with the time needed for study.

COMMUNITY PROGRAMS

In addition to its regular classes, the College occasionally offers non-credit programs for groups and organizations desiring specialized training. All such programs are adapted to the needs and desires of the sponsoring groups and emphasis is placed upon practical applications rather than theory.

Some idea of the services that are available may be gained from a statement of services that already have been offered.

During the war, special courses in drafting, mathematics, and engineering were offered to prepare persons for work in defense plants. Currently, a group of underwriters is studying life insurance problems and policies to increase their understanding of the services they sell. Over a period of years, special courses in musical literature have been

offered by the Department of Music, and a refresher course has been offered for chiropractors from eastern Pennsylvania to prepare them for the examination given by the State Board of Medical Examiners.

As the College expands its faculty and facilities, it will be able to offer similar courses in economics, selling, and advertising; and it is hoped that technical services in chemistry may be available to small industries requiring laboratory services that cannot be maintained economically in their industrial plants. The Economics Department of Wilkes College is engaged in research projects on a community basis.

PLACEMENT OFFICE AND STUDENT EMPLOYMENT

The College, with the financial assistance of the Seligman J. Strauss Lodge of B'nai B'rith, maintains a placement office in Ashley Hall, South River Street. One purpose of the office is to help undergraduates to find part-time employment; more than one-third of the students earn some part of their expenses, and the office has been particularly helpful to this large group. Students desiring such part-time work should communicate with the Director as early in the school year as possible.

Another important service rendered by the Placement Office is assisting the graduating student to find permanent employment in a position suitable to his talents and training. Students who desire this service should see the Director early in the senior year. The Office will, moreover, be pleased to extend such assistance to any graduate of the College.

CAREERS CONFERENCE

As a further step toward assisting a student to choose a career and to find suitable employment, Wilkes College has instituted the Careers Conference. Through the conference, students are enabled to hear and to question leading industrialists and professional men, each highly successful in his sphere and each representing a well-known enterprise. The speakers address the whole group of students on matters of general interest, such as the following: how to apply for a position; how to conduct oneself in an interview; what a business firm looks for in a candidate for employment; education and the business world. The conference then breaks up into smaller groups to consider matters of specialized interest.

The value of the Conference to the students is that they hear matters of vital importance to them discussed by people who speak with the authority conferred by practical experience, personal distinction, and active participation in great affairs.

For dates of meetings of the Careers Conference, see the calendar, page 5.

Student Activities

The scholastic program is supplemented by a representative group of student activities, organized and controlled by the students. They supply values which cannot be realized through academic work alone. Each student is encouraged to participate in at least one activity during the year.

STUDENT GOVERNMENT

To provide a co-ordinating agency, to establish social standards, and to assure responsibility, a Student Council, representative of all students, is elected annually. The Council is responsible for planning, supervising, and executing the program of student activities.

DRAMATICS

Students of the drama present several one-act plays and two major productions each year. The students are given training in the arts of the theatre: acting, make-up, scenery-building, costuming, and stage lighting. The College Theatre serves as workshop for major and experimental productions.

COLLEGE BAND

The College band, organized for the furtherance of instrumental experience, performs at all athletic events and gives concerts throughout the year.

The College owns instruments which are used by musicians who do not have their own bass horns, drums, etc. A uniform is provided for each member at the beginning of the year. The band library is constantly supplemented by the best martial and concert music.

CHORAL CLUB

The College maintains a mixed chorus with membership open to all students who pass an elementary voice test. Previous vocal experience and the ability to read music at sight are important but not required of members. The chorus meets once each week for the study of choral literature covering various periods of music history and presents several programs before the College community and the general public each semester.

The Choral Club is directed by a member of the faculty. It elects its student officers and management.

ORCHESTRA

Under the aegis of the School of Music, the Wilkes-Barre Symphony Orchestra is currently being reorganized. Membership in the orchestra will be open to talented instrumentalists in the student body.

PUBLICATIONS

Annicola, a yearbook; the *Beacon*, a newspaper; and *Manuscript*, a literary magazine, are published by the students. Those interested in writing, photography, art and advertising have an opportunity to join the staffs.

DEBATING

Debating has proved particularly popular with students preparing for the law or interested in public speaking. A number of intercollegiate debates are arranged each year.

ATHLETICS

Intercollegiate sports schedules are maintained in football, baseball, basketball, golf, soccer, swimming and wrestling. Colleges within the state and in adjacent states are met in these sports. Men may substitute an intercollegiate sport for physical education if they meet departmental requirements.

A program of intramural sports and physical education gives every man an opportunity to participate. Basketball, boxing, handball, volleyball, bowling, and table tennis are some of the sports available.

The athletic program for women includes dancing, folk and modern; bowling, tennis, basketball, and softball.

CLUBS

Special clubs stimulate and satisfy individual interest in academic, professional, and artistic fields. These clubs, developed cooperatively by students and faculty, are kept quite flexible in order that they may be easily adapted to changing and current interests.

Scholarships and Awards

Scholarships are awarded each year to entering students of outstanding ability and to students of high achievement who require assistance that they may complete their college work.

To retain their scholarships, winners must remain in good scholastic standing, must carry a full schedule of studies, and must conduct themselves in a manner creditable to themselves and to the College.

Scholarships may not be used as an initial payment, but they are accepted for the final balance of each term. A scholarship student who withdraws during the term cancels his scholarship arrangements with the College.

TYPES OF SCHOLARSHIPS

Competitive scholarships are offered each year to students from the first quarter of their high school class who make outstanding records on the scholarship examinations given at the College on the last Saturday in April. All participants in this competition must apply for admission to the College prior to the date of the examination.

Leadership scholarships are offered to young men and women who have combined leadership in student activities with high scholastic achievement. Students seeking these scholarships must apply for admission before April 20 and must take the examinations offered by the College on the last Saturday in April.

Special Scholarships

Amnicola Scholarships. Each year the editor-in-chief of the year-book is offered a full-tuition scholarship valued at \$450. Tuition scholarships of \$100 are awarded to the business manager, assistant editor, and picture editor of the publication.

Beacon Scholarships. The editor-in-chief of the College newspaper is awarded an annual full-tuition scholarship worth \$450. The business manager, the news editor, and the feature editor are awarded tuition grants of \$100 each.

William B. Schaeffer Memorial Scholarships. In 1951 a substantial bequest was left to the College by Mr. Schaeffer with the thought that it would be used to advance the interests of the College and the students. By action of the Board of Trustees a considerable portion of the income from this bequest has been set aside for scholarships.

Mr. Andrew J. Sordoni has contributed funds to be used in assisting students of unusual promise and proved ability.

Mrs. Lewis H. Taylor left a bequest to the College for the assistance of worthy students. In appreciation of this gift the Board of Trustees has set aside the income from the bequest to be used in

assisting students of outstanding scholastic ability who without assistance could not gain a college education.

AWARDS

Each year a number of awards are given for outstanding scholarship in selected fields.

The W. F. Dobson Award in Accounting is given annually to the graduate who has made the most outstanding record in accounting during his four years at the College.

The L. J. Van Laeys Award in Journalism is given each year to the graduate who has done the most creditable work in journalism courses.

The Engineering Award is given annually by Mr. Voris B. Hall, head of the Department of Engineering, to the student whose achievement in the two-year engineering course is most outstanding.

The Mrs. James McKane Awards of \$25 each will be made in the fall of 1952 to the man and woman in the junior class who have ranked highest in their class throughout their first two years of college.

Preparation for Professions and Vocations

Training and skill are required in many fields, but they alone are not enough. The world needs men possessing broad vision as well as technical competence. The telegraph, radio, airplane, and finally the atomic bomb have rendered obsolete the isolated nationalism of yesterday. As science and technology reduce the size of the world and man's mobility increases the tempo of competition, a liberal education becomes a necessity rather than a privilege.

Two thousand years ago, Aristotle wrote: "Educated men are as much superior to uneducated men as the living are to the dead." The character of a man's world has always been determined by his understanding of the motives of other men. To offset the trend of specialization which limits the field of a man's knowledge, the scientist and technologist need increasingly to temper their training with a background in the humanities, the distilled essence of the experience of mankind. Specialized training should be combined with courses that help the student to understand human nature, his own and other men's.

The College offers two opportunities: a general education for life, and specific training for various vocations. The general education develops understanding of our civilization and prepares the student for constructive citizenship. The specific training consists of courses required for selected occupations and professions.

The liberal arts and science courses may be adapted to specific vocations by the selection of congenial fields of concentration and of appropriate electives. A prospective journalist who enrolls for the Bachelor of Arts course may major in one of the social studies and choose electives in English composition, literature, and other subjects useful in his future work.

In engineering and in commerce and finance the course of study is, by contrast, primarily technological, although courses from the liberal arts program are required and the choice of electives is left to the individual preference. Students find the engineering course a useful preparation for our mechanized civilization even though they do not make engineering their life work. The curricula in engineering and in commerce and finance are also adapted for those who plan to teach these subjects.

BUSINESS ADMINISTRATION

Training applicable to most fields of business is offered in the various programs of the commerce and finance curricula.

The commerce and finance curricula cover business principles and practices; they also include electives in liberal arts. This diversification of program enables the student to secure a comprehensive foundation for a

business, secretarial, public service, or teaching career. Young men and women with this cultural background find themselves eligible for opportunities closed to those lacking such training.

CHEMISTRY

Modern industries offer many opportunities to the chemist and chemical engineer. Today, most large industries employ both chemists and chemical engineers. In the smaller industries either may be called upon to do the work of both. The chemist usually works in the laboratories, analyzing, studying, and perfecting procedures and developing new processes, new methods and new uses. He meets the chemical engineer in the pilot plant where together they design and construct, on a small scale, the new manufacturing plant. The duties of the engineer may include design, construction, or operation of the chemical plant. Managers of industrial and chemical plants need technical training, as do salesmen for specialized products, buyers for manufacturing concerns, employees in many fields of government service and other activities. The chemical industries include coke, gas, dyes, gasoline, and other petroleum products, rubber, textiles, explosives, cement, metallurgy, plastics, nylon, paints, ceramics, fertilizers, solvents, leather, drugs, light and heavy chemicals and other substances. Lastly, this is an atomic age and to be an intelligent modern, one can scarcely gain too great an understanding of chemistry.

ENGINEERING

The first two years of work in chemical, civil, electrical, industrial, and mechanical engineering may be taken at Wilkes College. At the end of the second year, students may transfer their credits to other engineering schools if they make their plans in advance. With slight modification of their program, students may complete the first two years of work in such additional types of engineering as aeronautical, mining and metallurgical, and administrative.

JOURNALISM

A number of well-known graduate schools of journalism require a preliminary four-year college course, but aspirants may also follow the old-fashioned method of securing experience on local newspapers and working their way up. Almost any type of college work will be found applicable to the broad demands made upon the newspaper reporter and editor, although English composition is fundamental.

The Bachelor of Arts degree with an English major is the most popular choice of journalism students, but the science and other courses also prove useful, since the newspaper reports all phases of human activity. The increasing interests of the United States in other countries make a knowledge of foreign languages particularly desirable in preparation for responsible positions as foreign correspondents.

Journalism students may gain practical experience by working on the staff of one of the student publications: the *Beacon*, *Amnicola*, or *Manuscript*.

LAW

Preparation for the practice of law is based on the fundamental liberal arts: English, history, political science, economics, sociology, natural science, languages, and mathematics. Most law schools do not specify a required major in undergraduate work.

LIBRARY WORK

Librarians are generally expected to complete a four-year college course before beginning their specialized library training. Foreign languages, English, science, history, economics, sociology, or education constitute appropriate major fields. Many library schools also require a knowledge of two foreign languages. Proficiency in typewriting is desirable.

MUSIC

The aim of the Wilkes music curricula is two-fold: to interest the many in music as an avocation that may lead them to participate actively in musical organizations and to assist the few who have special talents along the road to professional careers as teachers or performers. Although students who concentrate in music may commence their study of applied music at Wilkes, high quality pre-college training is very desirable.

The curriculum leading to the degree of Bachelor of Science in Music Education fully equips students to obtain certificates to teach music in the public schools of Pennsylvania. The Bachelor of Arts degree with a major in music represents the fulfillment of the fundamental purpose of the liberal arts program, "an education for living."

MEDICINE

Wilkes offers a pre-medical course that is adapted to the requirements of the various medical schools. The latter have, in recent years, restricted their enrollment, and most of them scrutinize closely the qualifications of applicants. Medical aspirants should determine as soon as possible, though consultation with the Deans and their advisers, exactly what demands they must meet.

MINISTRY

The various churches differ widely as to the training required of prospective ministers. The pre-theological student should learn the requirements of his denomination and its divinity schools. In general, the liberal arts course, with a major or electives in religion and philosophy, is appropriate.

NURSING

The demand for nurses trained to assume administrative, supervisory, and instructional duties has for years far exceeded the supply of trained personnel. In consequence, schools of nursing and hospitals are constantly seeking qualified nurses. To enable persons interested in such a career to obtain the necessary training, the College offers a course leading to the degree of Bachelor of Science in Nursing Education. In this five-year program three years of hospital training are combined with at least two years of college study. Although the catalogue suggests that the two years of college training follow the undergraduate program in the hospitals, it is possible to reverse this order if such a reversal seems best for the student.

PHYSICS

The first two years of work leading to the degree of Bachelor of Science in Physics may be taken at Wilkes College. After that, students may transfer to other colleges to complete their course. The program at Wilkes has been carefully designed to fulfill the requirements of those colleges to which students are likely to transfer.

In the modern world, the application of physics to everyday life is becoming more and more common but is, perhaps, not sufficiently recognized or understood. The tools of communications, electronics, transportation, the motion picture, illumination, engineering, manufacturing, and medicine (to mention but a few of the many activities of modern industrial civilization) are developed and perfected by the application of the fundamental laws of physics.

PSYCHOLOGY

World Wars I and II stressed the importance of the application of psychology in many diversified fields. Since then, the need for graduate work and specialized training has been recognized.

Liberal arts preparation on the undergraduate level, consisting of a sound foundation in psychology, biology, sociology, and related fields, provides an excellent background for work in graduate schools.

Opportunities for the professional psychologist are available in college teaching, clinical work, education, business, and industry.

SOCIAL WORK

The demand for trained social workers has grown enormously in recent years. Taxpayers rebel against the wastefulness of haphazard distribution of charity as a matter of political patronage. Governmental agencies, municipal, county, state, and federal, are realizing the necessity for a professional approach to the problems of unemployment, poverty, and crime. Wilkes offers a pre-social-work program. Sociology, supplemented by work in psychology, biology, and allied fields, provides a valuable background.

SPEAKING AND DRAMATICS

The College offers preliminary work in speech. Courses in speech and dramatics and practical experience in debating and play production afford opportunity for development in this field.

TEACHING

A teacher's training depends upon the kind of teaching contemplated. For college and university work the best institutions require advanced degrees; their faculty members ordinarily take graduate work in the field in which they concentrated as undergraduates. Prospective teachers of English, history, sociology, take the Arts degree; teachers in the schools of science take the Bachelor of Science degree or degrees in such specialized fields as engineering.

Certification for public school teaching is usually based on the following requirements: the college degree, specialized courses in education, and some specialization in teaching subjects. Wilkes College is authorized by the State Department of Public Instruction to prepare elementary and secondary teachers in most fields of high school instruction.

PART-TIME STUDY

Promotion or advancement is often made possible by additional training. It is sometimes practicable for employed persons to continue their education without giving up their positions. In its desire to be of the widest possible service to Wyoming Valley, Wilkes welcomes part-time and special students. (See *Evening Division*, page 136.)

Anyone interested in some special opening not included in this list of the major professions and vocations should consult the Director of Admissions.

Degree Courses

The basic requirements for degree courses are outlined on the following pages. All courses listed are required. Electives may be chosen to satisfy the interests of the students and to meet the requirements for graduation within each major program as conditions may require.

BACHELOR OF ARTS

PURPOSE

The liberal arts course is primarily concerned with individual development and with the cultivation of an understanding of our civilization and of the men who have created it and lived in it. Its studies are concerned with men and events, thoughts and institutions, art and science. It creates breadth and perspective as opposed to narrow skills. It is expected, however, that ability in expression and interpretation will be developed.

NATURE OF THE PROGRAM

A liberal program must necessarily include a wide range of subjects if it is to cultivate understanding of the thoughts, ideals, and institutions upon which our civilization is based. For the sake of simplicity, these subjects are classified into three divisions in which the student will carry on his explorations and from which he will select his major study.

DIVISIONS

<i>Humanities</i>	<i>Social Sciences</i>	<i>Sciences</i>
English	Economics	Biology
Foreign Languages	Education	Chemistry
Mathematics	History	Physics
Music	Political Science	Psychology
Philosophy	Sociology	
Religion		

SELECTION OF A MAJOR

To provide depth of knowledge, some concentration is required. It is desirable that a major be elected as early as possible, and it is essential that it be elected before the beginning of the junior year. Students wishing to major in mathematics or music must choose their major when they enter the College. The attention of students wishing to major in psychology is drawn to note 1, page 42.

A major may be taken in any subject listed in the divisions except biology, chemistry, education, and physics. The requirements for each major are specified preceding the description of courses.

A major may also be taken in social science. The social science major requires a total of 36 hours in economics, history, political science, and sociology; 18 hours must be taken in one of these and at least 6 hours in each of the other three. Social science courses required in the first two years shall not count toward this major.

Students preparing to teach in the public schools are required to take twenty hours in education to obtain certification. It is therefore impossible for the prospective teacher of social studies to satisfy all of the requirements mentioned above. Hence, a student preparing to teach social studies in the public schools will receive credit toward the social science major for all required courses in economics, history, political science, and sociology.

MINIMUM REQUIREMENTS IN SEMESTER HOURS FOR LIBERAL ARTS MAJORS

HUMANITIES

<i>Major Subject</i>	<i>Major</i>	<i>Humanities</i>	<i>Social Sciences</i>	<i>Sciences</i>	<i>Free Elective</i>
English	38	37	15	6	24
Foreign Language	24	31	15	6	45
Mathematics	29	34	15	11	31
Music	46	45	15	6	14
Philosophy-Religion ...	24	37	15	6	38

SOCIAL SCIENCES

<i>Major Subject</i>	<i>Major</i>	<i>Humanities</i>	<i>Social Sciences</i>	<i>Sciences</i>	<i>Free Elective</i>
Economics	24	37	15	6	39
History	24	37	15	6	39
Political Science	24	37	15	6	39
Sociology	24	37	15	6	39
Social Science	36	37	15	6	27

SCIENCES

<i>Major Subject</i>	<i>Major</i>	<i>Humanities</i>	<i>Social Sciences</i>	<i>Sciences</i>	<i>Free Elective</i>
Psychology	24	37	15	6	38

BACHELOR OF ARTS

General requirements for all majors other than mathematics and music

FRESHMAN YEAR

<i>First Semester</i>			<i>Second Semester</i>		
<i>Title</i>	<i>Number</i>	<i>Cr.</i>	<i>Title</i>	<i>Number</i>	<i>Cr.</i>
Biological Science ¹Bio	100	3	Composition.....Eng	102	3
Composition.....Eng	101	3	Fundamentals of Speech.....Eng	131	2
Foreign Language ²101 or 103	3		Foreign Language ²102 or 104	3	
Hist. of W. Civilization.....Hist	101	3	Hist. of W. Civilization.....Hist	102	3
Alternates:			Alternates:		
Introduction to Music.....Mus	100	3	Introduction to Music.....Mus	100	3
Physical Science.....Phys	100		Physical Science ¹Phys	100	
Phys. Ed. and Hygiene.....P.E.	101	1	Phys. Ed. and Hygiene.....P.E.	102	1
<hr/>			<hr/>		
16			15		

SOPHOMORE YEAR

<i>Third Semester</i>			<i>Fourth Semester</i>		
<i>Title</i>	<i>Number</i>	<i>Cr.</i>	<i>Title</i>	<i>Number</i>	<i>Cr.</i>
World Literature.....Eng	151	4	World Literature.....Eng	152	4
Foreign Language ²103 or 200	3		Foreign Language ²104 or 200	3	
Alternates:			Alternates:		
Fundamentals of Math.....Math	101	3	Algebra or Trig.....Math	107-109	3
History of Religions.....Rel	101		Hist. of Religions.....Rel	101	
Intro. to Philosophy ³Phil	101		Intro. to Philosophy ³Phil	101	
Alternates: ⁴			Alternates: ⁴		
Intro. to Economics.....Ec	100	6	Intro. to Economics.....Ec	100	6
Intro. to Education.....Ed	101		Intro. to Education.....Ed	101	
American Federal Govt.....P.S.	101		American Federal Govt. P.S.	101	
General Psychology.....Psy	100		General Psychology.....Psy	100	
Intro. to Sociology.....Soc	100	1	Elective.....		1
Elective.....			Physical Education.....P.E.	104	
Physical Education.....P.E.	103				
<hr/>			<hr/>		
17			17		

JUNIOR YEAR

Fifth Semester Major and Electives—30 hours

SENIOR YEAR

Seventh Semester Major and Electives—30 hours

¹ Students may substitute a laboratory course in science for Bio. 100 or Phys. 100. Majors in psychology must take one year of a laboratory course in biology, chemistry, or physics in place of Bio. 100.
² The level of the course will depend upon the achievement of the student.
³ Philosophy is required in either the third or fourth semester.
⁴ During the third and fourth semesters, nine hours must be chosen from the alternates, with only three hours being allowed for electives. In the event that the scheduling of any of the alternates interferes with the necessary sequence of a major, one or more of the alternates may be delayed, with the approval of the adviser, until the junior year.

BACHELOR OF ARTS

Major in Mathematics

FRESHMAN YEAR

<i>First Semester</i>			<i>Second Semester</i>		
<i>Title</i>	<i>Number</i>	<i>Cr.</i>	<i>Title</i>	<i>Number</i>	<i>Cr.</i>
Biological Science.....Bio	100	3	Composition.....Eng	102	3
Composition.....Eng	101	3	Fundamentals of Speech.....Eng	131	2
Foreign Language ¹101 or 103	3		Foreign Language ¹102 or 104	3	
Algebra and Trig.....Math	105	5	Analytic Geometry.....Math	122	4
Phys. Ed. and Hygiene.....P.E.	101	1	Intro. to Music.....Mus	100	3
			Phys. Ed. and Hygiene.....P.E.	102	1
<hr/>			<hr/>		
15			16		

SOPHOMORE YEAR

<i>Third Semester</i>			<i>Fourth Semester</i>		
<i>Title</i>	<i>Number</i>	<i>Cr.</i>	<i>Title</i>	<i>Number</i>	<i>Cr.</i>
World Literature.....Eng	151	4	World Literature.....Eng	152	4
Foreign Language ¹103 or 200	3		Foreign Language ¹104 or 200	3	
Calculus I.....Math	125	4	Calculus II.....Math	126	4
General Physics.....Phys	201	5	Physical Education.....P.E.	104	1
Physical Education.....P.E.	103	1	Electives.....		5-6
<hr/>			<hr/>		
17			17-18		

JUNIOR YEAR

<i>Fifth Semester</i>			<i>Sixth Semester</i>		
<i>Title</i>	<i>Number</i>	<i>Cr.</i>	<i>Title</i>	<i>Number</i>	<i>Cr.</i>
Hist. of W. Civilization.....Hist	101	3	Hist. of W. Civilization.....Hist	102	3
Mathematics Elective.....		3	Mathematics Elective.....		3
General Psychology.....Psy	100	3	Intro. to Philosophy.....Phil	101	3
Intro. to Economics.....Ec	100	3	Amer. Federal Govt.....P.S.	101	3
Principles of Economics.....Ec	101		Electives.....		
Intro. to Sociology.....Soc	100	3			
<hr/>			<hr/>		
15			15-17		

SENIOR YEAR

<i>Seventh Semester</i>		<i>Eighth Semester</i>	
<i>Title</i>	<i>Cr.</i>	<i>Title</i>	<i>Cr.</i>
Mathematics Elective ²	3	Mathematics Elective ²	3
Electives.....	12	Electives.....	12
<hr/>		<hr/>	
15		15	

¹ The level of the course will depend upon the achievement of the student.
² Mathematics 101, 102, 115, 118 will not count toward a major.

