

fall and spring
evening classes

earlham

indiana

1958-1959

EARLHAM • INDIANA UNIVERSITY
EDUCATION CENTER BULLETIN

**Earlham College - Indiana University
Education Center**

**Announcement of
1958-1959
EVENING CLASSES**

FALL SEMESTER BEGINS SEPTEMBER 11, 1958
Central Standard Time Effective Sept. 30, 1958
SPRING SEMESTER BEGINS FEBRUARY 2, 1959

CENTER OFFICE
Carpenter Hall, Earlham College
Telephone 2-4211

Calendar

Earlham College - Indiana University Center

1958 - 1959

First Semester

Counseling and Registration	September 2-5
Enrollment and Payment of Fees	September 8-10
Classes begin	September 11
Last Day for Withdrawal Without Fee Penalty	September 17
Late Enrollment Fee (\$3.00) Charges Begin	September 18
Last Day for Enrollment Change	September 24
Last Day for Withdrawal Without Grade Penalty	October 8
Last Day for Refunds upon Withdrawal	October 15
Mid-Semester Examinations	October 30 - November 5
Thanksgiving recess begins	November 26
	(after completion