BACHELOR OF ARTS

Major in Music

FRESHMAN YEAR

<i>First Semester</i>			<i>Second Semester</i>		
<i>Title</i>	<i>Number</i>	<i>Cr.</i>	<i>Title</i>	<i>Number</i>	<i>Cr.</i>
Composition.....Eng	101	3	Composition.....Eng	102	3
Foreign Language.....		3	Foreign Language.....		3
Music Theory.....Mus	101	5	Music Theory.....Mus	102	5
Applied Music.....		1	Applied Music.....		1
Biological Science.....Bio	100	3	Physical Science.....Phys	100	3
Phys. Ed. and Hygiene.....P.E.	101	1	Phys. Ed. and Hygiene.....P.E.	102	1
		16			16

SOPHOMORE YEAR

<i>Third Semester</i>			<i>Fourth Semester</i>		
<i>Title</i>	<i>Number</i>	<i>Cr.</i>	<i>Title</i>	<i>Number</i>	<i>Cr.</i>
Foreign Language.....		3	Foreign Language.....		3
Music Theory.....Mus	103	5	Music Theory.....Mus	104	5
Applied Music.....		1	Applied Music.....		1
Electives in Humanities, Soc. Science or Psych.....		6	Electives in Humanities, Soc. Science or Psych.....		6
Physical Education.....P.E.	103	1	Physical Education.....P.E.	104	1
		16			16

JUNIOR YEAR

<i>Fifth Semester</i>			<i>Sixth Semester</i>		
<i>Title</i>	<i>Number</i>	<i>Cr.</i>	<i>Title</i>	<i>Number</i>	<i>Cr.</i>
World Literature.....Eng	151	4	World Literature.....Eng	152	4
Applied Music.....		2	Applied Music.....		2
History of Music.....Mus	109	3	History of Music.....Mus	110	3
Hist. of West. Civ.....Hist	101	3	Hist. of West. Civ.....Hist	102	3
Fundamentals of Speech.....Eng	131	2	Electives in Humanities, Soc. Science or Psych.....		3
Electives in Humanities, Soc. Science or Psych.....		3			15
		17			

SENIOR YEAR

<i>Seventh Semester</i>			<i>Eighth Semester</i>		
<i>Title</i>	<i>Number</i>	<i>Cr.</i>	<i>Title</i>	<i>Number</i>	<i>Cr.</i>
Applied Music.....		2	Applied Music.....		2
Instrumentation.....Mus	215	3	Orchestration.....Mus	216	3
Analysis.....Mus	217	2	Counterpoint.....Mus	218	3
Electives.....		9	Electives.....		9
		16			17

BACHELOR OF SCIENCE IN THE NATURAL SCIENCES

The curricula leading to the degree of Bachelor of Science provide a thorough grounding in the scientific method, supplemented by a study of the humanities and social sciences. The three curricula in science are intended to prepare students for technical work or advanced study.

GROUP I—BIOLOGY

Special emphasis upon biology is recommended in preparation for the study of medicine, osteopathy, dentistry, and allied studies; the teaching of biology; industrial and medical technology; and graduate work in biology.

GROUP II—CHEMISTRY

This group is for students planning to enter graduate study in chemistry, industrial chemistry, or the teaching of chemistry.

GROUP III—PHYSICS

This group is for students interested in research, electronics, advanced study, or industrial physics.

Only the first two years of this course are offered by Wilkes College.

LANGUAGE REQUIREMENTS

A reading knowledge of scientific German or of French is required for this degree. The requirement may be satisfied as follows:

1. A student prepared in a language may take a reading-knowledge test.
2. A student who has taken two years or more of German in high school must complete scientific German; if he has taken two years or more of French, he must complete six hours of intermediate or advanced French.
3. Students beginning either language must complete twelve semester hours. Those beginning German must include German 105 in the twelve hours.

BACHELOR OF SCIENCE IN BIOLOGY

The curriculum leading to the degree of Bachelor of Science in Biology is intended to give a thorough understanding of the scientific method with emphasis on the biological and chemical aspects. The prescribed curriculum includes: requirements established for entrance into the majority of medical, dental, osteopathic, and medical technologic schools; preparation for industrial biology; and bases for specific advanced zoological work in schools of graduate study.

First Semester			FRESHMAN YEAR			Second Semester		
Title	Number	Cr.	Title	Number	Cr.	Title	Number	Cr.
General Zoology	Bio 101	5	General Zoology	Bio 102	5			
General Inorganic Chem.	Chem 101	4	Inorganic Chem. and Qualitative Anal.	Chem 102	6			
Composition	Eng 101	3	Composition	Eng 102	3			
College Algebra	Math 107	3	Trigonometry	Math 109	3			
Phys. Ed. and Hygiene	P.E. 101	1	Phys. Ed. and Hygiene	P.E. 102	1			
		16			18			

Third Semester			SOPHOMORE YEAR			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.	Title	Number	Cr.
Comparative Anatomy of the Vertebrates	Bio 201	5	Embryology	Bio 202	4			
Inorganic Quantitative Anal.	Chem 121	4	Organic Chem.	Chem 230	4			
Hist. of West. Civ.	Hist 101	3	Hist. of West. Civ.	Hist 102	3			
General Physics	Phys 201	5	General Physics	Phys 201	5			
Physical Education	P.E. 103	1	Physical Education	P.E. 104	1			
		18			17			

Fifth Semester			JUNIOR YEAR			Sixth Semester		
Title	Number	Cr.	Title	Number	Cr.	Title	Number	Cr.
Histology	Bio 241	3	Histology	Bio 242	3			
Organic Chem.	Chem 231	5	Chemistry Elective		3			
World Literature	Eng 151	4	Public Speaking	Eng 134	3			
Foreign Language ¹	101 or 103	3	World Literature	Eng 152	4			
Alternates:			Foreign Language ¹	102 or 104	3			
General Psych.	Psych 100	3						
Intro. to Sociology	Soc 100							
		18			16			

Seventh Semester			SENIOR YEAR			Eighth Semester		
Title	Number	Cr.	Title	Number	Cr.	Title	Number	Cr.
Bacteriology	Bio 211	5	Bacteriology	Bio 212	5			
Physiology	Bio 251	4	Physiology	Bio 252	4			
Seminar in Biology	Bio 291	1	Seminar in Biology	Bio 292	1			
Foreign Language ¹	103 or 200	3	Foreign Language ¹	104 or 200	3			
Elective		3	Elective		3			
		16			16			

¹ The level of the course will depend upon the achievement and interests of the student.

The Department of Biology also offers courses in the taxonomy of flowering plants (Biology 113) and in entomology (Biology 223), both of which are given in the summer.

BACHELOR OF SCIENCE IN CHEMISTRY

The chemistry curriculum is planned to provide thorough training in the fundamentals of the science and to contribute to the broad general education of the student.

Graduates in chemistry may enter industry immediately upon graduation or may continue their studies in graduate school.

To satisfy the requirements for this degree a student must complete a total of 140 credits. These credits must include 45 in chemistry, 33 in physics and mathematics, 18 to 24 in the social sciences and psychology, 24 to 30 in the humanities, and the language requirement.

First Semester			FRESHMAN YEAR			Second Semester		
Title	Number	Cr.	Title	Number	Cr.	Title	Number	Cr.
General Inorganic Chem.	Chem 101	4	Inor. Chem. & Qual. Anal.	Chem 102	6			
Engineering Problems	Engi 100	2	Basic Drawing	Engi 102	3			
Composition	Eng 101	3	Hist. of W. Civilization	Hist 102	3			
Hist. of W. Civilization	Hist 101	3	Analytic Geometry	Math 122	4			
Algebra and Trig.	Math 105	5	Phys. Ed. and Hygiene	P.E. 102	1			
Phys. Ed. and Hygiene	P.E. 101	1			17			
		18			18			

Third Semester			SOPHOMORE YEAR			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.	Title	Number	Cr.
Inor. Quantitative Analysis	Chem 121	4	Stoichiometry	Ch E 206	3			
Composition	Eng 102	3	Organic Chemistry	Chem 230	4			
Differential Calculus	Math 125	4	Integral Calculus	Math 126	4			
General Physics	Phys 201	5	General Physics	Phys 202	5			
Physical Education	P.E. 103	1	Elective		2			
		17	Physical Education	P.E. 104	1			
		17			19			

Fifth Semester			JUNIOR YEAR			Sixth Semester		
Title	Number	Cr.	Title	Number	Cr.	Title	Number	Cr.
Organic Chemistry	Chem 231	5	Inor. Quant. Anal.	Chem 122	5			
Physical Chemistry	Chem 241	4	Physical Chem.	Chem 242	4			
Elec. Measurements	Phys 251	3	Foreign Language		3			
Foreign Language		3	Electives		6			
Elective		3			18			
		18			18			

Seventh Semester			SENIOR YEAR			Eighth Semester		
Title	Number	Cr.	Title	Number	Cr.	Title	Number	Cr.
Qualitative Organ. Anal.	Chem 233	3	Chemical Literature	Chem 262	1			
History of Chemistry	Chem 261	1	Foreign Language		3			
Foreign Language		3	Chemistry elective		3			
Electives		11	Electives		11			
		18			18			

Electives are to be selected with the advice and consent of the faculty adviser as follows:

Humanities: Twelve to eighteen credits are to be chosen from the following: English 131, 151, 152; Philosophy 101, 102; Music 100; Religion 101; Mathematics 240.

Social Sciences and Psychology: Eighteen to twenty-four credits are to be chosen from the following: Sociology 100, 107, 205; Political Science 100, 101, 203; Economics 101, 102; History 107, 108; Education 101, 201, 207; Psychology 100.

BACHELOR OF SCIENCE IN EDUCATION

The curricula in education are designed to equip students for teaching in elementary or secondary schools. They seek to combine specialization in education and in teaching subjects with a broad general background in the humanities, the sciences, and the social sciences. To this end a program of general education precedes and parallels basic training in the principles, theory, and philosophy of education and in the techniques and methods of teaching. It is fundamental that the prospective teacher should be intimately acquainted with his chosen subjects of instruction.

The student preparing for elementary school teaching should elect a broad range of academic subjects, emphasizing the sciences, the social studies, and English. The student preparing for secondary school teaching should elect a minimum of 24 semester hours in his major field of teaching and a minimum of 18 hours in at least one additional field. In these elections consideration should be given not only to the interests of the student, but also to the provision of a combination of subjects which will enhance his opportunities for employment.

The programs of study are planned for certification in Pennsylvania but may be modified if certification is desired in other states. The student should consult the Department of Education regarding certification requirements of a particular state.

REQUIREMENTS FOR CERTIFICATION IN PENNSYLVANIA

General

The four courses listed below are required of all prospective teachers:

Introduction to Education	3 semester hours
Educational Psychology	3 semester hours
Student Teaching	8 or 9 semester hours
United States and Pennsylvania History	

Elementary

In addition to the general requirements, twenty-one semester hours in elementary education are required to prepare teachers in the following fields of instruction:

English	Humane Treatment of Birds and Animals
Spelling	Safety Education
Reading	Health-Physical Education and Physiology
Writing	Music
Arithmetic	Art
Geography	
U. S. and Pa. History	
Civics	

Secondary

Six additional hours of work in secondary education and a minimum of eighteen semester hours in each field of certification are required. The special requirements for certification in different subjects are as follows:

English, foreign language, geography, history, mathematics	18 semester hours
Social Studies	18 semester hours
History, 9; economics, 3; political science, 3; sociology, 3	
Sciences	18 semester hours
Biological science: botany, 6; zoology, 6; related sciences, 6	
Physical science: chemistry, 6; physics, 6; related sciences, 6	
Science: physical sciences: chemistry, 3 or 6; physics, 3 or 6	
Biological sciences: botany, 3 or more; zoology, 3 or more	
General science: 18 semester hours in any or all sciences	

BACHELOR OF SCIENCE IN SECONDARY EDUCATION

FRESHMAN YEAR

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
Biological Science ¹	Bio 100	3	Composition.....	Eng 102	3
Composition.....	Eng 101	3	Physical Science ²	Phys 100	3
Fundamentals of Speech.....	Eng 131	2	Intro. to Sociology.....	Soc 100	3
Elect. Teaching subjects.....	5 or 6		Elect. Teaching subjects.....	5 or 6	
Phys. Ed. and Hygiene.....	P.E. 101	1	Phys. Ed. and Hygiene.....	P.E. 102	1
		14 or 15			15 or 16

SOPHOMORE YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Intro. to Education.....	Ed 101	3	World Literature.....	Eng 152	4
World Literature.....	Eng 151	4	Intro. to Philosophy.....	Phil 152	3
Elect. Teaching subjects.....	9		Elect. Teaching subjects.....	6	
Physical Education.....	P.E. 103	1	General Psychology.....	Psy 100	3
		17	Physical Education.....	P.E. 104	1
					17

JUNIOR YEAR

Fifth Semester			Sixth Semester		
Title	Number	Cr.	Title	Number	Cr.
Educational Psychology.....	Ed 201	3	Advanced Exposition.....	Eng 105	3
U.S.-Pa. History to 1865.....	Hist 107	3	U.S. History since 1865.....	Hist 108	3
Elect. Teaching subjects.....	9 or 10		Elect. Teaching subjects.....	9 or 10	
		15 or 16			15 or 16

SENIOR YEAR

Seventh Semester			Eighth Semester ³		
Title	Number	Cr.	Title	Number	Cr.
Intro. to Economics.....	Ec 100	3	Principles of Sec. Ed.....	Ed 204	3
Elect. Teaching subjects.....	12		Sec. School Curriculum.....	Ed 205	3
		15	Practice Teaching.....	Ed 207	8
			Visual Education.....	Ed 212	3
					17

¹ Biological Science 100 is not required of students taking a laboratory course in the biological sciences.

² Physical Science 100 is not required of students taking a laboratory course in the physical sciences.

³ The courses in education for the second semester of the senior year will be given for five periods a week during the first four and the last four weeks of the semester, leaving seven weeks free for full-time student teaching. For students who must take academic courses, part-time teaching schedules will be arranged.

BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION

FRESHMAN YEAR

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
Basic Art.....	Art 101	3	Composition.....	Eng 102	3
Biological Science ¹	Bio 100	3	History of Western Civ.....	Hist 102	3
Composition.....	Eng 101	3	Physical Science ²	Phys 100	3
History of Western Civ.....	Hist 101	3	American Government.....	P.S. 100	3
Intro. to Music.....	Mus 101	3	Intro. to Sociology.....	Soc 100	3
Phys. Ed. and Hygiene.....	P.E. 101	1	Phys. Ed. and Hygiene.....	P.E. 102	1
		16			16

SOPHOMORE YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Intro. to Economics.....	Ec 100	3	Visual Education.....	Ed 212	3
Intro. to Education.....	Ed 101	3	World Literature.....	Eng 152	4
Fundamentals of Speech.....	Eng 131	2	Intro. to Philosophy.....	Phil 101	3
World Literature.....	Eng 151	4	General Psychology.....	Psy 100	3
Elective.....	3		Elective.....	3	
Physical Education.....	P.E. 103	1	Physical Education.....	P.E. 104	1
		16			17

JUNIOR YEAR

Fifth Semester			Sixth Semester		
Title	Number	Cr.	Title	Number	Cr.
Educational Psychology.....	Ed 201	3	Teaching of Arithmetic.....	Ed 232	3
Teaching of Reading.....	Ed 231	3	Teaching of Social St.....	Ed 236	3
Teaching of English.....	Ed 234	3	U.S. History since 1865.....	Hist 108	3
U.S.-Pa. History to 1865.....	Hist 107	3	Child Psychology.....	Psy 207	3
Elective.....	3		Elective.....	3	
		15			15

SENIOR YEAR

Seventh Semester			Eighth Semester ³		
Title	Number	Cr.	Title	Number	Cr.
Educational Measurements.....	Ed 203	3	Practice Teaching.....	Ed 208	9
Teaching of Elementary School Science.....	Ed 239	3	Children's Literature.....	Ed 235	3
Principles of Elem. Ed.....	Ed 237	3	Elementary Curriculum.....	Ed 238	3
Electives.....	6				
		15			15

¹ Biological Science 100 is not required of students taking a laboratory course in the biological sciences.

² Physical Science 100 is not required of students taking a laboratory course in the physical sciences.

³ The courses in education for the second semester of the senior year will be given for five periods a week during the first four and the last four weeks of the semester, leaving seven weeks free for full-time student teaching. For students who must take academic courses, part-time teaching schedules will be arranged.

BACHELOR OF SCIENCE IN BUSINESS EDUCATION

The degree of Bachelor of Science in Business Education is designed to provide a background in general education while it prepares the student for teaching the business subjects in the public secondary schools or for a career in business. The course that is outlined will meet the requirements of the state of Pennsylvania for certification in bookkeeping, shorthand, typing, office practice, economics, commercial law, business English, commercial arithmetic, and in the social studies if both sociology and political science are elected. Students preferring to be certified in salesmanship or retail selling may modify the course through consultation with their advisers.

FRESHMAN YEAR

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
Survey of Business.....B.A.	100	3	Composition.....Eng	102	3
Biological Science.....Bio	100	3	Hist. of W. Civilization.....Hist	102	3
Composition.....Eng	101	3	Mathematics of Finance.....Math	115	3
Hist. of W. Civilization.....Hist	101	3	Physical Science.....Phys	100	3
Introduction to Music.....Mus	100	3	Intro. to Sociology.....Soc	100	3
or			or		
Basic Art.....Art	101		American Government.....P.S.	100	
Phys. Ed. and Hygiene.....P.E.	101	1	Phys. Ed. and Hygiene.....P.E.	102	1
		16			16

SOPHOMORE YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Elementary Accounting.....Acct	101	3	Principles of Accounting.....Acct	102	3
or Elective			or Elective		
Principles of Economics.....Econ	101	3	Principles of Economics.....Econ	102	3
U. S. - Pa. History to 1865.....Hist	107	3	Intro. to Education.....Educ	101	3
General Psychology.....Psy	100	3	U. S. Hist. since 1865.....Hist	108	3
Shorthand and Typewriting.....S.S.	101	4	Shorthand and Typewriting.....S.S.	102	4
or Elective			or Elective		
Physical Education.....P.E.	103	1	Physical Education.....P.E.	104	1
		17			17

JUNIOR YEAR

Fifth Semester			Sixth Semester		
Title	Number	Cr.	Title	Number	Cr.
Intermediate Accounting.....Acct	111	3	Advanced Accounting.....Acct	112	3
or Elective			or Elective		
Business Law.....B.A.	231	3	Business Law.....B.A.	232	3
Educational Psychology.....Educ	201	3	Office Management.....B.A.	238	3
English Elective.....Eng 151 or 153	4-3		English Elective.....Eng 152 or 154	4-3	
Intermediate Stenography.....S.S.	109	4	Advanced Stenography.....S.S.	110	4
or Elective			or Elective		
		17-16			17-16

SENIOR YEAR

Seventh Semester			Eighth Semester		
Title	Number	Cr.	Title	Number	Cr.
Bus. Corres. and Reports.....B.A.	209	3	Prin. of Secondary Educ.....Educ	204	3
Bus. Education and Methods			Sec. School Curriculum.....Educ	205	3
of Instruction in S.S.....Educ	243	3	Practice Teaching.....Educ	207	8
Intro. to Philosophy.....Phil	100	3	Elective.....		2
Office Procedures and					
Machines.....S.S.	205	4			
or Elective					
Elective.....		3			
		16			16

Provisional College Certificates will be issued by the Commonwealth of Pennsylvania to graduates of the course in business education. Certification will be offered in business subjects only as the following requirements are met:

- Bookkeeping 12 semester hours
- Commercial Law 6 semester hours
- Commercial Arithmetic 3 semester hours
- Office Practice 3 semester hours
- Shorthand 9 semester hours
- Typewriting 6 semester hours
- Economics 6 semester hours
- Business English 2 semester hours
- plus twelve (12) semester hours in English

Certificates are valid for teaching only those business subjects which are written on the certificate.

BACHELOR OF SCIENCE IN MUSIC EDUCATION

The Bachelor of Science degree with a major in music education is designed for students wishing to teach music in the public schools. Students following the four-year curriculum will have all of the requirements necessary to obtain a teacher certificate in music education in Pennsylvania and in many other states. The curriculum will also enable the student to become a proficient performer through the study of applied music subjects.

FRESHMAN YEAR

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
Composition	Eng 101	3	Composition	Eng 102	3
Fundamentals of Speech	Eng 131	2	Physical Science	Phys 100	3
Music Theory	Mus 101	5	Music Theory	Mus 102	5
Clarinet Class and Band	Mus	2	Clarinet Class and Band	Mus	2
Methods or	Ed 101		Methods or	Ed 102	
Brass Class and Band	Mus	2	Brass Class and Band	Mus	2
Methods	Ed 103		Methods	Ed 104	
Major Instrument	App Mus	1	Major Instrument	App Mus	1
Band, Orchestra, Chorus		1/2	Band, Orchestra, Chorus		1/2
Elective		3	Elective		3
Phys. Ed. and Hygiene	P.E. 101	1	Phys. Ed. and Hygiene	P.E. 102	1
17 1/2			18 1/2		

SOPHOMORE YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
World Literature	Eng 151	4	Intro. to Education	Ed 101	3
General Psychology	Psy 100	3	World Literature	Eng 152	4
Music Theory	Mus 103	5	Music Theory	Mus 104	5
Music History	Mus 109	3	Music History	Mus 110	3
Major Instrument	App Mus	1	Major Instrument	App Mus	1
Band, Orchestra, Chorus		1/2	Band, Orchestra, Chorus		1/2
Physical Education	P.E. 103	1	Physical Education	P.E. 104	1
17 1/2			17 1/2		

JUNIOR YEAR

Fifth Semester			Sixth Semester		
Title	Number	Cr.	Title	Number	Cr.
Educational Psychology	Ed 201	3	U.S. History since 1865	Hist 108	3
U.S. and Pa. Hist. to 1865	Hist 107	3	Brass Class Methods	Ed 106	2
Woodwind Class Methods	Ed 105	2	Conducting (Choral)	Ed 110	2
Conducting (Instrumental)	Ed 109	2	Violin Class and Methods	Ed 112	2
Violin Class and Methods	Ed 111	2	Major Instrument	App Mus	1
Major Instrument	App Mus	1	Band, Orchestra, Chorus		1/2
Band, Orchestra, Chorus		1/2	Elective		3
Elective		3	Elective	Mus	1
16 1/2			14 1/2		

SENIOR YEAR

Seventh Semester			Eighth Semester		
Title	Number	Cr.	Title	Number	Cr.
Principles of Secondary Education or Principles of Elementary Education	Ed 204	3	Visual Education	Ed 212	3
Instrumentation	Mus 215		Orchestration	Mus 216	2
Voice Class and Methods	Mus 107	2	Voice Class and Methods	Ed 108	2
String Instrument Class and Methods	Mus 113	2	String Instrument Class and Methods	Mus 114	2
Observation and Practice Teaching	Ed 203	4	Observation and Practice Teaching	Mus 204	4
Major Instrument	Mus	1	Major Instrument	App Mus	1
Band, Orchestra, Chorus		1/2	Band, Orchestra, Chorus		1/2
14 1/2			14 1/2		

BACHELOR OF SCIENCE IN NURSING EDUCATION

The course in nursing education is designed for the training of instructors, head nurses, and supervisors of hospitals and schools of nursing. It presupposes graduation from an approved school of nursing and state registration. Credits required for the degree are 120, of which 60 may be earned in the school of nursing and 60 in the College. The number of credits allowed for the school of nursing program will be determined by an evaluation of the student's record and by results obtained on the Graduate Nurse Qualifying Examination.

JUNIOR YEAR

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
Biological Science	Bio 100	3	Composition	Eng 102	3
Composition	Eng 101	3	Trends in Nursing Ed.	N.E. 102	3
Foundations of Nursing	N.E. 101	3	Ward Administration	N.E. 105	3
General Psychology	Psy 100	3	Physical Science	Phys 100	3
Sociology	Soc 100	3	Human Behavior	Psy 208	3
15			15		

SENIOR YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Educational Psychology	Ed 201	3	Educational Measurements	Ed 202	3
Visual Education	Ed 212	3	Guidance	Ed 214	3
English Elective		3	English Elective		3
Methods in Clinical Teaching	N.E. 107	3	Med. and Surg. Nursing or Nursing Arts	N.E. 112	3
Med. and Surg. Nursing or Nursing Arts	N.E. 111	3	Elective		3
	N.E. 113		15		
15			15		

BACHELOR OF SCIENCE IN PHYSICS

Wilkes College offers the first two years of work leading toward a major in physics or in engineering physics. The need for men with this type of education was greatly emphasized by the many new problems which needed solution during the recent conflict. The curriculum offers a firm grounding in the fundamentals, without which further study cannot be continued profitably. The course in physics prepares the student for industry, teaching, or research.

FRESHMAN YEAR

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
General Inorganic Chem.....	Chem 101	4	General Inorganic Chem.....	Chem 104	4
Engineering Problems.....	Engi 100	2	Basic Drawing.....	Engi 102	3
Composition.....	Eng 101	3	Composition.....	Eng 102	3
Algebra and Trig.....	Math 105	5	Amer. Hist. since 1865.....	Hist 108	3
American Government.....	P.S. 100	3	Analytic Geometry.....	Math 122	4
Phys. Ed. and Hygiene.....	P.E. 101	1	Phys. Ed. and Hygiene.....	P.E. 102	1
18			18		

SOPHOMORE YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Fundamentals of Speech.....	Eng 134	3	Elementary German ¹	Ger 102	3
Advanced Exposition.....	Eng 105	3	Calculus II.....	Math 126	4
Elementary German ¹	Ger 101	3	Mechanics I, Statics.....	M.E. 211	3
Calculus I.....	Math 125	4	Mechanics II, Dynamics.....	M.E. 212	3
General Physics.....	Phys 201	5	General Physics.....	Phys 202	5
Physical Education.....	P.E. 103	1	Physical Education.....	P.E. 104	1
19			19		

¹ Intermediate or scientific German may be substituted when the student is qualified.

BACHELOR OF SCIENCE IN COMMERCE AND FINANCE

The commerce and finance curricula provide training for economic and business activities supplemented by a study of the humanities, sciences, and social sciences. Its objectives are to prepare the student for effective personal, social, and economic life in a competitive society, to aid in the development of an appreciation for cultural pursuits, to broaden the viewpoint, to develop sound thinking and intellectual interests, and to provide technical instruction in preparation for business and professional careers and graduate study.

To insure a well-balanced program faculty advisers assist each student in the choice of his elective studies.

The commerce and finance curricula include four groups of study to meet the individual needs and purposes of the students. These groups are: Group I, Accounting; Group II, Business Administration; Group III, Retail Merchandising; Group IV, Secretarial Studies.

GROUP REQUIREMENTS

Subjects	Group I	Group II	Group III	Group IV
	Accounting	Business Administration	Retail Merchandising	Secretarial Studies
	Cr.	Cr.	Cr.	Cr.
Major	30	60 ¹	36	26
Commerce and Finance ²	39		27	18
Social Sciences	12	15	18	9
Humanities	31	31	28	28
Science	6	6	6	6
Electives	9	15	12	39
Physical Education ..	4	4	4	4
Total	131	131	131	130

¹ This figure includes both major courses and other courses offered in the Commerce and Finance Department.

² Does not include courses within the major.

BACHELOR OF SCIENCE IN COMMERCE AND FINANCE
Major in Accounting¹

FRESHMAN YEAR²

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
Elementary Accounting.....	Acct 101	3	Principles of Accounting.....	Acct 102	3
Survey of Business.....	B.A. 100	3	Composition.....	Eng 102	3
Biological Science.....	Bio 100	3	Hist. of W. Civilization.....	Hist 102	3
Composition.....	Eng 101	3	Amer. Federal Govt.....	P.S. 101	3
Hist. of W. Civilization.....	Hist 101	3	Physical Science.....	Phys 100	3
Phys. Ed. and Hygiene.....	P.E. 101	1	Phys. Ed. and Hygiene.....	P.E. 102	1
16			16		

SOPHOMORE YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Intermediate Accounting.....	Acct 111	3	Advanced Accounting.....	Acct 112	3
Business Law.....	B.A. 231	3	Business Law.....	B.A. 232	3
Principles of Economics.....	Ec 101	3	Principles of Economics.....	Ec 102	3
World Literature.....	Eng 151	4	World Literature.....	Eng 152	4
Fundamentals of Math.....	Math 101	3	Fundamentals of Math.....	Math 102	3
Physical Education.....	P.E. 103	1	Mathematics of Finance.....	Math 115	3
			Physical Education.....	P.E. 104	1
17			17		

JUNIOR YEAR

Fifth Semester			Sixth Semester		
Title	Number	Cr.	Title	Number	Cr.
Cost Accounting.....	Acct 201	3	Advanced Cost Accounting.....	Acct 202	3
Business Law.....	B.A. 233	3	Accounting Systems.....	Acct 220	3
Money and Banking.....	Ec 201	3	C.P.A. Problems.....	Acct 242	3
Applied General Statistics.....	Ec 231	3	Business Law.....	B.A. 234	3
Fundamentals of Speech.....	Eng 131	2	Alternates:		
Intro. to Sociology.....	Soc 100	3	Theory of Money.....	Ec 202	3
			Public Finance.....	Ec 236	3
			Economic Geography.....	Ec 226	3
			Economic Statistics.....	Ec 232	3
17			18		

SENIOR YEAR

Seventh Semester			Eighth Semester		
Title	Number	Cr.	Title	Number	Cr.
Tax Accounting.....	Acct 221	3	Auditing Practice.....	Acct 232	3
Auditing Principles.....	Acct 231	3	Intro. to Music.....	Mus 100	3
Bus. Cor. and Reports.....	B.A. 209	3	Intro. to Philosophy.....	Phil 101	3
Corporation Finance.....	B.A. 225	3	History of Religions.....	Rel 101	3
Free Elective ³		3	Free Electives ³		6
15			15		

¹ Practical experience in accounting is required for all students during the summer following the junior year or during the senior year.

² It is suggested that all students take Personal Use Typewriting (S.S. 99) during one semester of the freshman year.

³ Students intending to sit for the New York State C. P. A. examinations should elect arts subjects.

BACHELOR OF SCIENCE IN COMMERCE AND FINANCE
Major in Business Administration

FRESHMAN YEAR¹

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
Elementary Accounting.....	Acct 101	3	Principles of Accounting.....	Acct 102	3
Survey of Business.....	B.A. 100	3	Composition.....	Eng 102	3
Biological Science.....	Bio 100	3	Hist. of W. Civilization.....	Hist 102	3
Composition.....	Eng 101	3	Amer. Federal Govt.....	P.S. 101	3
Hist. of W. Civilization.....	Hist 101	3	Physical Science.....	Phys 100	3
Phys. Ed. and Hygiene.....	P.E. 101	1	Phys. Ed. and Hygiene.....	P.E. 102	1
16			16		

SOPHOMORE YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Business Law.....	B.A. 231	3	Business Law.....	B.A. 232	3
Principles of Economics.....	Ec 101	3	Principles of Economics.....	Ec 102	3
Fundamentals of Speech.....	Eng 131	2	World Literature.....	Eng 152	4
World Literature.....	Eng 151	4	Alternates:		
Fundamentals of Math.....	Math 101	3	Fundamentals of Math.....	Math 102	3
Physical Education.....	P.E. 103	1	Mathematics of Finance.....	Math 115	3
			Intro. to Statistics.....	Math 118	3
			Intro. to Music.....	Mus 100	3
			Physical Education.....	P.E. 104	1
16			17		

JUNIOR YEAR

Fifth Semester			Sixth Semester		
Title	Number	Cr.	Title	Number	Cr.
Money and Banking.....	Ec 201	3	Alternates:		
Applied General Statistics.....	Ec 231	3	Theory of Money.....	Ec 202	3
Intro. to Sociology.....	Soc 100	3	Economic Geography.....	Ec 226	3
Elective in Social Science.....		3	C. & F. Elective.....		3
Free Electives.....		6	Economic Statistics.....	Ec 232	3
			Alternates:		
			Intro. to Philosophy.....	Phil 101	3
			History of Religions.....	Rel 101	3
			Bus. Adm. or Ec. Elective ²		3
			Free Elective.....		3
18			15		

SENIOR YEAR

Seventh Semester			Eighth Semester		
Title	Number	Cr.	Title	Number	Cr.
Bus. Cor. and Reports.....	B.A. 209	3	Bus. Adm. and Ec. Electives ²		12
Bus. Adm. and Ec. Electives.....		12	Free Elective.....		3
Free Elective.....		3			
18			15		

¹ See note 2, page 58.
² See page 60.

Students who major in business administration will select their electives from the following:

BANKING AND FINANCE

Title	Number	Title	Number
Credits and Collections.....	B.A. 218	Money and Banking.....	Ec 201
Real Estate.....	B.A. 220	Theory of Money.....	Ec 202
Corporation Finance.....	B.A. 225	Public Finance.....	Ec 236
Investments.....	B.A. 226	Mathematics of Finance I.....	Math 115

ECONOMICS

Title	Number	Title	Number
Government and Business.....	Ec 212	Public Finance.....	Ec 236
Labor Problems.....	Ec 223	Economic History.....	Ec 238
International Trade.....	Ec 225	Economic Analysis.....	Ec 241
Economic Geography.....	Ec 226	History of Economic Thought.....	Ec 244
Comparative Economic Systems.....	Ec 229	Consumer Economics.....	Ec 245
Business Cycles.....	Ec 230	Economic Investigation.....	Ec 246

MANAGEMENT AND INDUSTRIAL RELATIONS

Title	Number	Title	Number
Industrial Management.....	B.A. 235	Life Insurance.....	B.A. 241
Personnel Management.....	B.A. 236	Labor Problems.....	Ec 223
Production Management.....	B.A. 237	Applied General Statistics.....	Ec 231
Office Management.....	B.A. 238	Economic Statistics.....	Ec 232
Property Insurance.....	B.A. 240	Sales Management.....	B.A. 239

MARKETING

Title	Number	Title	Number
Salesmanship.....	B.A. 114	Sales Management.....	B.A. 239
Advertising.....	B.A. 216	Property Insurance.....	B.A. 240
Transportation.....	B.A. 217	International Trade.....	Ec 225
Marketing.....	B.A. 222	Consumer Economics.....	Ec 245
		Principles of Retailing.....	R.M. 101

BACHELOR OF SCIENCE IN COMMERCE AND FINANCE

Major in Retail Merchandising

FRESHMAN YEAR¹

First Semester				Second Semester			
Title	Number	Cr.		Title	Number	Cr.	
Elementary Accounting.....	Acct 101	3		Principles of Accounting.....	Acct 102	3	
Biological Science.....	Bio 100	3		Composition.....	Eng 102	3	
Survey of Business.....	B.A. 100	3		Hist. of W. Civilization.....	Hist 102	3	
Composition.....	Eng 101	3		Physical Science.....	Phys 100	3	
Hist. of W. Civilization.....	Hist 101	3		Amer. Federal Govt.....	P.S. 101	3	
Phys. Ed. and Hygiene.....	P.E. 101	1		Phys. Ed. and Hygiene.....	P.E. 102	1	
			16				16

SOPHOMORE YEAR

Third Semester				Fourth Semester			
Title	Number	Cr.		Title	Number	Cr.	
Business Law.....	B.A. 231	3		Business Law.....	B.A. 232	3	
Principles of Economics.....	Ec 101	3		Principles of Economics.....	Ec 102	3	
World Literature.....	Eng 151	4		World Literature.....	Eng 152	4	
Fundamentals of Math.....	Math 101	3		Fundamentals of Math.....	Math 102	3	
Principles of Retailing.....	R.M. 101	3		Retail Store Organ & Man.....	R.M. 102	3	
Physical Education.....	P.E. 103	1		Physical Education.....	P.E. 104	1	
			17				17

JUNIOR YEAR

Fifth Semester				Sixth Semester			
Title	Number	Cr.		Title	Number	Cr.	
Applied General Statistics.....	Ec 231	3		Intro. to Music.....	Mus 100	3	
Fundamentals of Speech.....	Eng 131	2		Alternates:			
Color and Design.....	R.M. 201	2		Intro. to Philosophy.....	Phil 101	3	
Retail Adv. & Sales Prom.....	R.M. 205	2		History of Religions.....	Rel 101		
Retail Selling.....	R.M. 207	3		Elements of Merchandise.....	R.M. 210	3	
Elective in Social Science.....		3		Purch. and Merch. Control.....	R.M. 212	3	
			15	Retail Buying (Lab.).....	R.M. 214	2	
				Free Elective.....		3	
							17

SENIOR YEAR

Eighth Semester				Seventh Semester			
Title	Number	Cr.		Title	Number	Cr.	
Bus. Cor. and Reports.....	B.A. 209	3		Organization & Operation of			
Display (Retail).....	R.M. 215	2		the Small Store.....	R.M. 220	2	
Fundamentals of Fashion.....	R.M. 217	3		Retail Cred. and Coll.....	R.M. 222	2	
Retail Personnel Relations.....	R.M. 219	3		Recent Trnds. & Developments			
Intro. to Sociology.....	Soc. 100	3		in Retail.....	R.M. 224	3	
Elec. in Com. & Fin. or Soc. Sc.		3		Free Electives.....		9	
			17				16

¹ See note 2, page 58.

BACHELOR OF SCIENCE IN COMMERCE AND FINANCE

Major in Secretarial Studies

FRESHMAN YEAR

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
Survey of Business.....	B.A. 100	3	Biological Science.....	Bio 100	3
Composition.....	Eng 101	3	Composition.....	Eng 102	3
Hist. of W. Civilization.....	Hist 101	3	Hist. of W. Civilization.....	Hist 102	3
Fundamentals of Math.....	Math 101	3	Fundamentals of Math.....	Math 102	3
Shorthand and Typewriting.....	S.S. 101	4	Shorthand and Typewriting.....	S.S. 102	4
Phys. Ed. and Hygiene.....	P.E. 101	1	Phys. Ed. and Hygiene.....	P.E. 102	1
		17			17

SOPHOMORE YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Elementary Accounting.....	Acct 101	3	Principles of Accounting.....	Acct 102	3
Advanced Exposition.....	Eng 105	3	American Government.....	P.S. 100	3
Fundamentals of Speech.....	Eng 131	2	Physical Science.....	Phys 100	3
Intro. to Music.....	Mus 100	3	Advanced Stenography.....	S.S. 110	4
Advanced Stenography.....	S.S. 109	4	Free Elective.....		3
Physical Education.....	P.E. 103	1	Physical Education.....	P.E. 104	1
		16			17

JUNIOR YEAR

Fifth Semester			Sixth Semester		
Title	Number	Cr.	Title	Number	Cr.
Principles of Economics.....	Ec 101	3	Principles of Economics.....	Ec 102	3
World Literature.....	Eng 151	4	World Literature.....	Eng 152	4
Alternates:			Free Electives.....		9
Medical Stenography.....	S.S. 210	3			
Speech Reporting.....	S.S. 203				
Electives.....		6			
		16			16

SENIOR YEAR

Seventh Semester			Eighth Semester		
Title	Number	Cr.	Title	Number	Cr.
Bus. Cor. and Reports.....	B.A. 209	3	Office Management.....	B.A. 238	3
Office Proc. & Office Mach.....	S.S. 205	4	Free Electives.....		12
Free Electives.....		8-9			
		15-16			15

BACHELOR OF SCIENCE IN ENGINEERING

Wilkes College offers the first two years of the engineering curricula. Upon completion of the second year, students making acceptable records may transfer to the junior year of other engineering schools.

In the past, students have transferred to, and successfully completed their work at, such representative colleges as Alabama, Bucknell, Catholic University, Columbia, Drexel, Georgia School of Technology, Lafayette, Lehigh, Massachusetts Institute of Technology, New York University, Pennsylvania State College, Stevens Institute, Syracuse, and the University of Nebraska.

The engineer's main purpose is to apply scientific knowledge and discoveries to the uses of civilization. The engineer is obliged to specialize because of the vast range of modern engineering techniques. In selecting his particular field, the student should consider his natural interests. The demands of this profession are exacting, but it should appeal to those genuinely interested in mathematics, the natural sciences and their application.

The following general distinctions may be made between the various fields: research appeals to the imaginative mind; the more practical person may be interested in development and design; others find satisfaction in the tangible results of construction, operation, and production. Technically trained men are always needed to sell applications and equipment. As his experience broadens and his judgment matures, the engineer qualifies for the higher executive and administrative positions.

During the first year the curricula for all engineering courses are the same with the exception of chemical engineering, in which course students must take two additional hours of chemistry in the second semester. For this reason the student should decide by the middle of the first year between chemical engineering and one of the other branches of engineering. The curricula change further at the beginning of the second year. For this reason the student should decide by then whether he will pursue civil, industrial, electrical, or mechanical engineering.

FRESHMAN YEAR

(COMMON TO ALL ENGINEERING COURSES)

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
General Inorganic Chem.....	Chem 101	4	Alternates: ¹		
Engineering Problems.....	Engi 100	2	Inor. Chem. & Qual. Anal....	Chem 102	4-6
Engineering Drawing.....	Engi 105	3	General Inorganic Chem....	Chem 104	
Composition.....	Eng 101	3	Drawing & Des. Geometry....	Engi 106	3
Algebra and Trig.....	Math 105	5	Composition.....	Eng 102	3
Phys. Ed. and Hygiene.....	P.E. 101	1	Analytic Geometry.....	Math 122	4
			American Government.....	P.S. 100	3
			Phys. Ed. and Hygiene.....	P.E. 102	1
		18			18-20

¹ Chemical engineers will register for Chemistry 102 (6 hours). All other engineering students will register for Chemistry 104 (4 hours).

AERONAUTICAL ENGINEERING

Mechanical engineering is basic for the study of aeronautical engineering. Therefore, the first two years in mechanical engineering prepare the student for the advanced work offered by several universities.

CHEMICAL ENGINEERING

Chemical engineering is concerned with the broad field of chemical industry in which materials undergo a physical or a chemical change. Such materials include paper, textiles, gasoline, other petroleum products, coke, gas, dyes, electrochemical products, paints, rubber, plastics, ceramics, drugs, heavy chemicals, solvents, and many others. The chemical engineer is one skilled in the design, construction, operation and management of industrial plants in which materials are produced by chemical change. The chemical engineer may be engaged in research or in the development of a process, for he is expert in the application of the fundamental unit-manufacturing processes which underlie all chemical engineering. The equipment of the chemical engineer includes a thorough knowledge of chemistry, physics and mathematics and a sound understanding of such fundamentals of chemical, mechanical, and electrical engineering as will make him a competent development or sales engineer.

SOPHOMORE YEAR¹

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Inor. Quant. Analysis.....	Chem 121	4	Stoichiometry.....	Ch E 206	3
Intro. to Economics.....	Ec 100	3	Calculus II.....	Math 126	4
Fundamentals of Speech.....	Eng 134	3	Mechanics I, Statics.....	M.E. 211	3
Calculus I.....	Math 125	4	Mechanics II, Dynamics.....	M.E. 212	3
General Physics.....	Phys 201	5	General Physics.....	Phys 202	5
Physical Education.....	P.E. 103	1	Physical Education.....	P.E. 104	1
		20			19

CIVIL ENGINEERING

The civil engineer deals with problems in structural, highway, railroad, hydraulic, and sanitary engineering, and also with surveying and geodesy. He specializes in the design, construction and maintenance of bridges, tunnels, dams, and the structural members of buildings. His services are indispensable in the design of river, canal, and harbor improvements; in the development and control of water resources; in the treatment and disposal of sewage and industrial waste; and in the location and construction of all transportation facilities.

SOPHOMORE YEAR¹

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Plane Surveying.....	C.E. 103	3	Route Surveying.....	C.E. 104	4
Intro. to Economics.....	Ec 100	3	Calculus II.....	Math 126	4
Fundamentals of Speech.....	Eng 134	3	Mechanics I, Statics.....	M.E. 211	3
Calculus I.....	Math 125	4	Mechanics II, Dynamics.....	M.E. 212	3
General Physics.....	Phys 201	5	General Physics.....	Phys 202	5
Physical Education.....	P.E. 103	1	Physical Education.....	P.E. 104	1
		19			20

¹ For freshman year see page 63.

ELECTRICAL ENGINEERING

Today nearly every activity of civilized life depends upon electricity. The electrical engineer is trained to design, construct, and operate all electrical generating equipment. He must supervise and control the distribution of electricity for driving the machinery in mills, factories, and mines; for electric railways, chemical processing, heating, lighting, and for all electrical devices used in the home.

The communications field, including telegraph, telephone, radio, radar, teletype, transmission of print and pictures, offers numerous opportunities. Development of electronic tubes, circuits, and equipment for commercial processes offers opportunities in many fields of endeavor.

SOPHOMORE YEAR¹

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Plane Surveying.....	C.E. 103	3	Calculus II.....	Math 126	4
Intro. to Economics.....	Ec 100	3	Kinematics.....	M.E. 206	4
Fundamentals of Speech.....	Eng 134	3	Mechanics I, Statics.....	M.E. 211	3
Calculus I.....	Math 125	4	Mechanics II, Dynamics.....	M.E. 212	3
General Physics.....	Phys 201	5	General Physics.....	Phys 202	5
Physical Education.....	P.E. 103	1	Physical Education.....	P.E. 104	1
		19			20

INDUSTRIAL ENGINEERING

The field of industrial or management engineering has to do with the methods of manufacture and production; the effects thereon of personnel; and design control to meet cost and production requirements. Preparation with a background in science, engineering, economics, business administration, management, and history is necessary. The successful industrial engineer must possess not only technical skill and ability but also economic and humanistic interests, as well as character and personality. He must work with others and enlist their co-operation in the pursuit of a common goal. The industrial engineer deals with people as well as with machines and materials. This curriculum offers the first two years of work for those primarily interested in the administration of technical enterprises.

SOPHOMORE YEAR¹

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Elementary Accounting.....	Acct 101	3	Principles of Accounting.....	Acct 102	3
Intro. to Economics.....	Ec 100	3	Calculus II.....	Math 126	4
Fundamentals of Speech.....	Eng 134	3	Mechanics I, Statics.....	M.E. 211	3
Calculus I.....	Math 125	4	Mechanics II, Dynamics.....	M.E. 212	3
General Physics.....	Phys 201	5	General Physics.....	Phys 202	5
Physical Education.....	P.E. 103	1	Physical Education.....	P.E. 104	1
		19			19

¹ For freshman year see page 63.

MECHANICAL ENGINEERING

The mechanical engineer is concerned with the design, construction, installation, and operation of machinery necessary for the economical application of mechanical power to industry. He must utilize power from whatever source derived. The generation of power, whether by steam, hydro or internal-combustion engines is of primary concern to the mechanical engineer in the power field. His services are necessary wherever process equipment and machine tools are made or used.

The mechanical engineer must of necessity be broadly trained in the fundamental sciences and in economics and humanities. Ability and skill in the application of the basic sciences are not sufficient. He must have an understanding of the influence of his profession upon our way of life and how its development and expansion affect our future.

SOPHOMORE YEAR¹

<i>Third Semester</i>			<i>Fourth Semester</i>		
<i>Title</i>	<i>Number</i>	<i>Cr.</i>	<i>Title</i>	<i>Number</i>	<i>Cr.</i>
Plane Surveying.....	C.E. 103	3	Calculus II.....	Math 126	4
Intro. to Economics.....	Ec 100	3	Kinematics.....	M.E. 206	4
Fundamentals of Speech.....	Eng 134	3	Mechanics I, Statics.....	M.E. 211	3
Calculus I.....	Math 125	4	Mechanics II, Dynamics.....	M.E. 212	3
General Physics.....	Phys 201	5	General Physics.....	Phys 202	5
Physical Education.....	P.E. 103	1	Physical Education.....	P.E. 104	1
		19			20

¹ For freshman year see page 63.

Terminal Courses

LABORATORY AND MEDICAL TECHNOLOGY

The following requirements for laboratory technicians or medical technologists are those set forth by the Registry of Medical Technologists of the American Society of Clinical Pathologists. Students who complete this terminal curriculum are eligible to apply for registration.

REQUIREMENTS

Biology:

12 semester hours, of which 10 hours must be in zoology. Additional courses which may be taken to fulfill this requirement are histology, embryology, comparative anatomy, physiology, bacteriology, and hygiene.

Chemistry:

10 hours of general inorganic chemistry, including laboratory work.
4 hours of quantitative analysis, including laboratory work.

Electives:

Sufficient to give a minimum of 60 semester hours of college credit. The following courses are recommended, but not required: physics, organic chemistry, bacteriology, histology, embryology, physiology, and comparative anatomy.

FRESHMAN YEAR

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
General Zoology	Bio 101	5	General Zoology	Bio 102	5
General Inorganic Chem.	Chem 101	4	Inorganic Chem. and Qualitative Anal.	Chem 102	6
Composition	Eng 101	3	Composition	Eng 102	3
College Algebra	Math 107	3	Phys. Ed. and Hygiene	P.E. 102	1
Phys. Ed. and Hygiene	P.E. 101	1			
		16			15

SOPHOMORE YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Bacteriology	Bio 211	5	Bacteriology	Bio 212	5
Physiology	Bio 251	4	Physiology	Bio 252	4
Inorganic Quantitative Anal.	Chem 121	4	Organic Chem.	Chem 230	4
Physical Education	P.E. 103	1	Physical Education	P.E. 104	1
Elective		3	Elective		3
		17			17

MUSIC

A two-year course in music is offered for those who wish to extend their musical training without devoting four years to a college program. Ordinarily such a restricted course should be followed by more advanced study and instruction. It is possible, however, during two years of concentrated study, to establish a sound foundation in the fundamentals of music.

FRESHMAN YEAR

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
Composition	Eng 101	3	Composition	Eng 102	3
Foreign Language ¹	101 or 103	3	Foreign Language ¹	102 or 104	3
Music, Applied		1	Music, Applied		1
Music, Theory	Mus 101	5	Intro. to Music	Mus 100	3
Elective		3	Music, Theory	Mus 102	5
Phys. Ed. and Hygiene	P.E. 101	1	Phys. Ed. and Hygiene	P.E. 102	1
		16			16

SOPHOMORE YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Foreign Language ¹	103 or 200	3	Foreign Language ¹	104 or 200	3
Hist. of W. Civilization	Hist 101	3	Hist. of W. Civilization	Hist 102	3
Music, Applied		1	Music, Applied		1
Music, Theory	Mus 103	5	Music, Theory	Mus 104	5
Music, History	Mus 109	3	Music, History	Mus 110	3
Physical Education	P.E. 103	1	Physical Education	P.E. 104	1
		16			16

¹ The level of the course taken by the student will depend upon his achievement.

PRE-DENTAL

(Two years)

The following pre-dental curricula are recommended as fulfilling the requirements established by the majority of colleges of dentistry. The three-year curriculum is less condensed and permits a more complete preparation in chemistry and biology.

FRESHMAN YEAR

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
General Zoology	Bio 101	5	General Zoology	Bio 102	5
General Inorganic Chem.	Chem 101	4	Inorganic Chem. and Qualitative Analysis	Chem 102	6
College Algebra	Math 107	3	Composition	Eng 102	3
Composition	Eng 101	3	Trigonometry	Math 109	3
Phys. Ed. and Hygiene	P.E. 101	1	Phys. Ed. and Hygiene	P.E. 102	1
16			18		

SOPHOMORE YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Histology	Bio 241	3	Histology	Bio 242	3
Inorganic Quantitative Anal.	Chem 121	4	Organic Chemistry	Chem 230	4
General Physics	Phys 201	5	General Physics	Phys 202	5
Alternates:			Alternates:		
World Literature	Eng 151	4	World Literature	Eng 152	4
Hist. of West. Civ.	Hist 101	3	Hist. of West. Civ.	Hist 102	3
Physical Education	P.E. 103	1	Physical Education	P.E. 104	1
16-17			16-17		

PRE-DENTAL

(Three years)

FRESHMAN YEAR

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
General Zoology	Bio 101	5	General Zoology	Bio 102	5
General Inorganic Chem.	Chem 101	4	Inorganic Chem. and Qualitative Analysis	Chem 102	6
College Algebra	Math 107	3	Trigonometry	Math 109	3
Composition	Eng 101	3	Composition	Eng 102	3
Phys. Ed. and Hygiene	P.E. 101	1	Phys. Ed. and Hygiene	P.E. 102	1
16			18		

SOPHOMORE YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Comp. Anatomy of the Vert.	Bio 201	5	Embryology	Bio 202	4
Inorg. Quantitative Anal.	Chem 121	4	Organic Chemistry	Chem 230	4
World Literature	Eng 151	4	World Literature	Eng 152	4
Basic Art	Art 101	3	Basic Art	Art 102	3
Physical Education	P.E. 103	1	Physical Education	P.E. 104	1
17			16		

JUNIOR YEAR

Fifth Semester			Sixth Semester		
Title	Number	Cr.	Title	Number	Cr.
Histology	Bio 241	3	Histology	Bio 242	3
Bacteriology	Bio 211	5	Bacteriology	Bio 212	5
Organic Chemistry	Chem 231	5	Chemistry Elective	Chem	3
General Physics	Phys 201	5	General Physics	Phys 202	5
18			16		

SECRETARIAL COURSE

The two-year intensive secretarial program has a threefold purpose: to provide a general education; to develop an understanding of business activities; and to give specialized training for secretarial work.

The required courses in this curriculum may be counted toward the degree Bachelor of Science in Commerce and Finance or toward that of Bachelor of Science in Business Education when students desire to continue their education after completing their secretarial training.

FRESHMAN YEAR

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
Survey of Business.....	B.A. 100	3	Biological Science.....	Bio 100	3
Composition.....	Eng 101	3	Composition.....	Eng 102	3
Hist. of W. Civilization.....	Hist 101	3	Fundamentals of Speech.....	Eng 131	2
Shorthand and Typewriting.....	S.S. 101	4	Hist. of W. Civilization.....	Hist 102	3
Phys. Ed. and Hygiene.....	P.E. 101	1	Shorthand and Typewriting.....	S.S. 102	4
			Phys. Ed. and Hygiene.....	P.E. 102	1
		14			16

SOPHOMORE YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Business Law.....	B.A. 231	3	Intro. to Economics.....	Econ 100	3
Fundamentals of Math.....	Math 101	3	Advanced Stenography.....	S.S. 110	4
Intermediate Stenography.....	S.S. 109	4	Secretarial Accounting.....	S.S. 120	3
Office Pro. and Machines.....	S.S. 205	4	Office Management.....	B.A. 238	3
Elective.....		3	Elective.....		3
Physical Education.....	P.E. 103	1	Physical Education.....	P.E. 104	1
		18			17

Students who have had shorthand and typewriting in high school may substitute electives for one or more of the courses in the stenographic skills, provided they demonstrate adequate skill. Placement examinations will be given the first week of the term to determine their levels of attainment.

MEDICAL STENOGRAPHY

Medical secretaries require special training so that they may have an intelligent understanding of their part in the work of a medical office. To provide the essential background, the secretarial courses are supplemented by biology and laboratory courses in chemistry and physiology. The courses in secretarial accounting and office procedures are adapted to the needs of the students preparing for work in the offices of physicians.

FRESHMAN YEAR

First Semester			Second Semester		
Title	Number	Cr.	Title	Number	Cr.
Biological Science.....	Bio 100	3	General Inorganic Chem.....	Chem 101	4
Composition.....	Eng 101	3	Composition.....	Eng 102	3
Fundamentals of Math.....	Math 101	3	Shorthand and Typewriting.....	S.S. 102	4
Shorthand and Typewriting.....	S.S. 101	4	Secretarial Accounting.....	S.S. 120	3
Phys. Ed. and Hygiene.....	P.E. 101	1	Phys. Ed. and Hygiene.....	P.E. 102	1
		14			15

SOPHOMORE YEAR

Third Semester			Fourth Semester		
Title	Number	Cr.	Title	Number	Cr.
Physiology.....	Bio 251	4	Physiology.....	Bio 252	4
Hist. of W. Civilization.....	Hist 101	3	Hist. of W. Civilization.....	Hist 102	3
Advanced Stenography.....	S.S. 109	4	Medical Stenography.....	S.S. 200	3
Office Pro. and Machines.....	S.S. 205	3	Office Management.....	B.A. 238	3
Elective.....		3	Elective.....		3
Physical Education.....	P.E. 103	1	Physical Education.....	P.E. 104	1
		18			17

A candidate for a degree with a major in medical stenography should consult with his adviser before planning his program of study. A student who completes the two-year program and then decides to continue work toward a degree should carefully plan the last two years with his adviser.

Courses

WIKOS COLLEGE LIBRARY

ACCOUNTING

Professor Rosenberg, chairman; Instructors Capin, Dembert*, Laggan, Richards, Werner, Whitby.

ACCT. 101. ELEMENTARY ACCOUNTING—*Three hours* THE STAFF

Fundamental theory of debits and credits; problems of classification and interpretation of financial data; technique of recording; preparation of financial statements. Class, two hours a week; laboratory, two hours a week.

ACCT. 102. PRINCIPLES OF ACCOUNTING—*Three hours* THE STAFF

A continuation of Accounting 101. Principles of partnership and corporation accounting; introduction to departmental, manufacturing, and branch accounting; financial analyses of statements. Class, two hours a week; laboratory, two hours a week.

Prerequisite: Accounting 101.

ACCT. 111. INTERMEDIATE ACCOUNTING—*Three hours* THE STAFF

Intermediate problems involving interpretation and detailed analyses of balance-sheet accounts; analytical processes and miscellaneous statements. Class, two hours a week; laboratory, two hours a week.

Prerequisite: Accounting 102.

ACCT. 112. ADVANCED ACCOUNTING—*Three hours* THE STAFF

An advanced study of partnerships and corporations; consignments and branch accounting; consolidated statements; estate and municipal accounting. Class, two hours a week; laboratory, two hours a week.

Prerequisite: Accounting 111.

ACCT. 201. COST ACCOUNTING—*Three hours* THE STAFF

Accounting for material, labor, and overhead expenses; methods of apportionment of manufacturing costs; detailed study of job-cost and process-cost methods. Class, two hours a week; laboratory, two hours a week.

Prerequisite: Accounting 112 or approval of instructor.

ACCT. 202. ADVANCED COST ACCOUNTING—*Three hours* THE STAFF

Establishing the practical use of cost systems through analytical and comparative statements; detailed study of various cost systems; standard costs; interpretation of data. Class, two hours a week; laboratory, two hours a week.

Prerequisite: Accounting 201 or approval of instructor.

* On leave of absence with the armed forces.

ACCT. 220. ACCOUNTING SYSTEMS—*Three hours* MR. WERNER

A study of the accounting methods of banks, utilities, building and loan associations, and other specialized businesses, with special attention given to internal control, ease of recording, and forms.

Prerequisite: Accounting 112, 201.

ACCT. 221. TAX ACCOUNTING—*Three hours*

MR. LAGGAN, MR. WERNER

A study of federal taxes including income, estate, gift, corporate and miscellaneous; correct use of various forms; application of rates. Class, two hours a week; laboratory, two hours a week.

Prerequisite: Accounting 112, 202, or approval of instructor.

ACCT. 231. AUDITING PRINCIPLES—*Three hours*

MR. LAGGAN, MR. WERNER

Methods used in verifying, analyzing, and interpreting the records and balance sheet and income accounts; study of the procedures applicable under various circumstances. Class, two hours a week; laboratory, two hours a week.

Prerequisite: Accounting 202.

ACCT. 232. AUDITING PRACTICE—*Three hours*

MR. LAGGAN, MR. WERNER

Advanced application of auditing principles to actual practice; problems of classification and interpretation of accounts; study of methods of internal control; preparation of reports to clients. Class, two hours a week; laboratory, two hours a week.

Prerequisite: Accounting 231.

ACCT. 242. C.P.A. PROBLEMS—*Three hours*

MR. WERNER

Review of all phases of accounting through a study of advanced accounting problems as taken from various C. P. A. examinations.

Prerequisite: Accounting 112, 201, 231.

ART

INSTRUCTOR O'TOOLE, chairman

ART 101-102. BASIC ART—*Three hours each semester* MR. O'TOOLE

Fundamental training in the handling of tools, the acquisition of the skills and knowledge used in the presentation of the graphic image. Principles of drawing, design, composition, color; uses of line and tone, color line and color tone. Studies in line, texture, tone, and color; space division, form, light and shade, light-dark. Class, two hours; studio, two hours.

ART 103-104. APPLIED ART—*Three hours each semester*

MR. O'TOOLE

Review of various applications of art. Realism, abstraction, fantasy; the study of art and art philosophies and their present use in fine art, advertising design and illustration; exercises will be given in the various black and white mediums; pen, pencil, charcoal, crayon, et cetera. Color mediums; pastel, water colors, colored inks, colored pencils, et cetera. Class, two hours; studio, two hours.

Prerequisite: Art 101 and 102 or equivalent.

ART 105. LETTERING AND LAYOUT—*Three hours* MR. O'TOOLE

Analysis of basic letter forms; study of one-stroke alphabets; study of built-up alphabets. Formal and informal lettering; the script letter forms, calligraphy. Complete study of type and type faces. Brush and pen lettering for reproduction. Various combinations of weights and types of letters. Show-card lettering. Ornamental lettering. The hand-lettered book jacket. The use of decorations, borders, relief lettering, shaded lettering, composing with letter forms. Class, two hours; studio, two hours.

ART 201-202. ILLUSTRATION—*Three hours each semester*

MR. O'TOOLE

Every possible use of illustration will be explored in this course from spot drawings to the illustration of two pages as a unit. Line illustration, line mediums; half tone illustrations, half-tone mediums; analysis of various types of magazine illustrations; design of two pages facing (double spread). Class, two hours; studio, two hours.

Prerequisite: permission of the instructor.

ART 203-204. ADVANCED ILLUSTRATION—*Three hours each semester*

MR. O'TOOLE

Editorial illustration, caricature, decorative drawing, humorous drawing, stylized drawing. The book and book jacket; poster design. Assignments will be given in each type of illustration and will be prepared from rough to finish by the student. Class, two hours; studio, two hours.

Prerequisite: permission of the instructor.

ART 211-212. ADVERTISING DESIGN—*Three hours each semester*

MR. O'TOOLE

The object of this course is to acquaint the student with the methods and processes of designing for reproduction. Various methods of reproduction; line processes, half-tone processes, color separation. Studies in mediums used for line reproduction; studies in mediums used for half-tone reproduction; mechanical aids; typography, a complete study of type, type styles and type combinations. Class, two hours; studio, two hours.

Prerequisite: permission of the instructor.

ART 213-214. ADVANCED ADVERTISING DESIGN—*Three hours each semester* MR. O'TOOLE

Advertising and editorial layout; modern layout; the use of photo-montage; photographs and textures in advertising; color in backgrounds, type and illustrations. The advanced student will be required to do work that will meet the professional standards required by advertising agencies. Class, two hours; studio, two hours.

Prerequisite: Art 101, 102, 103, 104 or equivalent.

ART 215-216. FINE ART—*Three hours each semester* MR. O'TOOLE

Intensified training in drawing, design and composition. Study of still life, study of the light-dark principle, light and shade; transparencies and opaques, balance, dominance, follow through, contrast, texture study, line, tone and color. Class, two hours; studio, two hours.

Prerequisite: Art 101, 102, 103, 104 or equivalent.

ART 217-218. ADVANCED FINE ART—*Three hours each semester*

The complete design, picture structure. The various kinds and uses of perspective. Further study of the painting, design and art movements of the past and present. Advanced studies in various painting mediums. The creation of space, study of two dimensional and three dimensional design. Study of tensions of lines, forms, lights and darks, colors and textures. Class, two hours; studio, two hours.

Prerequisite: Art 101, 102, 103, 104 or equivalent.

BIOLOGY

Professor Reif, chairman; Instructor Namisniak; Assistant Mokyhich.

BIO. 100. BIOLOGICAL SCIENCE—*Three hours* THE STAFF

Biological Science is a survey course intended for students who take no other courses in biology. It presents the essential general information about plants and animals, explains fundamental laws governing the biological world, and emphasizes their relationship to man. Class, three hours a week.

BIO. 101-102. GENERAL ZOOLOGY—*Five hours each semester*

MR. REIF

General Zoology surveys the entire animal kingdom, outlines the history of biology, explains the organization of living matter, teaches the structure of representative animals, the methods of their classification, and the basic principles of genetics, embryology, evolution, and ecology. Class, three hours a week; laboratory, four hours a week.

BIO. 113. BOTANICAL TAXONOMY—*Five hours* MR. REIF

Botanical Taxonomy presents a survey of the great divisions of the plant kingdom with special reference to the seed plants. Class, two hours a week; field work, six hours a week.

BIO. 201. COMPARATIVE ANATOMY OF THE VERTEBRATES—*Five hours*

MR. REIF

Comparative Anatomy includes a study of the general morphological characteristics of selected vertebrates emphasizing the structural and embryological relationships of vertebrates generally. The taxonomy of the Phylum Chordata is stressed. Class, two hours a week; laboratory, six hours a week.

Prerequisite: Biology 102.

BIO. 202. EMBRYOLOGY—*Four hours* MR. REIF

Embryology is the study of the early development of animals. Growth is traced from the egg to later stages in the frog, chick, and man. Laboratory work includes the technique of making slides. Class, two hours a week; laboratory, four hours a week.

Prerequisite: Biology 201, or permission of instructor.

BIO. 211-212. BACTERIOLOGY—*Five hours each semester*

MRS. NAMISNIAK

Bacteriology 211 covers generally the morphology and identification of bacteria. Laboratory work includes microscopy, techniques of making media, methods of sterilization, and the culturing of bacteria.

Bacteriology 212 emphasizes medical and industrial processes such as biological prophylaxis and allergy, diseases and disease transmission, viruses, rickettsias, and pathogenic protozoa. Class, two hours a week; laboratory, six hours a week.

Prerequisite: Biology 102.

BIO. 223. ENTOMOLOGY MR. REIF

Entomology is the study of insects through the collection and identification of specimens. Life histories of insects are studied as well as their economic relationships, and their significance in industry and medicine. Class, two hours a week; laboratory and field work, six hours a week.

Prerequisite: Biology 101, or permission of instructor.

BIO. 241 AND 242. HISTOLOGY AND ORGANOLGY—*Three hours each semester* MR. REIF

Histology is the study of normal tissues and the arrangement of tissues to form organs and organ systems. Credit is given only upon completion of both semesters work which must be taken in sequence. Class, two hours a week; laboratory, two hours a week.

Prerequisite: through Biology 202 or permission of instructor.

BIO. 251-252. PHYSIOLOGY—*Four hours each semester*

MRS. NAMISNIAK

Physiology is a study of the functioning of the various cells, tissues, and organs of the animal body. Laboratory work includes experiments involving living forms. Class, two hours a week; laboratory, four hours a week.

Prerequisite: through Biology 242, Chemistry 230, and Physics 202, or permission of instructor.

BIO. 291-292. SEMINAR IN BIOLOGY—*One credit each semester*

MR. REIF

This seminar is designed as a correlating study of the field of biology for senior students. Each student prepares a paper on a biological topic for presentation to and discussion by the group. Class, one hour a week.

Prerequisite: permission of instructor.

BUSINESS ADMINISTRATION

Professor Rosenberg, chairman; Assistant Professor Bedillion; Instructors Brennan, Boyce*, Casper, Elliot, Farrar, Jones, Kreder, Laggan, McDermot, J. Riley, Werner, Whitby.

B.A. 100. SURVEY OF BUSINESS—*Three hours* THE STAFF

A basic course in the essentials of modern business. Studies are made of problems pertaining to administrating and financing the organization of enterprise; manufacturing and distribution of goods; personnel problems; governmental policies toward business.

B.A. 114. SALESMANSHIP—*Three hours* MR. RILEY

The art of selling; the motive behind all buying; creation of interest and desire; presentation of services; meeting objections; types of customers.

Prerequisite: approval of instructor.

B.A. 209. BUSINESS CORRESPONDENCE AND REPORTS—*Three hours* MISS BEDILLION

Fundamental principles of business writing with emphasis on letters and reports.

Prerequisite: English 102.

B.A. 216. ADVERTISING—*Three hours* MR. JONES

A survey of the different departments of advertising work, including copy, art, display, engraving, trade-marks, and media; advertising as a social force.

* On leave of absence for advanced study during 1951-1952.

B.A. 217. TRANSPORTATION—*Three hours* MR. ROSENBERG
Problems and policies of railroads, buses, inland waterways, and air and ocean transportation; economic importance of transportation; significance of transportation to society.

Prerequisite: Economics 102.

B.A. 218. CREDITS AND COLLECTIONS—*Three hours* MR. ROSENBERG
The fundamentals of credit; investigation, analysis of risks; collection plans and policies. Special attention given to the organization of credit and collection offices.

Prerequisite: Economics 102, Accounting 102.

B. A. 220. REAL ESTATE—*Three hours* MR. CASPER
The fundamentals of the real estate business, including consideration of titles, mortgages, leases, advertising, sale, purchase, development, and management of real property.

Prerequisite: Economics 102.

B.A. 222. MARKETING—*Three hours* MR. ELLIOT
Evolution of the marketing system and functions of marketing, trade structure, and organization and the nature of competition. Principles of distribution, assembling, grading, transportation, finance, and storage. Each student is required to make a special study of the marketing of a selected commodity.

Prerequisite: Economics 102.

B.A. 225. CORPORATION FINANCE—*Three hours*
MR. LAGGAN, MR. ROSENBERG

A study of the economic principles underlying the capital structure of modern business enterprise. Consideration given to alternate types of business organization, corporate securities, and financial policies involved in promotion, disposition of net earnings, working capital and short-term financing, mergers, expansion, financial readjustments, and reorganization.

Prerequisite: Economics 102.

B.A. 226. INVESTMENTS—*Three hours* MR. LAGGAN
Consideration of leading types of investments, tests, and investment programs; financial reports of leading companies, forecasting methods and agencies, stock exchanges, brokerage houses, methods of buying and selling securities, fraudulent promotions and their detection. Laboratory work and case studies.

Prerequisite: Business Administration 225.

B.A. 231. BUSINESS LAW—CONTRACTS—*Three hours* MR. BOYCE
The foundation for all subjects in the field of business law. Examination of the essential elements of a valid contract and the application to

typical business transactions. These essential elements are: the agreement; the subject matter (what the contract is about); the consideration (that value which is given by each party for his interest in the subject matter); the form (written or oral); the competency of parties; and the genuineness of assent (legal or illegal inducement to agree).

Prerequisite: Economics 102 or approval of instructor.

B.A. 232. BUSINESS LAW—SALES, AGENCY, BAILMENT—*Three hours*
MR. BOYCE

A general study of the Law of Sales, the Law of Agency, and the Law of Bailment. Legal problems arising out of the sale of merchandise by manufacturers, distributors and dealers; out of the financing, processing, shipment, and warehousing of merchandise; and out of government regulations thereof.

Prerequisite: Business Administration 231.

B.A. 233. BUSINESS LAW—PARTNERSHIPS AND CORPORATIONS
Three hours MR. BOYCE

Principles of law governing partnerships and corporations, in their formation, operation, internal relationships, and dissolution, with particular reference to their dependency upon the law of agency. Legal aspects of the insurance contract with respect to the insured, insurer, and beneficiary, and the interest necessary to create an insurance contract.

Prerequisite: Business Administration 231, 232, Accounting 102.

B.A. 234. BUSINESS LAW—PROPERTY—*Three hours* MR. BOYCE

Law of property; the mortgagor-mortgagee relationships; the landlord-tenant relationship; business crimes (crimes against the person, property, business transactions); bankruptcy; and trusts (security of person, property, business relations, and business transactions).

Prerequisite: Business Administration 231, 232, Accounting 102.

B.A. 235. INDUSTRIAL MANAGEMENT—*Three hours*
Instructor to be announced

A study of the organization and management of industry, with emphasis on the principles developed; problems of the interrelationship of the functions operating in the fields of management, such as production control, personnel, financing, and the forecasting of business conditions, particularly as they relate to industry.

Prerequisite: Business Administration 225.

B.A. 236. PERSONNEL MANAGEMENT—*Three hours* MR. RILEY

Principles and modern practices of personnel management; instruments of control; the training and education of the worker; incentives used and special problems encountered.

Prerequisite: Economics 223 or approval of instructor.

B.A. 237. PRODUCTION MANAGEMENT—*Three hours* MR. RILEY

A study of the production problems that confront executives; developing operational plans; handling production problems; appraisal of relative risks.

Prerequisite: Economics 223 or approval of instructor.

B.A. 238. OFFICE MANAGEMENT—*Three hours* MR. RILEY

The organization and management of the office with emphasis on the administration and supervision of office routines; problems of office records and filing; selection of stationery and other office supplies; design and effective use of forms; job analysis, specification, evaluation, and classification; selection and use of machines and specialized equipment; office arrangement and working conditions; employment, training, and compensation of office workers; the measurement of work and setting of standards.

Prerequisite: approval of instructor.

B.A. 239. SALES MANAGEMENT—*Three hours* MR. RILEY

The relation of the sales department to all other departments; types of sales organizations; selection, training, compensation, and management of the sales force; sales research and market analysis; determination of price and brand policies; preparation of sales budgets; costs of distribution.

Prerequisite: Business Administration 114 or equivalent.

B.A. 240. PROPERTY INSURANCE—*Three hours* MR. BOYCE

This course is a study of the fundamentals of fire, casualty, and marine insurance.

Prerequisite: Business Administration 232 or approval of instructor.

B.A. 241. LIFE INSURANCE—*Three hours* MR. BOYCE

This course is a study of the principles, practices, and uses of life insurance from the overall viewpoint of the product, cost, market, and industry.

Prerequisite: approval of instructor.

CHEMISTRY

Professor Bastress, chairman; Assistant Professor Bone; Instructor Salley.

CHEM. 101. GENERAL INORGANIC CHEMISTRY—*Four hours*

MR. BASTRESS, MISS BONE, MR. SALLEY

An introduction to the fundamental laws and theories of inorganic chemistry. The chemistry of selected non-metallic elements. Class, three hours a week; laboratory, three hours a week. Breakage deposit required.

CHEM. 102. INORGANIC CHEMISTRY AND QUALITATIVE ANALYSIS
Six hours MISS BONE

The reactions of the common metallic elements, the theory and practice of elementary qualitative analysis. Class, four hours a week; laboratory, six hours a week. Breakage deposit required.

Prerequisite: Chemistry 101.

CHEM. 104. GENERAL INORGANIC CHEMISTRY—*Four hours* MISS BONE

A continuation of Chemistry 101. The chemistry of the metals. Laboratory work includes some qualitative analysis. Will not be accepted as a prerequisite for further chemistry courses. Class, three hours a week; laboratory, three hours a week. Breakage deposit required.

Prerequisite: Chemistry 101.

CHEM. 121. INORGANIC QUANTITATIVE ANALYSIS—*Four hours*
MR. SALLEY

Theory and practice of typical analyses. Class, two hours a week; laboratory, six hours a week. Breakage deposit required.

Prerequisite: Chemistry 102.

CHEM. 122. INORGANIC QUANTITATIVE ANALYSIS—*Five hours*
MR. SALLEY

A continuation of Chemistry 121. Class, two hours a week; laboratory, nine hours a week. Breakage deposit required.

Prerequisite: Chemistry 121.

CHEM. 230. ORGANIC CHEMISTRY—*Four hours* MR. BASTRESS

An introduction to the chemistry of carbon compounds. The preparation and properties of aliphatic compounds. Class, three hours a week; laboratory, three hours a week. Breakage deposit required.

Prerequisite: Chemistry 121.

CHEM. 231. ORGANIC CHEMISTRY—*Five hours* MR. BASTRESS

A continuation of Chemistry 230, with special attention to cyclic compounds. Class, three hours a week; laboratory, six hours a week. Breakage deposit required.

Prerequisite: Chemistry 230.

CHEM. 233. QUALITATIVE ORGANIC ANALYSIS—*Three hours*
MR. BASTRESS

A course designed to give practice in the systematic identification of pure organic compounds and mixtures. Class, one hour a week; laboratory, six hours a week. Breakage deposit required.

Prerequisite: Chemistry 231.

CHEM. 234. TOPICS IN ORGANIC CHEMISTRY—*Three hours*
MR. BASTRESS

Special topics in organic chemistry, including theories of organic reactions. Class, three hours.

Prerequisite: Chemistry 231.

CHEM. 241-242. PHYSICAL CHEMISTRY—*Four hours each semester*
MR. SALLEY

An introduction to the principles of physical chemistry and the elements of thermodynamics. Class, three hours a week; laboratory, three hours a week. Breakage deposit required.

Prerequisite: Chemistry 121, Mathematics 126, Physics 202.

CHEM. 243. TOPICS IN PHYSICAL CHEMISTRY—*Three hours*
MR. SALLEY

A study of chemical equilibrium, using the methods of modern thermodynamics. Class, three hours a week.

Prerequisite: Chemistry 242.

CHEM. 244. TOPICS IN INORGANIC CHEMISTRY—*Three hours*
MR. SALLEY

A course designed to introduce the student to the modern theories of inorganic chemistry. Class, three hours.

Prerequisite: Chemistry 121.

CHEM. 251-252. BIOLOGICAL CHEMISTRY—*Three hours each semester*
MR. BASTRESS

The application of chemical and physiochemical principles and methods to chemical constitution, reaction, and products of living matter. Class, two hours a week; laboratory, three hours a week. Breakage deposit required.

Prerequisite: Chemistry 121 and 230.

CHEM. 261. HISTORY OF CHEMISTRY—*One hour*
MR. BASTRESS

The development of the science in terms of the personalities responsible for the development.

Prerequisite: completion of twenty chemistry credits.

CHEM. 262. CHEMICAL LITERATURE—*One hour*
MR. BASTRESS

An orientation course in foreign and domestic chemical literature.

Prerequisite: completion of twenty chemistry credits.

ECONOMICS

Professor Rosenberg, chairman; Instructors Brennan, Elliot, Farrar, Laggan, J. Riley.

Students who major in economics in the Bachelor of Arts course are required to complete 24 hours of work in economics beyond Economics 101 and 102. The 24 hours in economics which the major must carry should include Economics 202, 232, and 241.

EC. 100. INTRODUCTION TO ECONOMICS—*Three hours* THE STAFF

An introductory course in principles of economics designed for students who plan to take *only one* semester of work in this field. Theoretical aspects of capital value, national income, money and banking, and international trade are included.

EC. 101. PRINCIPLES OF ECONOMICS—*Three hours* THE STAFF

An introductory course which presents basic economic problems and shows how these problems are solved in a free enterprise economy; the effects of the increasing importance of the economic role of government are pointed out. The course provides orientation in the broad field of economics and makes use of the analytical trends by means of which the student can understand the economic problems of his environment.

EC. 102. PRINCIPLES OF ECONOMICS—*Three hours* THE STAFF

This course is a logical sequence to Economics 101. It is based upon a broad macro-economic foundation concentrated on such units as the firm, the industry, and the consumer.

Prerequisite: Economics 101.

EC. 201. MONEY AND BANKING—*Three hours* MR. ROSENBERG

A study of the organization of financial institutions, their operation and influence upon the economy. Consideration is given to commercial and savings banks, investment institutions, and the Federal Reserve System.

Prerequisite: Economics 102.

EC. 202. THEORY OF MONEY—*Three hours* MR. ROSENBERG

An analysis of the theory of money and credit in relation to contemporary economics; currency and credit problems; governmental regulations; control of foreign exchange, and central banking.

Prerequisite: Economics 201.

EC. 204. CONSUMER CREDIT—*Two hours* MR. ROSENBERG

This course includes consumer credit in its various aspects. It includes retail credit, sales finance, credit unions, and credit bureau activities.

Prerequisite: approval of instructor.

EC. 212. GOVERNMENT AND BUSINESS—*Three hours* MR. FARRAR

A study of the relationship of government to economic enterprises with special attention to conditions in the United States; the regulatory activities of government agencies; administrative methods, objectives and results of governmental control. Reference is made to monopoly and quasi-monopoly situations, public utilities, trust, transportation, extractive industries, and public enterprise.

Prerequisite: Political Science 101, Economics 102.

EC. 223. LABOR PROBLEMS—*Three hours* MR. RILEY

An introduction to American labor problems; analyses of major issues in the field of labor. This course deals with employment, wages, hours, history, growth and present position of organized labor, union policies, governmental participation in labor relations, collective bargaining, investigation and arbitration in labor disputes, and social security.

Prerequisite: Economics 102.

EC. 225. INTERNATIONAL TRADE—*Three hours* MR. ELLIOT

Theory and practice of international trade with special reference to contemporary problems and policies. The topics covered include tariffs, quotas, foreign exchange, equilibrium in international payments. A study will be made of geographic, economic, social, and political influences on international trade. Review of current policies and developments in the United States.

Prerequisite: Economics 102.

EC. 226. ECONOMIC GEOGRAPHY—*Three hours* THE STAFF

A study of the relation of geography to the economic activity of man. This course describes and analyzes the world distribution of resources, industries, and population. It is designed as an introductory course in world resources and related fields.

Prerequisite: Economics 102.

EC. 227. ECONOMIC GEOGRAPHY—NORTH AMERICA—*Three hours* MR. ELLIOT

A study of the economic regions of the North American continent, with special emphasis on the role of the United States in the western hemisphere.

Prerequisite: Economics 102.

EC. 229. COMPARATIVE ECONOMIC SYSTEMS—*Three hours* MR. FARRAR

The institutions of planned economy of the U.S.S.R. and those of the contemporary experiment in evolutionary socialism in Great Britain are studied. Constant objective comparisons are made with institutions which are characteristic of a capitalistic economy.

Prerequisite: approval of instructor.

EC. 230. BUSINESS CYCLES—*Three hours* MR. FARRAR

A historical analysis of major business cycles. Contemporary theories and a critical examination of public policy toward business cycles.

Prerequisite: approval of instructor.

EC. 231. APPLIED GENERAL STATISTICS—*Three hours* THE STAFF

A course in statistical methods and their application to business. A collection and interpretation of statistical data, frequency distribution and measures of central tendency, fitting the normal curve, Chi-square test; test of significance for small samples, analysis of variance. 3 hours lecture; 2 hours laboratory.

Prerequisite: approval of instructor.

EC. 232. ECONOMIC STATISTICS—*Three hours* THE STAFF

A continuation of Economics 231. This course will include time-series analysis, construction of index numbers, methods of correlation analysis, multiple and partial correlation, and test of significance for samples. Lecture, three hours; laboratory, two hours.

Prerequisite: Economics 231.

EC. 236. PUBLIC FINANCE—*Three hours* MR. ROSENBERG

Fundamental principles of public finance; government expenditures; revenue; financial policies and administration; taxation; principles of shifting and incidence of taxation; public debts and the budget; fiscal problems of federal, state, and local government; the relation of government finance to the economy.

Prerequisite: Economics 102, Political Science 101.

EC. 238. ECONOMIC HISTORY—*Three hours* MR. ELLIOT, MR. FARRAR

An advanced course which deals with the origin, growth, and significance of economic institutions, with special emphasis upon those of Europe and the United States.

Prerequisite: Economics 102.

EC. 241. ECONOMIC ANALYSIS—*Three hours* MR. FARRAR

This course is designed to give coverage to the theory of value and distribution. The determinants of consumer demand and the principles governing costs and outputs of producers are analyzed with some stress on recent theoretical investigations. The method is abstract and deductive.

Prerequisite: Economics 102.

EC. 244. HISTORY OF ECONOMIC THOUGHT—*Three hours* MR. FARRAR

A study of the historical development of economic doctrines. The writings of the leading thinkers in the field of economics, beginning

with the Greeks and Romans and continuing to the present. The leading economic movements and schools of thought.

Prerequisite: approval of instructor.

EC. 245. CONSUMER ECONOMICS—*Three hours* MR. ELLIOT

The place of the consumer in the economic system. Theories of consumption; problems of the individual consumer as affected by income, consumer habits, standard of living, planning and budgeting; a study of the trends of consumption, income disposition, marketing processes of consumption of goods. Each student is required to make a study of the consumption of a selected commodity.

Prerequisite: Economics 102.

EC. 246. ECONOMIC INVESTIGATION—*Three hours* MR. ELLIOT, MR. FARRAR

Each student conducts an investigation in the field of his major interest and constructs a final report. Class instruction will consist of: (1) the principles of scholarly criticism, (2) compilation and use of bibliographies, and (3) details of good form as to content, table, body, footnotes, and bibliography.

Prerequisite: approval of instructor.

EDUCATION

Professor Smith, chairman; Instructor Crane.

ED. 101. INTRODUCTION TO EDUCATION—*Three hours* MR. SMITH

A broad, general introduction to the field of education. A historical and philosophical background of American public education. Study of the educational structure; the teacher, his preparation and qualifications; the pupils, their individual differences and provisions therefor; the materials of instruction; the school plant; the financing of education; the profession of teaching; the participation of the public; and contemporary issues and trends in public education.

ED. 201. EDUCATIONAL PSYCHOLOGY—*Three hours* MR. SMITH

Practical application of basic psychological principles; study of human growth and development; mental hygiene of pupil and teacher; the nature and general principles of learning; the measurement and facilitation of learning; guidance of the individual; effective methods of study; special aspects of learning; the psychology of teaching methods; and simple statistical concepts.

ED. 202. EDUCATIONAL MEASUREMENTS FOR THE SECONDARY SCHOOL

ED. 203. EDUCATIONAL MEASUREMENTS FOR THE ELEMENTARY SCHOOL
Three hours MR. CRANE

A consideration of the characteristics, uses, and interpretations of intelligence and subject-matter tests available for school use; study of methods of treating scores; principles and purposes of measurement; practice in the construction of objective tests; supervised administration, scoring, and interpretation of tests.

ED. 204. PRINCIPLES OF SECONDARY EDUCATION—*Three hours* MR. SMITH

The historical development of the secondary school; a philosophical background from which are drawn basic principles; other factors in the development of the secondary school; promising practices in the secondary school; methodology in different subjects; motivation; the secondary pupil; guidance and control; records and reports—a survey of secondary school teaching.

ED. 205. SECONDARY CURRICULUM—*Three hours* MR. SMITH

Developments of recent years in the secondary school curriculum; consideration of college preparation, preparation for life, vocational needs, etc.; planning of classroom activities; extracurricular activities; treatment of individual differences; organization of curriculum units; study methods; tests and marking; a survey of secondary school curriculum and its continuing development.

ED. 207. STUDENT TEACHING IN THE SECONDARY SCHOOL—*Eight hours*

ED. 208. STUDENT TEACHING IN THE ELEMENTARY SCHOOL—*Nine hours* MR. SMITH, MR. CRANE

Students are assigned to the guidance of competent, experienced teachers. They observe several teachers. Gradually they assume classroom responsibility and teach under supervision. They plan lesson units and complete curriculum units. Conferences with the teachers-in-charge and professors-in-charge aid in discussion of principles and problems.

ED. 211. EXTRACURRICULAR ACTIVITIES—*Three hours* MR. CRANE

Consideration of the place of extracurricular activities in the education of the child; the organization of extracurricular activities; the tendency to bring them into the school curriculum; their place in the guidance program.

ED. 212. VISUAL EDUCATION—*Three hours* MR. CRANE

A study of the materials and techniques of visual education; principles and plans for the use of audio-visual or sensory aids; the incorporation of visual instruction in the work for the classroom.

ED. 214. GUIDANCE—*Three hours* MR. CRANE

A general survey of the principles and problems of guidance, and an introduction to activities and techniques used in a guidance program in the public school. Required for the Pennsylvania guidance teachers' and counselors' certificates.

ED. 231. THE TEACHING OF READING—*Three hours* MR. CRANE

Study of the techniques of reading instruction and the correction of reading disability; relationship between reading and maturation; determination of reading readiness; nurturing of natural reading motivation; problems of the poor reader.

ED. 232. THE TEACHING OF ARITHMETIC—*Three hours* MR. CRANE

Study of the principles and practices of education in the field of elementary arithmetic; methods, aims, and objectives; methods and teaching techniques for developing units of work; attention given to methods of instruction in concepts of quantitative relationships.

ED. 234. THE TEACHING OF ENGLISH—*Three hours* MR. CRANE

Study of the principles and practices of education in the field of elementary English; methods, aims, and objectives; methods and techniques for developing units of work; attention given to handwriting, spelling, and the utilization of the library.

ED. 235. CHILDREN'S LITERATURE AND STORY TELLING
Three hours MR. CRANE

Designed to provide familiarity with classic and modern literature for children of elementary school age. Techniques and practices in story telling will be stressed, and particular emphasis will be placed on the use of dramatization and graphic materials.

ED. 236. TEACHING THE ELEMENTARY SOCIAL STUDIES—*Three hours*
MR. CRANE

Study of social situations pertinent to elementary school children; relation of school and home activities to the community; the study of methods and techniques designed to stimulate interest and create understanding. Development of units in civics, history, and geography.

ED. 237. PRINCIPLES OF ELEMENTARY EDUCATION—*Three hours*
MR. SMITH

The historical development of the elementary school; a philosophical background from which are drawn basic principles of elementary education; other factors in the development of the elementary school; promising practices in the elementary school; methodology and guidance; characteristics of the elementary school child; discipline and control; mental and physical hygiene; records and reports; a survey of principles and techniques in the elementary school.

ED. 238. THE CURRICULUM OF THE ELEMENTARY SCHOOL
Three hours MR. SMITH

The development of the elementary curriculum; its relation to the society that supports it; the emerging elementary curriculum; adjustment to individual needs; relation of objectives to children's needs; content and method; utilizing the arts, music, science, physical education, etc., in the elementary curriculum.

ED. 239. TEACHING OF ELEMENTARY SCHOOL SCIENCE—*Three hours*
MR. SMITH

Basic elements of the sciences suitable for elementary school use; materials for demonstration; methods of presentation; consideration of the integration of science in the elementary curriculum; aims and objectives of science teaching; development of a spirit of inquiry.

ED. 241. ART IN THE ELEMENTARY SCHOOL—*Three hours*
MR. O'TOOLE

Study of the principles and practices of education in the field of elementary art; methods, aims, objectives; methods and techniques for developing units of work; basic principles; selection and manipulation of various media; the development of creative expression and appreciation.

ED. 242. MUSIC IN THE ELEMENTARY SCHOOL—*Three hours*
MR. MORAN

Study of methods for developing appreciation for and enjoyment of music through performance and listening; developing the rhythm band; rote singing; program music for children; discovery of talent; writing and interpretation of scales; training in group leadership in singing.

Additional courses offered in other departments may count toward certification and add to a well-rounded program:

Educational Sociology—See Sociology.

Child Psychology—See Psychology.

Teaching of English in Secondary Schools—See English.

Teaching of Mathematics in Secondary Schools—See Mathematics.

ENGINEERING

Associate Professor Hall, chairman; Assistant Professor Heltzel; Instructors Thomas and Salley.

ENGL. 100. ENGINEERING PROBLEMS—*Two hours* THE STAFF

Lectures and discussions to acquaint the student with the aims, purposes and methods of the engineer. An introduction to the proper method of attack upon problems, proper presentation of solutions, both

mathematical and graphical. Instruction in the use of the slide rule necessary to problem solution. Graphs. Lecture, one hour; practicum, three hours a week.

ENGL. 102. BASIC DRAWING—*Three hours* MR. HELTZEL

A basic course covering the elements of projection drawing and descriptive geometry necessary for students of chemistry and physics. It includes lettering, use of instruments, sketching, orthographic and isometric drawing, dimensioning, and the analysis and solution of space problems involving the projection and revolution of points, lines and planes. Intersections and developments. Practicum, seven hours a week.

ENGL. 105. ENGINEERING DRAWING—*Three hours* MR. HELTZEL

This and the following course bear the same relation to the engineering profession as the subject of English bears to our daily life. Technical sketching and vertical freehand lettering. Use and care of instruments, orthographic and auxiliary projection drawing with dimensions and sections; isometric drawing; tracings and reproduction processes. Practicum, seven hours a week.

ENGL. 106. ENGINEERING DRAWING AND DESCRIPTIVE GEOMETRY
Three hours MR. HELTZEL

Augments Engineering 105. Application of standard conventions to the execution of detail and assembly drawings. Application of the principles of descriptive geometry to the solution of engineering space-problems by the projection and revolution of points, lines, planes and solids. Intersections and developments. Practicum, seven hours a week.

Prerequisite: Engineering 105.

Chemical Engineering

CH.E. 206. STOICHIOMETRY—*Three hours* MR. SALLEY

A problem course involving the application of basic chemical and physical concepts to the calculation of heat and material balances as they are encountered in the various chemical industrial processes. Fuels and their combustion products, gas producers, furnace and kiln products. Class, three hours a week.

Prerequisite: Chemistry 203; Physics 201.

Co-requisite: Physics 202.

Civil Engineering

C.E. 103. PLANE SURVEYING—*Three hours* MR. THOMAS

Lectures, recitations and problems on the theory and practice of plane and topographic surveying. Field exercises, including the adjustment

and use of surveying equipment including transit, levels, compass and tape for surveys of area, topography, profile, grading, excavating and the location of details. Interpretation of and mapping from field notes with attendant computations and the balancing of surveys. Emphasis on the application of surveying to engineering work in general. Practicum, seven hours a week.

Prerequisite: Engineering 105, Mathematics 105 or 107 and 109.

C.E. 104. ROUTE SURVEYING—*Four hours* MR. THOMAS

A study of the engineering and economic problems affecting the location of routes of communication. Lectures, recitations, field work and problems on the theory and use of simple horizontal, compound, reverse, spiral and vertical alignment curves; grades, cross sections, mass diagrams and earth work computations, grade crossing, right-of-way, and drainage problems. Solar observation to determine true bearing and azimuth. Class, two hours a week; practicum, six hours a week.

Prerequisite: C.E. 103.

Mechanical Engineering

M.E. 206. KINEMATICS—*Four hours* MR. THOMAS

Analytical and graphical studies of displacement, velocity and acceleration for rigid bodies in plane motion. Study of kinematic pairs and trains involving linkages, pulleys, gears and cams: instant centers, gear-tooth outlines and their application, epicyclic gear trains. Class, two hours a week; practicum, six hours a week.

Prerequisite: Engineering 106, Mathematics 122, Physics 201.

M.E. 211. MECHANICS I. STATICS—*Three hours* MR. HALL

Study of force systems in equilibrium: catenary; friction; first and second moments of areas, volumes, masses; centroids. Class, three hours a week.

Prerequisite: Physics 201, Mathematics 125.

Co-requisite: Mathematics 126.

M.E. 212. MECHANICS II. DYNAMICS—*Three hours* MR. HALL

Laws of motion, rectilinear and curvilinear, for a particle and a rigid body. Work-energy; impulse-momentum. Class, three hours a week.

Prerequisite: M.E. 211.

ENGLISH

Professor Craig, chairman; Associate Professor Davies; Assistant Professors Donnelly, Kruger, and G. Williams; Instructors Groh, Lord, Tyburski, and Utz.

Students who major in English are required to complete twenty-four hours of work beyond the prescribed courses of the freshman and sophomore years.

The twenty-four hours which the major must carry in English should be so distributed as to include an advanced course in composition or journalism, three hours of work in linguistics (English 201 or 205) and a minimum of fifteen hours in literature, three of which must be reserved for English 215.

It is strongly recommended that all majors in English take six hours in a foreign language beyond the minimum requirement of twelve hours. All students who wish to take graduate work in the field of English should take at least twenty-four hours in two foreign languages.

Majors who wish to teach in secondary schools are advised to elect English 275. The credit for this course may be counted toward either the major or the satisfaction of requirements for certification in education. In planning his program with his faculty adviser, the student should make an early decision regarding the field in which credit for this course is desired.

All entering freshmen are required to take a placement test in English.

Composition

ENG. 99. REMEDIAL ENGLISH—*No credit* THE STAFF
A remedial course for students whose work in English is unsatisfactory.

ENG. 101. COMPOSITION—*Three hours* THE STAFF
Principles of exposition; collateral reading; writing of themes.

ENG. 102. COMPOSITION—*Three hours* THE STAFF
Principles of exposition continued; collateral reading; writing of themes.
Prerequisite: English 101.

ENG. 105. ADVANCED EXPOSITION—*Three hours*
MRS. WILLIAMS, MR. DONNELLY
A study of the various expository types. Readings. Intensive practice in the writing of informative articles.
Prerequisite: English 101 and 102. In exceptional cases this requirement may be waived.

ENG. 106. SHORT STORY—*Three hours* MRS. WILLIAMS
A writing course. Training in the selection and use of materials for the short story.
Prerequisite: English 102.

Journalism

ENG. 121. JOURNALISTIC WRITING—*Three hours* MRS. WILLIAMS
A beginner's course in gathering and writing news. Topics include: definition of news, writing leads and building the story, law of libel, news sources; a brief survey of the history of American journalism and the current status of freedom of the press. Editors of local and nearby papers address the class and answer questions.

Students make comparative study of and report on representative papers of U. S., both dailies and country weeklies. There is constant practice in writing, with weekly news assignments.

Prerequisite: English 102.

ENG. 122. JOURNALISTIC WRITING—*Three hours* MRS. WILLIAMS
This course supplements English 121. Instruction in handling important assignments: accidents, disasters, elections, conventions, meetings, crime; covering the major beats: city hall, court house, police headquarters, federal building, labor, business, sports, society; editing copy, newspaper style, writing heads; measuring readability, semantics.

Visit to local and neighboring newspaper offices and printing plants. Term paper: series of articles suitable for newspaper on timely subject affecting the College or community.

Prerequisite: English 121.

ENG. 123. PUBLICITY WRITING—*Three hours* MRS. WILLIAMS
Fundamental techniques of publicity. Recent developments in fields of: public opinion, propaganda, public relations, public opinion polls. Special attention is given to the myriad trade journals and house organs covering the industrial, merchandising, and professional fields. Weekly themes.

Prerequisite: English 102.

ENG. 124. FEATURE WRITING—*Three hours* MRS. WILLIAMS
Feature writing for newspapers and magazines. Analysis of the feature field and the magazine market. Finding suitable subjects and their treatment: the interview, the how-to-do-it article, popular biographies and success stories, personal experiences, narratives. Weekly themes.
Prerequisite: English 102.

Language and Literature

- ENG. 151. WORLD LITERATURE—*Four hours* MISS CRAIG, MR. DAVIES
Survey of western world literature to the beginning of the eighteenth century; lectures, term papers, quizzes, conferences, collateral reading.
Prerequisite: English 102, or substitute in composition.
- ENG. 152. WORLD LITERATURE—*Four hours*
MISS CRAIG, MR. DAVIES, MR. DONNELLY
Continuation of survey, bringing the study of literature down to the present time.
Prerequisite: English 151.
- ENG. 153. AMERICAN LITERATURE—*Three hours* MR. KRUGER
Survey of American literature from the beginning to the Civil War.
Prerequisite: English 102.
- ENG. 154. AMERICAN LITERATURE—*Three hours* MR. KRUGER
Survey of American literature from the Civil War to the present time.
Prerequisite: English 102.
- ENG. 155 AND 156. CONTEMPORARY LITERATURE—*Three hours each semester* MR. DONNELLY, MRS. G. WILLIAMS, MR. KRUGER
A course designed to familiarize the student with the best books of the twentieth century.
Prerequisite: English 102.
- ENG. 201. HISTORY OF THE ENGLISH LANGUAGE—*Three hours*
MR. DONNELLY
Study of the origins of the English language and of the principal phenomena of later development.
Prerequisite: English 152.
- ENG. 205. CHAUCER—*Three hours* MISS CRAIG
Study of the linguistic features of late Middle English; reading of some of the Canterbury Tales; written reports on collateral reading.
Prerequisite: English 152.
- ENG. 211. EARLY ENGLISH DRAMA—*Three hours* MR. DAVIES
Study of the drama as a literary type and its history from the earliest times to 1642; reading of plays by pre-Elizabethan and Elizabethan dramatists exclusive of Shakespeare.
Prerequisite: English 152.

- ENG. 212. LATER ENGLISH DRAMA—*Three hours* MR. DAVIES
Study of the drama in England from 1660 to the end of the Victorian period; reading of representative plays.
Prerequisite: English 152.
- ENG. 215. SHAKESPEARE—*Three hours* MISS CRAIG
Intensive study of selected plays; written reports on others not studied in class.
Prerequisite: English 152.
- ENG. 216. MILTON—*Three hours* MISS CRAIG
Study of the poetical works of John Milton; lectures, discussions, written reports.
Prerequisite: English 152.
- ENG. 221. AGE OF POPE—*Three hours* MISS CRAIG, MR. DAVIES
A study of the poetry and non-fictional prose of this period, including the work of leading essayists, biographers, diarists, and letter writers.
Prerequisite: English 152.
- ENG. 222. AGE OF JOHNSON—*Three hours* MISS CRAIG
A study of the poetry and non-fictional prose of 1740-1798, including the work of leading essayists, biographers, diarists, and letter writers.
Prerequisite: English 152.
- ENG. 237. EARLY ENGLISH NOVEL—*Three hours* MISS CRAIG
English prose fiction of the sixteenth and seventeenth centuries; rise of the novel to the close of the eighteenth century.
Prerequisite: English 152.
- ENG. 238. LATER ENGLISH NOVEL—*Three hours* MISS CRAIG
The major novelists of the nineteenth and early twentieth centuries.
Prerequisite: English 152.
- ENG. 241. THE ROMANTIC MOVEMENT—*Three hours* MR. DONNELLY
Study of the works of Wordsworth, Coleridge, Scott, and the prose writers contemporary with them.
Prerequisite: English 152.
- ENG. 242. THE ROMANTIC MOVEMENT—*Three hours* MR. DONNELLY
Study of the works of Byron, Shelley, Keats and the prose writers contemporary with them.
Prerequisite: English 152.

ENG. 259. TENNYSON AND BROWNING—*Three hours* MR. DAVIES

Study of the poetry of Alfred Tennyson and Robert Browning and its relations to other literature of the nineteenth century.

Prerequisite: English 152.

ENG. 260. VICTORIAN PROSE—*Three hours* MR. DAVIES

Study of the influence of movements in science, philosophy, art, religion, and society as reflected in the works of Carlyle, Arnold, Huxley, Newman, and Ruskin.

Prerequisite: English 152.

ENG. 275. TEACHING OF ENGLISH IN SECONDARY SCHOOLS
Three hours MR. UTZ

Analysis and discussion of those methods of instruction which have been used most effectively in the teaching of English literature and composition. Study of the principal phenomena in the development of the English language and grammar. Intended for juniors and seniors.

ENG. 287. AMERICAN DRAMA—*Three hours* MR. GROH

The development of our native drama from the colonial period to the present. Representative plays for reading and study. Written reports.

Prerequisite: English 152.

*Speech*ENG. 131. FUNDAMENTALS OF SPEECH—*Two hours*
MR. KRUGER, MR. GROH

The physical, mental, and social equipment requisite for effective speaking. Classroom projects, which include oral reading, gesture exercise, pantomime, and various extemporaneous speeches, are designed to improve the student's physical behavior on the platform, to train his voice, to develop vocal variety, and to build habits of clear thinking. Critical analysis of speech technique and content, the purpose being to produce not only better speakers but also better critics of speech.

ENG. 132. EXTEMPORANEOUS SPEAKING—*Two hours* MR. KRUGER

Continuation of English 131. Projects include speeches for various occasions, group discussions, and symposiums, with emphasis on the principles of persuasion, types of evidence, and methods of reasoning. Continued critical analysis of speech technique and content; constant practice in speaking and thinking to a definite end.

Prerequisite: English 131.

ENG. 133. ARGUMENTATION AND DEBATE—*Two hours* MR. KRUGER

The commoner forms and methods of argumentation, both written and oral, are studied and practiced, with emphasis on briefing and debate; contemporary problems and current debate questions are discussed. Required of all students participating in intercollegiate debate.

Prerequisite: English 131.

ENG. 134. FUNDAMENTALS OF SPEECH FOR TECHNICAL STUDENTS
Three hours MR. KRUGER

Similar to English 131, but with an extra hour of work directed to the specific needs of the student.

FOREIGN LANGUAGES

Associate Professor Disque, chairman; Assistant Professor Dworski.

French

A major in French consists of twenty-four hours beyond French 102.

FR. 101. ELEMENTARY FRENCH—*Three hours*
MR. DISQUE, MISS DWORSKI

Introduction to French grammar; practice in reading, writing, and speaking the language.

FR. 102. ELEMENTARY FRENCH—*Three hours*
MR. DISQUE, MISS DWORSKI

Continuation of French 101.

Prerequisite: French 101.

FR. 103. INTERMEDIATE FRENCH—*Three hours*
MR. DISQUE, MISS DWORSKI

Review of grammar; practice in oral and written French; selected reading of modern French prose.

Prerequisite: French 102 or the equivalent.

FR. 104. INTERMEDIATE FRENCH—*Three hours*
MR. DISQUE, MISS DWORSKI

Introduction to French civilization; practice in oral and written French.

Prerequisite: French 103 or the equivalent.

FR. 105. TECHNICAL FRENCH—*Three hours* MISS DWORSKI

Intensive practice in translating. A course designed for students who wish to be able to read material in French in their particular field of interest in the humanities, the social sciences, or the natural sciences.

Prerequisite: French 103 or the equivalent.

GER. 203. GOETHE—*Three hours* MR. DISQUE
Reading and interpretation of selected works of Goethe. Lectures and individual reports.

Prerequisite: German 201-202 or equivalent.

GER. 204. SCHILLER—*Three hours* MR. DISQUE
Poet of German idealism.

Prerequisite: German 201-202 or equivalent.

GER. 205. NINETEENTH CENTURY GERMAN DRAMA—*Three hours* MR. DISQUE

The German drama of the nineteenth century from Ludwig Tieck to Gerhart Hauptmann. Lectures and reports on the literary and cultural history of the times.

Prerequisite: German 201-202 or equivalent.

GER. 206. MODERN GERMAN SHORT STORY—*Three hours* MR. DISQUE

The modern German short story from naturalism to the present. Individual reports; lectures on the cultural and literary history of the period.

Prerequisite: German 201-202 or equivalent.

Spanish

A major in Spanish consists of twenty-four hours beyond Spanish 102.

SP. 101. ELEMENTARY SPANISH—*Three hours* MISS DWORSKI
Introduction to Spanish grammar; practice in reading, writing, and speaking the language.

SP. 102. ELEMENTARY SPANISH—*Three hours* MISS DWORSKI
Continuation of Spanish 101 with special emphasis on conversational approach and the natural idiom.

Prerequisite: Spanish 101 or equivalent.

SP. 103. INTERMEDIATE SPANISH—*Three hours* MISS DWORSKI
Exercises in simple oral and written composition. Intensive review of Spanish grammar.

Prerequisite: Spanish 102 or equivalent.

SP. 104. INTERMEDIATE SPANISH—*Three hours* MISS DWORSKI
Introduction to Spanish civilization. Readings from selected Spanish authors.

Prerequisite: Spanish 103 or equivalent.

SP. 105. COMMERCIAL SPANISH—*Three hours* MISS DWORSKI

The study of Spanish as it pertains to economic relations between the Spanish-speaking countries and the United States. Special emphasis on business letter writing.

Prerequisite: Spanish 103 or equivalent.

SP. 106. SPANISH CONVERSATION—*Three hours* MISS DWORSKI

Intensive practice in the spoken language. Emphasis on idiomatic usage.

Prerequisite: Spanish 104 or equivalent.

SP. 107. SPANISH COMPOSITION—*Three hours* MISS DWORSKI

Stress will be laid on original composition and techniques of translation.

Prerequisite: Spanish 104 or equivalent.

SP. 108. SPANISH AMERICAN CULTURE—*Three hours* MISS DWORSKI

The cultural, economic, and political development of South America.

Prerequisite: Spanish 103 or equivalent.

SP. 201-202. MAIN CURRENTS OF SPANISH LITERATURE
Three hours each semester MISS DWORSKI

A survey of the development of Spanish literary thought from the Middle Ages to the present time.

Prerequisite: Spanish 104 or equivalent.

SP. 203. THE GOLDEN AGE OF SPANISH LITERATURE—*Three hours* MISS DWORSKI

Study of the great authors of the sixteenth and seventeenth centuries.

Prerequisite: Spanish 201-202 or equivalent.

SP. 204. NINETEENTH CENTURY SPANISH DRAMA—*Three hours* MISS DWORSKI

Representative works in the field of drama; lectures and individual reports.

Prerequisite: Spanish 201-202 or equivalent.

SP. 205. NINETEENTH CENTURY SPANISH NOVEL—*Three hours* MISS DWORSKI

The development of the Spanish novel in the nineteenth century.

Prerequisite: Spanish 201-202 or equivalent.

HISTORY

Professor Thatcher, chairman; Instructor Rock.

A major in history consists of twenty-four hours, of which twelve are in courses numbered 200 or above. Majors in history are required to take History 101, 102, 107, and 108; History 101 and 102, however, may not count toward the twenty-four hours constituting a major.

HIST. 101-102. HISTORY OF WESTERN CIVILIZATION THE STAFF
Three hours each semester

A chronological survey of the civilization of the western world from the earliest times to the present. Emphasis is placed on general trends and on concepts that have influenced the modern world. Due attention is given to the part played by America in world history, especially during the expansion of Europe and in the twentieth century.

HIST. 105. ENGLISH HISTORY TO THE ELIZABETHAN PERIOD
Three hours

A general course on the development of the English nation. The principal topics are: Britain before the Anglo-Saxons, the Anglo-Saxon period, the Norman Conquest, the development of English common law, the beginnings of parliaments, towns and universities, continental wars, the Tudor dynasty, and the Revival of Learning.

Not offered 1951-1952.

HIST. 106. ENGLISH HISTORY FROM THE REIGN OF ELIZABETH
Three hours

Traces the growth and expansion of England from a national state to a world empire and later to a mother of commonwealths. The development of the national church, the Puritan revolt, the influences of the American and the French revolutions, the industrial revolution, political and social reform, growth of the cabinet system, and liberalism.

Not offered 1951-1952.

HIST. 107. AMERICAN AND PENNSYLVANIA HISTORY TO 1865
Three hours MR. THATCHER

A general survey extending from the period of discovery and exploration to the end of the Civil War.

Students in education will be required to do their outside reading on the history of Pennsylvania and its relation to the development of the nation.

HIST. 108. AMERICAN HISTORY SINCE 1865—*Three hours*
MR. THATCHER

A general survey covering the period from 1865 to the present.

HIST. 206. THE UNITED STATES IN THE TWENTIETH CENTURY
Three hours MR. THATCHER

An intensive study of the period since the Spanish-American War, emphasizing the emergence of the United States as a world power and the economic and social problems of the present century.

Prerequisite: History 107 and 108.

HIST. 223-224. AMERICAN CONSTITUTIONAL HISTORY
Three hours each semester MR. THATCHER

A study of the origins of the American Constitution and the growth of the American constitutional system with special attention to the role of the Supreme Court.

Prerequisite: History 107, 108, and Political Science 101. Restricted to juniors and seniors. History 223 is a prerequisite for History 224.

HIST. 225. HISTORY OF THE AMERICAN FRONTIER—*Three hours*
MR. THATCHER

A study of the westward movement in American history.

Prerequisite: History 107 and 108.

HIST. 228. HISTORY OF THE FOREIGN POLICY OF THE UNITED STATES
Three hours MR. THATCHER

A study of the evolution of the several policies that give direction to the relations of the United States with other nations.

Prerequisite: History 107, 108, and Political Science 101. Restricted to juniors and seniors.

HIST. 234. EAST ASIA IN MODERN TIMES—*Three hours*

This course deals with the impact of western civilization on the different traditions and institutions of China, Japan, and Southeast Asia, with emphasis on the persistent problems arising out of the contact of civilizations and their possible solutions. (Not offered 1951-1952.)

Prerequisite: History 101 and 102.

HIST. 235. SOVIET RUSSIA—*Three hours*

This course deals with the background and characteristic features of the communist state in Russia. Emphasis is placed on the political, social and economic, religious, and intellectual traditions as they developed through the Kievan, Mongol, Muscovite, and Imperial ages and on the efforts to solve some of the problems arising out of the conflict between these persistent traditions and the increasing influence of western European civilization. (Not offered 1951-1952.)

Prerequisite: History 101 and 102.

HIST. 253. THE HISTORY OF EUROPE FROM 1500 TO THE FRENCH
REVOLUTION—*Three hours* MR. ROCK

A study of the political, social, economic, and intellectual life of Europe from the time of its expansion in 1500 to the outbreak of the French Revolution.

Prerequisite: History 101 and 102 or consent of instructor.

HIST. 254. THE FRENCH REVOLUTION AND NAPOLEON
Three hours MR. ROCK

A study of the origin, events, and consequences of the French Revolution. The Revolution will be considered as an intellectual and social as well as a political movement in the history of France as a national state and of Europe as a civilization.

Prerequisite: History 101 and 102.

HIST. 255. EUROPE IN THE NINETEENTH CENTURY—*Three hours*
MR. ROCK

A study of the political, social, and cultural development of Europe from the Congress of Vienna to World War I.

Prerequisite: History 101 and 102.

HIST. 256. EUROPE IN THE TWENTIETH CENTURY—*Three hours*
MR. ROCK

Against a background of the internal and international developments of the leading powers, the class will study the origins and results of the two World Wars.

Prerequisite: History 101 and 102.

MATHEMATICS

Assistant Professor Richards, chairman; Assistant Professor Wasileski.
The major in mathematics is outlined on page 43.

MATH. 99. ALGEBRA REVIEW—*No credit* THE STAFF

Secondary algebra, extending through simultaneous quadratic equations.

Three hours a week.

MATH. 101. FUNDAMENTALS OF MATHEMATICS—*Three hours* THE STAFF

A course designed for those who want a general background in mathematical concepts without specialization in techniques. Students taking Mathematics 105, 107, or 109 will not be granted credit for Mathematics 101 or 102.

MATH. 102. FUNDAMENTALS OF MATHEMATICS—*Three hours* THE STAFF

A continuation of Mathematics 101.

MATH. 105. COLLEGE ALGEBRA AND TRIGONOMETRY—*Five hours* THE STAFF

A combination of Mathematics 107 and 109.

Prerequisite: Mathematics 99 or its equivalent.

MATH. 107. COLLEGE ALGEBRA—*Three hours* THE STAFF

Proportion, progressions, inequalities, mathematical induction, binomial theorem, complex numbers, roots of equations, permutations and combinations, probability, determinants, partial fractions.

Prerequisite: Mathematics 99 or its equivalent.

MATH. 109. PLANE TRIGONOMETRY—*Three hours* THE STAFF

Trigonometric functions, solutions of triangles, trigonometric identities, inverse functions, trigonometric equations.

Prerequisite: Mathematics 99 or its equivalent.

MATH. 115. MATHEMATICS OF FINANCE I—*Three hours* THE STAFF

Progressions, binomial theorem, logarithms, simple interest, compound interest, equations of value, annuities, sinking funds, amortization, depreciation, capitalized cost.

Prerequisite: Mathematics 99 or its equivalent.

MATH. 118. INTRODUCTION TO STATISTICS—*Three hours* THE STAFF

Frequency distributions and their graphical representation, measures of central tendency, dispersion, skewness, kurtosis, correlation, elementary curve fitting, use of tables of areas under normal curve.

Prerequisite: Mathematics 99 or its equivalent.

MATH. 122. ANALYTIC GEOMETRY—*Four hours* THE STAFF

Study of geometric figures by means of coordinate systems, including the general problem of the equation of a locus, straight lines, circles, conic sections, transformation of coordinates, polar coordinates, parametric equations, families of curves, introduction to solid analytic geometry.

Prerequisite: Mathematics 105, or both Mathematics 107 and Mathematics 109.

MATH. 125. CALCULUS I—*Four hours* THE STAFF

Limits, derivatives and differentials, indefinite and definite integrals, differentiation and integration of algebraic functions, applications.

Prerequisite: Mathematics 122.

MATH 126. CALCULUS II—*Four hours* THE STAFF

Differentiation and integration of transcendental functions, applications, improper integrals, indeterminate forms, infinite series, partial derivatives, multiple integrals.

Prerequisite: Mathematics 125.

MATH 127. TEACHING OF MATHEMATICS IN SECONDARY SCHOOLS
Three hours MR. WASILESKI

Building of a program in secondary mathematics, materials of instruction, aids in teaching, maintenance of interest, testing, informal practice in teaching arithmetic, algebra, plane and solid geometry, trigonometry, and logarithms. (Same as Education 277.)

Prerequisite: Mathematics 125.

MATH. 208. HISTORY OF MATHEMATICS—*Three hours* MR. RICHARDS

Beginnings in Babylon and Egypt, the Greeks, the Hindus and Moslems, awakenings in Europe, Fermat and Descartes, Newton's importance in the seventeenth century, the great expansion of the eighteenth century, the strengthening of the foundations in the nineteenth century, the trend to abstraction in this century.

Prerequisite: Mathematics 126.

MATH. 213. HIGHER ALGEBRA—*Three hours* MR. WASILESKI

Real and complex numbers, groups, rings, integral domains, fields, matrices, determinants.

Prerequisite: Mathematics 125.

MATH. 216. SOLID ANALYTIC GEOMETRY—*Three hours* MR. RICHARDS

Study of space geometry by means of coordinate systems, including lines and planes and the relations between them, systems of planes, parametric equations of a surface, cylinders, surfaces of revolution, spheres, quadric surfaces, reduction of quadric surfaces to canonical forms.

Prerequisite: Mathematics 125.

MATH. 218. MATHEMATICS OF FINANCE II—*Three hours*
MR. WASILESKI

A priori probability, empirical probability, mortality tables, annuities certain, pure endowment, life annuities, whole life insurance, premiums, premium formulas, reserves, reserve systems, gross premiums.

Prerequisite: Mathematics 115, or permission of instructor.

MATH. 221. ADVANCED EUCLIDEAN GEOMETRY—*Three hours*
MR. WASILESKI

The notable lines, points, and circles associated with the triangle; circles and systems of circles.

Prerequisite: plane geometry.

MATH. 222. SYNTHETIC PROJECTIVE GEOMETRY—*Three hours*
MR. WASILESKI

An introduction to projective methods and their application to the point, line, and plane.

Prerequisite: plane geometry.

MATH. 240. DIFFERENTIAL EQUATIONS—*Three hours* THE STAFF

Solution of ordinary differential equations, applications.

Prerequisite: Mathematics 126.

MATH. 251. ADVANCED CALCULUS I—*Three hours* MR. RICHARDS

An elaboration of the theory and applications of calculus.

Prerequisite: Mathematics 126.

MATH. 252. ADVANCED CALCULUS II—*Three hours* MR. RICHARDS

Continuation of Mathematics 251.

Prerequisite: Mathematics 251.

MUSIC

Instructor Detroy, chairman; Instructors Balshaw, Clark, Hawkins, Henderson, Isaacs, Liva, and Moran.

Liberal Arts students wishing to major in music will follow the program outlined on page 44. A two-year terminal program is outlined on page 69.

Applied Music

Individual instruction is offered at all levels of difficulty to students in piano, pipe organ, voice, violin, and several band-orchestra instruments. A series of fifteen lessons a semester and a practical demonstration (examination) before the music faculty are necessary if credit is to be obtained for such study.

Students who are not music majors may receive one credit each semester for voice or instrumental study. No examination is necessary if credit is not desired by the student.

The ability, interest, and progress of students intending to major in music will be evaluated at the end of the sophomore year by the music faculty. Students will be advised before the opening of the following semester if the faculty does not recommend a continuation of the music major.

MUS. 100. INTRODUCTION TO MUSIC—*Three hours*
MR. DETROY, MR. MORAN

An elementary course in the art of enjoying and listening to music. Non-technical, it covers briefly the entire range of music in various forms, styles, and media. Emphasis is placed upon enlarging the musical horizon through the use of a considerable number of illustrations.

MUS. 101-102-103-104. THEORY OF MUSIC—*Five hours each course*
MR. DETROY, MR. MORAN

The study of the theory of music is centered upon three main principles:

- (1) The recognition of intervals and meter through dictation.
- (2) The structure of chords and chord progressions through keyboard harmony.
- (3) The writing of music through exercises in harmonic and contrapuntal technics.

The first two semesters of theory are divided between ear training, two hours; solfeggio, two hours; harmony, one hour. The third and fourth semesters are divided between ear training, one hour; solfeggio, one hour; harmony, three hours.

The concentration of all theory into these four courses is in accordance with the method now employed in many of our leading schools of music.

There is no prerequisite for Mus. 101. Students may be admitted to Mus. 102, 103, and 104 by examination.

MUS. 109. HISTORY OF MUSIC—*Three hours* MR. DETROY

A detailed study of the history of music from the beginning of civilization to the seventeenth century.

MUS. 110. HISTORY OF MUSIC—*Three hours* MR. DETROY

A continuation of Mus. 109, beginning with J. S. Bach and tracing musical development to the present day. Twentieth century music will be emphasized in the final weeks of study.

MUSIC 111-112. PIANO CLASS 1 AND 2—*Two credit hours each semester*
MISS CLARK

Class instruction in secondary piano. The classes will be divided into suitable groups according to proficiency. This course is required for all music education majors who cannot play piano grade 4 or better.

No prerequisite.

MUSIC 113-114. PIANO CLASS 3 AND 4—*Two credit hours each semester*
MISS CLARK

Class instruction in secondary piano in advance of Music 112. This course is a continuation of the required course for all music education majors who cannot play piano grade 4 or better.

Prerequisite: Music 112.

MUS. 121-122-123-124. BAND—*One-half hour each semester*
MR. MORAN

The band offers the student a varied program for concerts and for various athletic events. Students desiring to participate in the band should consult with the Director.

All instrumental music education majors are required to participate in the band for four years.

MUS. 125-126-127-128. CHORUS—*One-half hour each semester*
MR. DETROY

The chorus offers the student a complete range of sacred and secular choral music. Students desiring to participate in the chorus should consult with the Director.

All vocal and piano music education majors are required to participate in the chorus for four years.

MUSIC 215. INSTRUMENTATION—*Two hours*
MR. DETROY AND MR. MORAN

The instruments of the modern symphonic orchestra, their capabilities and limitations. The technique of scoring for small instrumental combinations; transposition and clef manipulation.

Prerequisite: Music 102 or the approval of the Chairman of the Department.

MUSIC 216. ORCHESTRA AND BAND ARRANGING—*Two hours*
MR. DETROY AND MR. MORAN

Scoring for the large orchestra or the modern symphonic band. The student may select his field of concentration.

Prerequisite: Music 215.

MUS. 217. ANALYSIS—*Two hours* MR. DETROY
The technique of composition as disclosed by melodic, harmonic, and structural analysis of music in varied styles and from diverse periods.
Prerequisite: Music 102 or equivalent as demonstrated by an examination.

MUS. 218. COUNTERPOINT—*Three hours* MR. DETROY
A study of the sixteenth century art of contrapuntal writing as found in the styles of Palestrina, di Lasso, and Ingegneri.
Prerequisite: Music 102.

Music Education

MUS. ED. 101-102. CLARINET CLASS AND BAND METHODS—*Two credit hours per semester* MR. MORAN
Methods of teaching and instruction in the clarinet for those in the public school music course.
No prerequisite.

MUS. ED. 103-104. BRASS CLASS AND BAND METHODS—*Two credit hours per semester* MR. MORAN
A course, usually in trumpet, for students not majoring in the brass field.
No prerequisite.

MUS. ED. 105. WOODWIND CLASS METHODS—*Two credit hours per semester* MR. MORAN
A class conducted as an introduction to the teaching of such woodwinds as clarinet, oboe, flute, and bassoon, with demonstrations of the class teaching of those instruments.
Prerequisite: Mus. Ed. 102.

MUS. ED. 106. BRASS CLASS METHODS—*Two credit hours* MR. MORAN
A class in brass is conducted as an introduction to the teaching of brass instruments and as demonstration of class teaching of these instruments. The instruments taught include trumpet, French horn, trombone, baritone, and tuba.
Prerequisite Mus. Ed. 104.

MUS. ED. 107-108. VOICE CLASS AND METHODS—*Two credit hours per semester* THE STAFF
A course in the fundamentals of correct voice production; breathing, breath control, elementary study of vowel forms, and consonants. Ele-

mentary songs are used to develop the student's own voice as well as to train him in voice pedagogy.
No prerequisite.

MUS. ED. 109-110. CONDUCTING AND SCHOOL MUSIC MATERIALS—*Two credit hours per semester* MR. DETROY AND MR. MORAN
The development of an adequate baton technique and the presentation of various kinds of school music material, stressing particularly elementary and high school instrumental materials the first semester and high school choral materials the second semester.
No prerequisite.

MUS. ED. 111-112. VIOLIN CLASS AND METHODS—*Two credit hours per semester* MR. LIVA
A class in elementary violin playing as a practical introduction to the technical problems involved in the playing of stringed instruments.
No prerequisite.

MUS. ED. 113-114. STRING INSTRUMENT CLASS METHODS—*Two credit hours per semester* MR. LIVA
A class in the playing of the viola, violoncello, and bass as an introduction to the teaching of these instruments and as a demonstration of class teaching.
Prerequisite: Mus. Ed. 112.

MUS. ED. 201. ELEMENTARY SCHOOL MUSIC METHODS—*Two credit hours* MR. MORAN
The course involves a general preparation for the teachers of music in the elementary grades. It entails a study of the principles, procedures, and objectives in school music.
No prerequisite.

MUS. ED. 202. HIGH SCHOOL MUSIC METHODS—*Two credit hours* MR. MORAN
The course is planned to provide a preparation for teaching the various aspects of music in the high school.
No prerequisite.

MUS. ED. 203-204. OBSERVATION AND PRACTICE TEACHING—*Four credit hours per semester* THE STAFF
A course in the observation and practice teaching of vocal or instrumental music in the elementary or high schools.

NURSING EDUCATION

Instructor Jessee, chairman.

N.E. 101. FOUNDATIONS OF NURSING—*Three hours* MISS JESSEE

A general survey of the history of nursing with emphasis upon the religious, social and educational factors that have stimulated its development.

N.E. 102. TRENDS IN NURSING EDUCATION—*Three hours*

MISS JESSEE

A discussion of present problems in nursing and trends or patterns that emerge in the efforts to solve these problems.

N.E. 105. WARD ADMINISTRATION—*Three hours* MISS JESSEE

Principles and methods involved in the efficient management of a hospital unit.

N.E. 107. METHODS IN CLINICAL TEACHING—*Three hours* STAFF

Organization of a program and methods of improving the effectiveness of student experience in the clinical areas.

N.E. 111. MEDICAL AND SURGICAL NURSING—*Three hours* STAFF

A consideration of the methods of teaching and content of courses in medical and surgical nursing.

N.E. 112. MEDICAL AND SURGICAL NURSING—*Three hours* STAFF

Field experience in supervision and teaching of medical and surgical nursing.

N.E. 113. NURSING ARTS—*Three hours* MISS JESSEE

This course considers the methods of teaching and content of courses in nursing arts or principles of nursing.

N.E. 114. NURSING ARTS—*Three hours* MISS JESSEE

This course provides opportunity for observation and participation in the teaching of nursing arts.

PHILOSOPHY

Assistant Professor Vujica, chairman; Instructor Schindler.

A major in the combined fields of philosophy and religion consists of twenty-four hours in philosophy and religion. Philosophy 101 and Religion 101 are not accepted for credit toward a major. The courses may be selected from these two fields as desired by the student.

PHIL. 101. INTRODUCTION TO PHILOSOPHY—*Three hours* THE STAFF

An introduction to the main problems of philosophy. Among the topics to be considered are the nature of the universe; the origin of life; the nature of mind and soul; the freedom of the will; moral, religious, and aesthetic values; the sources and validity of knowledge. The purpose of the course is to acquaint the student with the traditional solution of these problems in order to interest him in serious and reflective thought, to coordinate his knowledge, and to aid him in gaining an intelligent understanding of the world and life.

PHIL. 102. LOGIC—*Three hours*

MR. VUJICA

The objective of the course is to familiarize the student with the elementary principles of clear thinking. The use and validity of reasoning, hypothesis, induction, deduction, and other approaches to knowledge in the field of the natural and social sciences will be presented.

PHIL. 203. INDIVIDUAL AND SOCIAL ETHICS—*Three hours*

A study of the great ethical systems such as hedonism, formalism, utilitarianism and self-realizationism. The application of moral principles to the life of the state, the family and the economic order. The nature of virtue, conscience, moral character and the relationship of ethics to other fields of knowledge are discussed in this course.

PHIL. 204. PHILOSOPHY OF RELIGION—*Three hours*

The treatment of religious problems in philosophy; the nature, scope and validity of religious knowledge; forms and expressions of religious behavior. The aim of the course is to give the student an understanding of the basic principles of religion and the contribution of religious thought to current interpretations of life.

PHIL. 205. AESTHETICS—*Three hours*

MR. VUJICA

Theories of the essential character of beauty, its purpose and standards; the application of general aesthetic principles to poetry and the fine arts; the comparison of the aesthetic with other types of experience.

PHIL. 211. HISTORY OF ANCIENT AND MEDIEVAL PHILOSOPHY

Three hours

MR. VUJICA

The development of philosophical thought from its appearance in Ionia to the renaissance. The permanent contributions of the Greek thinkers, particularly Plato and Aristotle, to western culture. Patristic and scholastic philosophy. The culmination of scholasticism in the systems of Thomas Aquinas and Duns Scotus. Jewish and Mohammedan medieval thought.

Prerequisite: Philosophy 101.

PHIL. 212. HISTORY OF MODERN PHILOSOPHY—*Three hours*

MR. VUJICA

The most important systems of philosophy from the renaissance through the end of the nineteenth century. Seventeenth century rationalism (Descartes, Spinoza, Leibnitz). Eighteenth century empiricism (Locke, Berkeley, Hume). Kant's criticism and Hegel's idealism. Post-Kantian and post-Hegelian philosophies. The impact of modern science in philosophical speculation.

Prerequisite: Philosophy 101.

PHIL. 213. RECENT AND CONTEMPORARY PHILOSOPHY—*Three hours*

MR. VUJICA

The principal trends in twentieth century philosophies. The contributions of Bergson, James, Dewey, Croce, Russell, Whitehead, Heidegger, Maritain and other living philosophers to the problems and ideas characteristic of the age.

Prerequisite: Philosophy 101.

PHYSICAL EDUCATION AND HYGIENE

Director Partridge; Instructor Bubeck.

Because of the importance of health and the possession of a sound body, attention is given to the physical well-being of students as a regular part of the curriculum; mass athletics and some form of sport or exercise for each student are included in the program of physical education. Physical education is required of both men and women during the freshman and sophomore years.

The College men at the beginning of each year are given a medical and a physical examination. The work in physical education includes soccer, football, basketball, tennis, golf, and other competitive games.

The College women also are given a thorough medical and physical examination before entering upon the program of physical education. The work for women consists of such activities as dancing, basketball, and natural gymnastics.

P.E. 101-102. PHYSICAL EDUCATION AND HYGIENE

One hour each semester

THE STAFF

This course includes two hours of physical instruction and one hour of class instruction in personal hygiene each week. It is designed to promote physical coordination and good health habits and to encourage participation in activities that will provide relaxation and exercise throughout life. Three hours each week.

P.E. 103-104. PHYSICAL EDUCATION—*One hour each semester*

THE STAFF

This course is a continuation of Physical Education 101 and 102, without the instruction in personal hygiene.

PHYSICS

Associate Professor Hall, chairman; Assistant Professor Heltzel; Instructor Thomas.

PHYS. 100. PHYSICAL SCIENCE—*Three hours*

MR. THOMAS

A course for the non-science student to enable him to understand and appreciate the universe in which he lives; the methods, concepts, and vocabulary of physics and applications of some of its outstanding principles to the needs of the individual and the community; and the manner in which the continually expanding frontiers of science affect our future way of life. Lecture demonstration three hours a week.

PHYS. 119. METEOROLOGY—*Three hours*

MR. THOMAS

A treatment of the fundamentals of meteorology, such as the earth's atmosphere, composition and movement. Atmospheric conditions accompanying weather changes. Weather predictions, air-mass analysis and the evaluation of weather and climate as related to agriculture, architecture, aviation, public utilities, transportation, business, industry, health, and recreation. Class three hours a week.

PHYS. 201. GENERAL PHYSICS—*Five hours*

MR. HALL AND STAFF

A thorough grounding in the physical laws of nature, meeting requirements for later work in technical courses. Required of all science students and elective for other students. Mechanics, heat, and sound. Instruction by demonstration lecture, recitation and experimental work in the laboratory. Class four hours a week and laboratory three hours a week.

Prerequisite: Mathematics 105; or 107 and 109.

PHYS. 202. GENERAL PHYSICS—*Five hours*

MR. HALL AND STAFF

Continuation of Physics 201. Electricity, light and modern physics. Class four hours a week and laboratory three hours a week.

Prerequisite: Physics 201.

PHYS. 251. ELECTRICAL MEASUREMENTS—*Three hours*

MR. HALL

Precision measurement of electrical quantities and their application to the field of chemistry; includes thermal electromotive force, resistance thermometers, photo electromotive force, elementary electronic circuits and their application. Class two hours a week and laboratory three hours a week.

POLITICAL SCIENCE

Associate Professor Mailey, chairman; Instructors Hibbard and Kaslas.

A major in political science shall consist of twenty-four hours. All courses except Political Science 100 and 101 are acceptable toward the major. In addition, History 223, 224, and 228, and Economics 212 and 236 are also acceptable.

P.S. 100. AMERICAN GOVERNMENT—*Three hours* MR. MAILEY

This course includes a treatment of government in the United States at all levels: national, state, and local.

The course is offered to students in biology, chemistry, physics, and elementary education only. Arts and commerce and finance students may take the course only with the permission of the instructor.

P.S. 101. AMERICAN FEDERAL GOVERNMENT—*Three hours*

THE STAFF

A study of the national government and the institutions related to it. Particular emphasis is placed on the Constitutional bases of the American system, the processes by which policy is enacted into law, and the methods by which those same policies are administered. The impact of the citizen on the government and of the government on the citizen is repeatedly emphasized.

P.S. 201-202. CONSTITUTIONAL LAW—*Three hours each semester*

MR. HIBBARD

A course intended to show the growth of our Constitution by the case study method. The underlying principles of federalism and the changing constitutional position of the states are particularly emphasized.

Prerequisite: Political Science 101.

P.S. 203. POLITICS AND POLITICAL PARTIES—*Three hours* MR. MAILEY

A course intended to analyze the movements of political parties, elections, and the various methods used to gain control.

Prerequisite: Political Science 101.

P.S. 204. PUBLIC OPINION AND PROPAGANDA—*Three hours*

MR. MAILEY

A study in the behavior of governance, including the factors which determine attitude, the formation and expression of public opinion, and propaganda as used by pressure groups.

Prerequisite: Political Science 101 and Sociology 100.

P.S. 205. STATE GOVERNMENT—*Three hours* MR. HIBBARD

A broad, general course covering the structure, powers, and function of state governments in the United States. Special emphasis is placed on the Pennsylvania State Government.

Prerequisite: Political Science 101.

P.S. 206. MUNICIPAL GOVERNMENT—*Three hours* MR. HIBBARD

A course undertaking the study of the organization, work, and administration of local government. Since the national government has assumed a new significance today, special attention is given to the relationship between local and national government.

Prerequisite: Political Science 101.

P.S. 207. PUBLIC ADMINISTRATION—*Three hours* MR. MAILEY

A study of the organization, activity, problems, and the recruitment policy of the public service.

Prerequisite: Political Science 101.

P.S. 208. LABOR LEGISLATION—*Three hours* MR. MAILEY

A course dealing with the role of government in the field of labor relations and with the laws affecting the conditions of employment and employee-employer relations. The course stresses the increasing importance of government in a field heretofore free of any regulation.

Prerequisite: Political Science 101.

P.S. 209. SOCIAL LEGISLATION—*Three hours* MR. MAILEY

A course dealing with the broad, humanitarian, social legislation of recent years which is generally labeled social insurance: unemployment compensation, workmen's compensation, and social security.

Prerequisite: Political Science 101.

P.S. 221. INTERNATIONAL LAW—*Three hours* MR. KASLAS

A study of the development of the body of customs and rules which states have developed to govern their relations, with particular consideration for the responsibility of states for their enforcement.

Prerequisite: Political Science 101.

Desideratum: United States and European history.

P.S. 222. INTERNATIONAL POLITICS—*Three hours* MR. KASLAS

A broad, general course which aims to present many of the factors that condition the foreign policies of nations.

Prerequisite: Political Science 101.

Desideratum: Some knowledge of history, governments, and geography.

P.S. 223. EUROPEAN GOVERNMENTS—*Three hours* MR. KASLAS

A study of two European governments representing two diametrically opposed ideologies, the English and the Russian. Since political institutions in the American system are traceable to the English, the first half of the course is devoted to the English government; the second half is a consideration of Russian political institutions. Comparisons between the two are continually made.

Prerequisite: Political Science 101.

PSYCHOLOGY

Assistant Professor Dominguez, chairman; Instructors Boyle, Guttman, Harker*, Kanner*, Kelly, and R. Riley.

A major in psychology consists of twenty-four hours in this field. Psychology 100 is not accepted toward a major; Sociology 255 is accepted.

The Department requires that psychology majors take one year of a laboratory science; they may elect biology, chemistry, or physics. Students planning to take graduate work in psychology must study either French or German in order to meet graduate school requirements.

The major in psychology is designed for students who plan to continue the study of psychology on the graduate level, as well as for those whose interests lie in the teaching of psychology in colleges or in the application of the study to such fields as advertising, clinical work, business, education, and industrial personnel work. Students are cautioned that an undergraduate major in psychology does not qualify them for professional psychological work. No student can qualify as a psychologist without advanced graduate study; in a great many fields today, moreover, professional psychologists must hold the degree of Doctor of Philosophy.

Students who desire certification by the Pennsylvania Department of Public Instruction as psychological examiners or public school psychologists should carefully plan their programs under the direction of their faculty advisers to preclude the possibility of omitting necessary courses.

PSY. 100. GENERAL PSYCHOLOGY—*Three hours* THE STAFF

An introduction to the study of human behavior. The emphasis is on the study of the individual and his reactions to other individuals and to his environment. An attempt is made to equip the student with certain general psychological principles and to encourage the acquisition of a technical vocabulary. Not open to freshmen.

* On leave of absence for advanced study.

PSY. 201. ADVANCED GENERAL PSYCHOLOGY—*Three hours* THE STAFF

A more detailed study of some of the topics treated only superficially in the introductory course. More attention is given to such subjects as learning, perception, emotions, etc. Required of prospective majors. (Offered in alternate years.)

Prerequisite: Psychology 100.

PSY. 203-204. EXPERIMENTAL PSYCHOLOGY—*Three hours each semester* THE STAFF

A lecture and laboratory course designed to familiarize the student with the methods and the results of modern psychological research. The course includes a study of several of the famous experiments in the field of psychology. Also included is practice with the older as well as the more recent methods of experimental research. (Offered in alternate years.)

Prerequisite: Psychology 100.

PSY. 206. APPLIED PSYCHOLOGY—*Three hours* THE STAFF

A survey of significant contributions to individual differences. Methods of evaluating and measuring these differences; their significance to the individual, the home, the school, and to vocational and community life.

Prerequisite: Psychology 100.

PSY. 207. CHILD PSYCHOLOGY—*Three hours* THE STAFF

The course is designed to present a general view of the development and growth of the child. It is concerned primarily with the heredity and native equipment of the child and the manner in which this equipment is modified during childhood. Emotional development, language development, and social relations are considered.

Prerequisite: Psychology 100.

PSY. 208. HUMAN BEHAVIOR—*Three hours* MISS DOMINGUEZ

Human adjustment and maladjustment to life situations with emphasis on motivation, emotional control, personality formation, and the treatment of the lesser personality disorders.

Prerequisite: Psychology 100.

PSY. 212. HISTORY AND DEVELOPMENT OF PSYCHOMETRIC METHODS
Three hours THE STAFF

A study of the theory of psychological testing. The principles underlying test selection, standardization, and evaluation are stressed. This course is a prerequisite for the following courses: Psychology 251, 252, and 255.

Prerequisite: Psychology 100.

PSY. 251. INDUSTRIAL PSYCHOLOGY—*Three hours*

An introduction to the industrial application of psychology in the selection, classification, and training of employees; reduction of monotony and fatigue; the maladjusted worker; accident prevention; work conditions; and employee motivation and morale.

Prerequisite: Psychology 212.

PSY. 252. PERSONNEL PSYCHOLOGY—*Three hours*

An introduction to the study of psychological factors underlying personnel procedures in business, industry, and education. Discussion of case studies in the settlement of personnel problems in the business world. The administration of the personnel program is analyzed from the point of view of the psychological effects it may have on the employee.

Prerequisite: Psychology 251 or permission of instructor.

PSY. 254. SYSTEMATIC PSYCHOLOGY—*Three hours* THE STAFF

A historical introduction to the conflicting points of view in recent psychology, followed by a study of the theories of such leaders in the field as Watson, Freud, McDougall, Thorndike, and Kohler. (Offered in alternate years. Not offered 1952-1953.)

Prerequisite: Psychology 100 and two other courses in psychology.

PSY. 255-256. CLINICAL PSYCHOLOGY—*Three hours each semester*
MISS DOMINGUEZ

A detailed study of the administration and interpretation of some of the individual tests. The student is given the opportunity for actual experience in testing in the Wilkes-Barre Public Schools. The interpretation, by the clinical method, of normal and abnormal behavior of children and adults. Historical sketch; outline of method, including examinations, classification, prognosis, and remedial measures. (Offered in alternate years. Not offered 1952-1953.)

Prerequisite: Psychology 207 and 212.

PSY. 257. ABNORMAL PSYCHOLOGY—*Three hours* MISS DOMINGUEZ

A general survey of the principal forms of mental abnormalities, with emphasis on causes, symptoms, course, and treatment. (Offered in alternate years.)

Prerequisite: Psychology 208.

PSY. 301-302. RESEARCH IN PSYCHOLOGY—*Three hours* THE STAFF

An opportunity to conduct individual research projects under supervision. (*Open to psychology majors only.*)

Prerequisite: permission of head of department.

RELIGION

Assistant Professor Vujica, chairman; Instructor Schindler.

A major in the combined fields of philosophy and religion consists of twenty-four hours. Philosophy 101 and Religion 101 are not accepted for credit toward a major. The courses may be selected from these two fields as desired by the student.

REL. 101. HISTORY OF RELIGIONS—*Three hours* MR. VUJICA

Nature and origin of religion. Significant founders and leaders of the great historical and living religions. Sacred literatures, beliefs, and rituals. A comparison of the most important features of the great religions. The contributions of religion to the development and preservation of cultural values.

REL. 201. THE LITERATURE OF THE OLD TESTAMENT—*Three hours*

A study of the religious thought and practices of the early Hebrews. Codes and critical analysis of the earlier writings of the Old Testament. Comparative studies are made of the Douay, King James, and Jewish translations of the Old Testament.

Prerequisite: Religion 101.

REL. 202. THE TEACHINGS OF THE GREAT HEBREW PROPHETS
Three hours

A study of the Prophetic and Wisdom literature. Emphasis is placed upon the Prophetic and Post-Exilic periods of Hebrew history. The gradual rise of moral ideas is investigated. The course is a continuation of Religion 201.

Prerequisite: Religion 101.

REL. 204. THE LITERATURE OF THE NEW TESTAMENT—*Three hours*

A study of the types of literature found in the New Testament. Problems of language and authorship are discussed. The religious teachings of Jesus and the Apostolic Church are studied against the background of their own time and examined in their significance for contemporary life.

Prerequisite: Religion 101.

RETAIL MERCHANDISING

Professor Rosenberg, chairman; Instructors Berg, Bunn, Kaden, McCleary, O'Toole, J. Riley, Rosolowski, Sheridan, Sternlieb.

R.M. 101. PRINCIPLES OF RETAILING—*Three hours*

MR. MCCLEARY, MISS SHERIDAN, MR. STERNLIEB

Policies and practices of the various retail institutions; types of retail institutions and types of merchandise handled; store location and layout; sales and service policies; employment, training, and welfare.

R.M. 102. RETAIL STORE ORGANIZATION AND MANAGEMENT

Three hours MR. McCLEARY, MISS SHERIDAN

Basic principles of successful retail store organization; study of the organizational structure of department stores; organization and functions of operating divisions; planned observation in employment, training, receiving, marking, delivery, wrapping, phone, mail order and adjustment departments. Field trips to retail stores.

R.M. 201. COLOR AND DESIGN—*Two hours* MR. O'TOOLE

Ages of civilization and development of industrial age. Periods, style symbols, classicism, modern design. Components of composition; problems of function; proportion, balance, rhythm, color, light, texture. Fundamentals of interior decoration. Color and design in apparel. Studio, four hours each week.

R.M. 205. RETAIL ADVERTISING AND SALES PROMOTION—*Two hours*

MR. BUNN, MISS SHERIDAN

Study of basic principles of retail advertising and sales promotion. Organization and procedure of advertising department in retail stores; types of retail advertising; copy, headline, layout, type, advertising media, display; research.

R.M. 207. RETAIL SELLING—*Three hours* MR. BUNN, MISS SHERIDAN

Fundamentals of retail selling; constructive attitude; knowledge of merchandise and the store; knowledge of the customer; selling techniques; building permanent business. Laboratory observation; actual selling.

R.M. 210. ELEMENTS OF MERCHANDISE—*Three hours* MISS SHERIDAN

Merchandise information; fibers and fabrics; history, rise, production, manufacturing process from fiber to finished fabric; textile terminology, trade names. Identification, testing of fibers; care of fabrics; new developments.

Natural, industrial, and synthetic materials; properties, technologies, imitations; plastics, woods, wood construction, leather and leather goods, glass, pottery, china.

R.M. 212. PURCHASES AND MERCHANDISE CONTROL—*Three hours*

THE STAFF

Importance of purchases; principles and methods; forms of procedure, handling, storing, and warehousing methods; inventories and their control; types and limitation of stock control systems; application of systems.

Prerequisite: approval of instructor.

R.M. 214. RETAIL BUYING—*Two hours* THE STAFF

Buying as a career; types of organizations; functional bureaus as aids in buying; determination of what to buy; analysis of customer demand; where to buy; when and how to buy; brands and labeling; trade relations. Laboratory work required.

Prerequisite: approval of instructor.

R.M. 215. DISPLAY—*Two hours* THE STAFF

Techniques of store arrangement; display of merchandise and services within the store; window display.

R.M. 217. FUNDAMENTALS OF FASHION—*Three hours* THE STAFF

Fashion as a social force. How the fashion world works. Fashions in Paris, England, United States. Apparel, millinery, shoes, accessories; fashion shows.

Prerequisite: approval of instructor.

R.M. 219. RETAIL PERSONNEL RELATIONS—*Three hours*

MR. BUNN, MR. RILEY, MISS SHERIDAN

Retail personnel policies; job analysis; employment procedure; wage plans and incentives; employee training; employee evaluation; employee stabilization; employee participation; legislation affecting labor problems in retailing.

R.M. 220. ORGANIZATION AND OPERATION OF THE SMALL STORE

Two hours THE STAFF

Importance of small business; factors in business success; justification of new businesses; financing; location; policies; management; employee relations; sales promotion; turnover; profit; records; small business and the future.

R.M. 222. RETAIL CREDITS AND COLLECTIONS—*Two hours* THE STAFF

Organization of credit department; charge accounts; passing on application for credit; retail credit bureau; mercantile agencies; salescheck procedure; collection procedure and correspondence; personal financing; contracts; installment credit; legal aspects of retail credit.

R.M. 224. RECENT TRENDS AND DEVELOPMENTS IN RETAILING

Three hours THE STAFF

Review of fundamentals; trends in retailing; study of developments in cooperation with retail store executives. Laboratory work; reports on trends and developments.

SECRETARIAL STUDIES

Professor Rosenberg, chairman; Assistant Professor Bedillion; Instructors Davies, Jenkins, Whitby.

Students majoring in secretarial studies are required to take a sequence of twenty-four credits outside the Department of Secretarial Studies. It is advisable to decide upon this sequence not later than the sophomore year. The remainder of the electives may be divided between commerce and finance and liberal arts courses according to the interests and vocational objectives of each student.

S.S. 99. PERSONAL-USE TYPEWRITING—*No Credit* THE STAFF

Development of skill in typewriting; development of an understanding of good style and form in typewritten material; application of typing skill to the writing of business letters and term papers. Laboratory fee required. Four hours a week.

S.S. 101-102. SHORTHAND AND TYPEWRITING
Four hours each semester MISS BEDILLION

Development of reading and writing skill in Gregg Shorthand, Simplified; development of skill in typewriting, and ability to apply skill to typical office problems; training in transcription from shorthand notes, during second semester, with emphasis on punctuation and spelling. Laboratory fee required. Eight hours each week. Two hours lecture, six hours laboratory.

S.S. 105. SHORTHAND—*Two hours* MR. JENKINS

Development of reading and writing skill in basic Gregg Shorthand, Simplified, and review of simple English essentials that are necessary in transcription; completion of basic theory in Gregg Shorthand, Simplified.

S.S. 106. SHORTHAND—*Two hours* MR. JENKINS

Review of Gregg Shorthand, Simplified, with emphasis on fluency and legibility; development of speed and accuracy in the application of shorthand; pre-transcription training; development of desirable traits and work habits.

S.S. 107-108. TYPEWRITING—*Two hours each semester* MR. DAVIES

Development of skill in typewriting; application of skill to letter writing, envelopes and cards, tabulation problems, copying from rough draft, manuscript writing; study of form and style; transcription from shorthand notes during second semester. Laboratory fee required. Four hours laboratory each week.

S.S. 109-110. ADVANCED STENOGRAPHY—*Four hours each semester*
MR. JENKINS

Review of Gregg Shorthand, Simplified, with emphasis on fluency and legibility; development of speed and accuracy in shorthand, typewriting, and transcription; application of typing skill to letter writing, tabulation, rough drafts, commercial forms; preparation of telegrams, manuscripts and term papers, stencils and Ditto master copies; training in punctuation, spelling, and other English problems; study of correct form and style; development of desirable work habits, attitudes, and traits. Laboratory fee required. Eight hours each week. Two hours lecture, six hours laboratory.

Prerequisite: Secretarial Studies 102.

S.S. 113-114. ADVANCED SHORTHAND—*Two hours each semester*
MR. JENKINS

Review of Gregg Shorthand, Simplified, with emphasis on fluency and legibility; development of speed and accuracy in the application of shorthand, typewriting, and English; development of desirable work habits and attitudes. Four hours each week.

Prerequisite: Secretarial Studies 106.

S.S. 115-116. ADVANCED TYPEWRITING—*Two hours each semester*
MR. DAVIES

Development of greater speed and accuracy in typewriting; review of form and style in typewritten material; application of typing skill to letter writing, tabulation, rough drafts, commercial forms; preparation of telegrams, manuscripts and term papers, stencils and Ditto master copies; transcription from shorthand notes; development of desirable work habits and attitudes. Laboratory fee required. Four hours laboratory each week.

Prerequisite: Secretarial Studies 108.

S.S. 120. SECRETARIAL ACCOUNTING—*Three hours* MR. WHITBY

Fundamental principles of accounting and their application to the keeping of books and records in business and professional offices.

S.S. 200. MEDICAL STENOGRAPHY—*Three hours* MISS BEDILLION

Study of accepted procedures in typical medical offices, clinics, and hospitals; application of stenographic skills to medical dictation; transcription of case histories taken from hospital records; specialized dictation in several branches of medicine; practice in filling out forms for insurance companies, for Veterans Administration, and for Workmen's Compensation. Five hours each week. One hour lecture, four hours laboratory.

Prerequisite: approval of instructor.

S.S. 203. SPEECH REPORTING—*Two hours* MISS BEDILLION

Speed dictation for speech reporting. Four hours each week.
Prerequisite: satisfactory background in English; ability to take dictation at 100 words a minute and to transcribe notes rapidly and accurately. One hour lecture, three hours laboratory.

Prerequisite: approval of instructor.

S.S. 205. OFFICE PROCEDURES AND OFFICE MACHINES—*Four hours*

MISS BEDILLION

Application of skills to integrated office problems; procedures in typical business and professional offices; study of personal and technical requirements for secretaries; understanding and use of various commercial forms; operation and use of office machines and equipment; personal and vocational guidance. Laboratory fee required. Eight hours each week. Two hours lecture, six hours laboratory.

Prerequisite: approval of instructor.

SOCIOLOGY AND ANTHROPOLOGY

Assistant Professor Symonolewicz, chairman; Instructor Holbrook.

A major in sociology consists of twenty-four hours. Although Sociology 100 is a prerequisite for all the courses in sociology, it is not accepted toward a major in sociology.

A major in sociology must include the four following courses: Sociology 255, 265, 278, and 280. Political Science 204 may also be accepted toward the major in sociology. The courses given by the Department of Sociology and Anthropology are divided into five groups:

*I Sociological Theory*SOC. 100. INTRODUCTION TO SOCIOLOGY—*Three hours* THE STAFF

A systematic view of sociology, providing essentials for an intelligent approach to questions about man in society and for specialized study of sociological problems.

SOC. 278. ADVANCED GENERAL SOCIOLOGY—*Three hours*

MISS HOLBROOK, MR. SYMONOLEWICZ

An analytical study of the structural elements of society in terms of their functional relationship to social organization and social change. The course is designed to enable the student to apply these analytical tools to the relation of society to the person, the analysis of groups, the study of major institutions, and the understanding of social change.

Prerequisite: Sociology 100.

SOC. 280. HISTORY OF SOCIOLOGICAL THEORIES—*Three hours*

MR. SYMONOLEWICZ

A historical study of the development of sociology as a science, traced through its principal leaders. The aim of the course is to provide the student majoring in sociology, or in one of the related fields, with a historical background necessary for understanding of the current trends in sociology as well as for clarification of its distinct subject matter, problems, and methods.

Prerequisite: Sociology 278 or permission of the instructor.

*II Social Organization*SOC. 200. MARRIAGE AND THE FAMILY—*Three hours*

MR. SYMONOLEWICZ

The development of marriage and the family in ethnological and historical perspective. Family disorganization and problems of adjustment to modern conditions. Practical aspects of marriage. Factors responsible for marital success or failure.

Prerequisite: Sociology 100 or permission of the instructor.

SOC. 204. EDUCATIONAL SOCIOLOGY—*Three hours* MR. SYMONOLEWICZ

A study of the structure and function of formal education as a key institution in our society. Interrelationships between education and other basic institutions—family, church, economics, and government. The pattern of human relations within the school and the relation between the school and community. The interaction of the formal and informal educational agencies. Contemporary educational problems and their sociological backgrounds.

Prerequisite: Sociology 100.

SOC. 208. SOCIOLOGY OF RELIGION—*Three hours* MR. SYMONOLEWICZ

Comparative study of religious behavior and institutions. Social factors and conditions underlying religious movements. The evolution of religious groups and types of religious leadership. Religion and other major social institutions. Function and role of the church in society.

Prerequisite: Sociology 100 and Religion 101, or permission of the instructor.

SOC. 212. SOCIOLOGY OF INDUSTRY—*Three hours* MISS HOLBROOK

An analysis of the formal and informal social organization of the work plant and of the relationship between modern industrial organization and the community.

Prerequisite: Sociology 100 and Economics 100, or permission of the instructor.

III Social Change and Social Problems

SOC. 215. URBAN SOCIOLOGY—*Three hours*

MISS HOLBROOK, MR. SYMONOLEWICZ

The development of modern cities; effects of urban life upon social organization and personality patterns; major social problems of the cities.

Prerequisite: Sociology 100.

SOC. 230. SOCIAL PROBLEMS—*Three hours*

MISS HOLBROOK, MR. SYMONOLEWICZ

A survey of most pressing contemporary social problems and an examination of current theories of social disorganization.

Prerequisite: Sociology 100.

SOC. 235. CRIMINOLOGY—*Three hours*

MISS HOLBROOK

Crime and the criminal are considered with reference to individual and environmental factors in crime causation. An analysis of theories of crime and punishment; statistics on crime; police methods; prisons; scientific objectives of the new penology.

Prerequisite: Sociology 230 or Sociology 278, or permission of the instructor.

SOC. 245. FIELDS OF SOCIAL WORK—*Three hours*

A survey of the main problems of social work and of agencies and methods that have developed to cope with them. The nature and requirements of the different fields of social work.

Prerequisite: Sociology 100 and Psychology 100.

SOC. 275. RACE AND CULTURE CONTACTS—*Three hours*

MISS HOLBROOK, MR. SYMONOLEWICZ

A study of the processes leading to acculturation of racial and ethnic groups in American society and of the economic, social and psychological forces responsible for group antagonism. The course is designed to acquaint the student with the problem of prejudice and discrimination against minority groups in a democratic society.

Prerequisite: Sociology 100.

IV Social Psychology

SOC. 255. SOCIAL PSYCHOLOGY—*Three hours* MR. SYMONOLEWICZ

A general survey of the field of social psychology. Social factors in human nature; psychology of individual differences; social interaction; collective behavior, psychology of personality; social pathology.

Prerequisite: Sociology 100 and Psychology 100.

SOC. 260. CULTURE AND PERSONALITY—*Three hours*

MR. SYMONOLEWICZ

A comparative study of the development and functioning of human personality in various cultures from the point of view of social psychology and social anthropology.

Prerequisite: Sociology 255.

V Anthropology

SOC. 265. GENERAL ANTHROPOLOGY—*Three hours*

MR. SYMONOLEWICZ

A general survey of the field of anthropology stressing its cultural aspects. Fossil man and prehistoric cultures; modern races and the problem of their classification; nature, characteristics and elements of culture.

Prerequisite: Sociology 100.

SOC. 270. PEOPLES OF THE WORLD—*Three hours* MR. SYMONOLEWICZ

A rapid survey of the peoples and cultures of the world in their historical relations. Distribution of races, languages, nationalities and cultures and ideological and socio-economic factors responsible for contemporary social unrest in various parts of the world, particularly among the native peoples of Asia and Africa.

Prerequisite: Sociology 100.

SAFETY

Instructor Hilbert.

SAFETY 1. DRIVER EDUCATION AND TRAFFIC SAFETY IN THE SECONDARY SCHOOLS—*Three hours*

Driver and pedestrian responsibilities, sound driving practices; society's responsibilities; what makes the automobile go; driver and pedestrian attitudes; city driving; open-road driving; adjusting driving to conditions; road training; bicycle safety; practice driving; practice teaching of driving school patrols; school bus transportation; behind the wheel instruction emphasized.

SAFETY 2. MATERIAL AND METHODS OF TEACHING SAFETY IN THE ELEMENTARY SCHOOLS—*Three hours*

The approach to safety instruction in the elementary schools; integration of safety material with the social studies program; techniques of instruction; consideration of physical arrangements in school buildings and programs from the standpoint of pupil safety; materials which can be obtained or created for safety instruction with young children.

SAFETY 3. MATERIAL AND METHODS OF TEACHING SAFETY IN THE SECONDARY SCHOOLS—*Three hours*

Inspection and testing programs in the secondary schools; broadening of techniques of instruction; practical means of developing the safety attitude; a survey of current materials for use in safety programs. The course will feature a study of testing devices and standard practices in their use, and classroom demonstrations.

SAFETY 4. ORGANIZATION AND ADMINISTRATION IN SAFETY EDUCATION—*Three hours*

A discussion of the problems, procedures, principles and techniques involved in the organization, administration and supervision of accident prevention programs. Designed for college instructors, school administrators, school safety directors, and others interested in, and responsible for, organizing and conducting school and community safety programs.

SAFETY 5. THE PSYCHOLOGY OF ACCIDENT PREVENTION—*Three hours*

Treats one of the major approaches to the solution of the safety problem by means of developing better understanding of human nature and methods of dealing with it. It may be assumed that man is interested in his own bodily safety; but it must not be assumed that that interest is always active. Ways will be discussed to arouse and develop the interest that lies dormant; or is covered up by bad habits of attention, emotion and maladjustment to life; or is not sufficient to safeguard the individual because he is of low-grade intelligence, lacks knowledge, or has not been properly trained.

SAFETY 6. VISUAL AND OTHER AIDS IN SAFETY EDUCATION—
Three hours

Discussion and demonstration of practical values in visual and other sensory aids; standards for appraising and their relationship to the curriculum; guiding principles and techniques; minimum equipment and sources; housing and distribution.

The Evening Division

To meet the needs of ambitious men and women who, while employed, desire the help which may come from college instruction, Wilkes College has organized the Evening Division.

A wide program of courses is offered each semester from which selections may be made according to individual tastes and requirements.

The courses offered by the Evening Division are designed for their special value to the following groups:

1. Those employed in business or governmental organizations who desire and need training to fit them for advancement.
2. Men and women who wish to prepare themselves by study and training for work in a new field.
3. Teachers, nurses and those in other professions who desire additional training in one or more subjects in order to meet the professional requirements demanded of them.
4. Business executives who are interested in advanced problems and discussion courses offered in various business fields.
5. Those who wish to prepare for the profession of accounting and aspire through the study of accounting courses to qualify for certification by the Commonwealth of Pennsylvania as Certified Public Accountants.
6. Individuals wishing to broaden their knowledge or to increase their skill in certain fields for their personal satisfaction and improvement.

All students who register for evening courses are classed as special students. Upon such a student's completion of thirty semester hours, his high school transcript and his record as a special student will be evaluated at his request, and he may then be registered as a degree candidate. No student, however, may expect to count toward an undergraduate degree more than thirty credits earned as a special student.

Students who do not seek a degree are admitted to all classes which they are qualified to take by reason of their maturity, previous education, and experience. Although it is advisable, when possible, for each student registering to have first completed his high school course, the lack of part or all high school training does not debar an applicant from the advantages of the practical training of the College, provided he is qualified to follow special courses of instruction in which he wishes to register.

No student who has been advised to withdraw from the College's day school program for academic failure will be permitted to register for evening school, nor will such student receive credit for subsequent work done in evening school. Any exception to this regulation must be approved by the Deans.

Whenever a student's record of achievement indicates that he is not obtaining sufficient benefit to justify continued study, the College may request that he withdraw from the Evening Division.

Special Community Lecture Series

As a community college, Wilkes feels obligated to provide opportunities for adults to continue their education. It therefore offers, in the Evening Division, an introductory program in adult education, from which it believes positive good will result.

Community members who register for one of the lecture courses in the series meet one evening a week throughout the ten weeks the course is in session. They do not receive regular college credit.

Given each semester, the lectures cost considerably less than the regular undergraduate courses at the College. The fee charged each person enrolled in one of the courses is \$10 a semester.

The present program includes lecture courses in current events, contemporary literature, and selected topics on modern psychiatry.

Further information concerning the program may be secured from the Director of Admissions.

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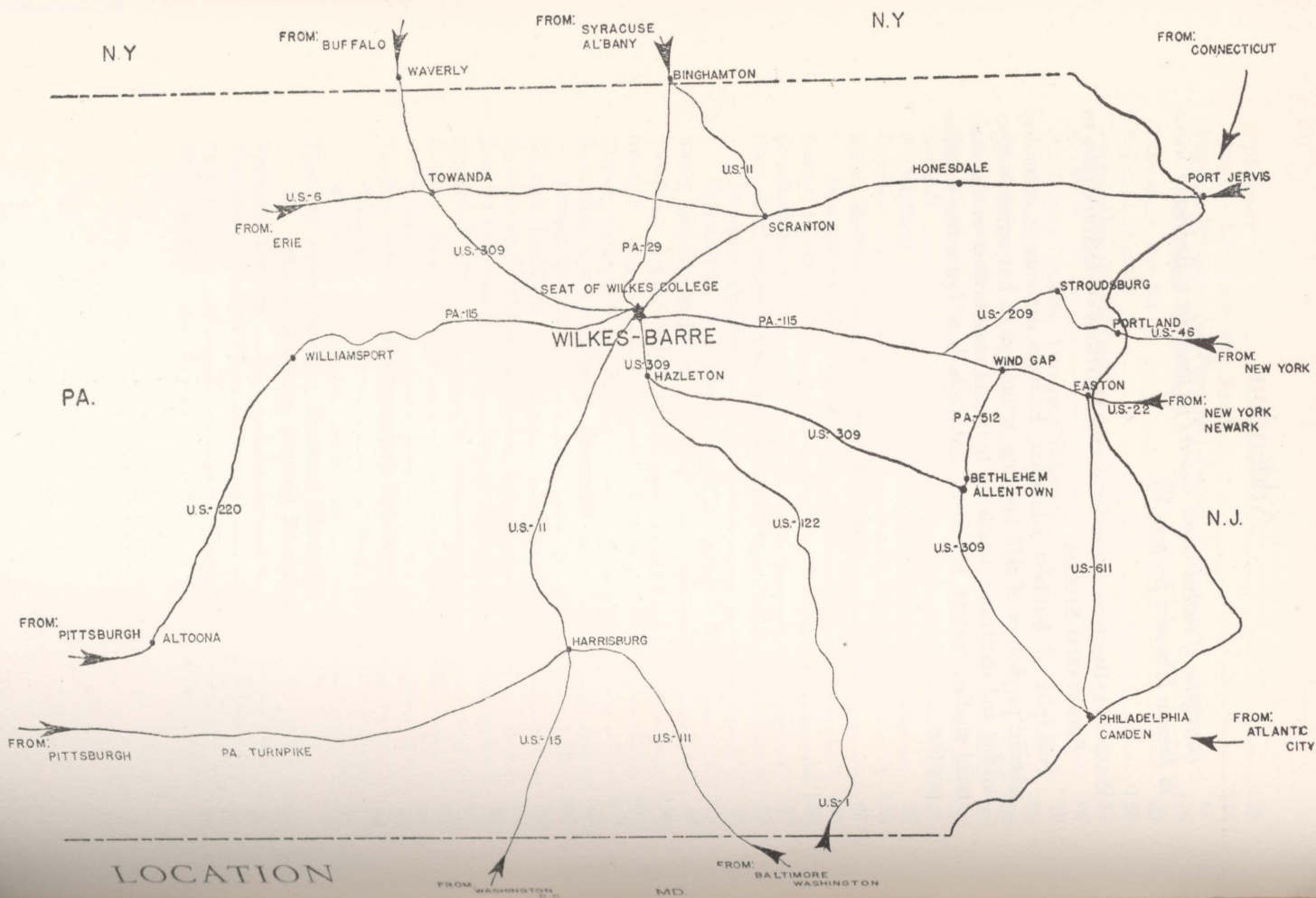
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Addendum

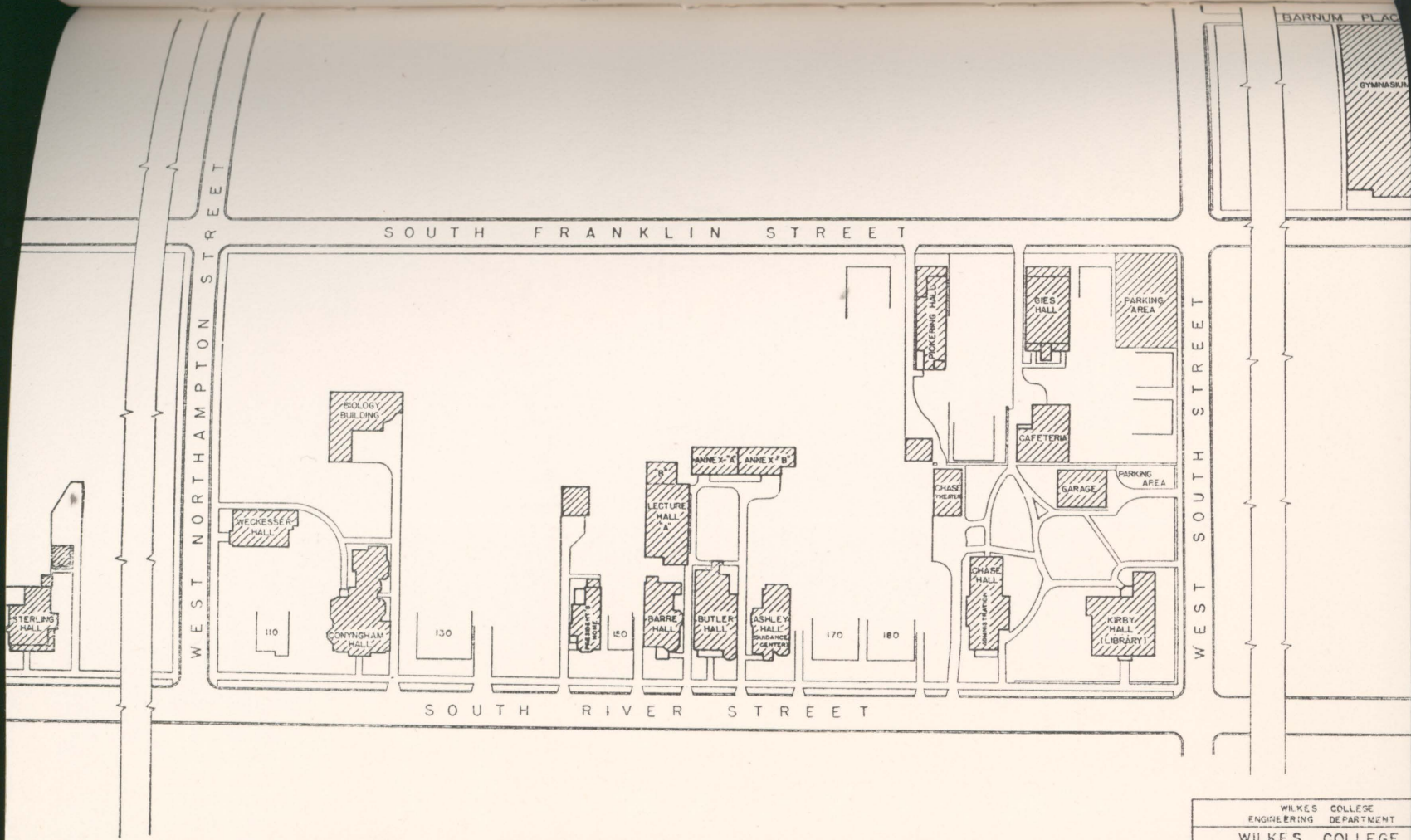
Description of methods course required for the degree of Bachelor of Science in Business Education (see page 53):

EDUC. 243. BUSINESS EDUCATION AND METHODS OF INSTRUCTION IN SECRETARIAL STUDIES

Principles of Business Education; business curricula in secondary schools; psychology of skill building; techniques of instruction in type-writing and shorthand; standards, tests, and measurement in the secretarial studies; content, objectives, and methods of instruction in office practice.



LOCATION



WILKES COLLEGE
 ENGINEERING DEPARTMENT
 WILKES COLLEGE
 AREA
 WILKES BARRE, PA. JULY 22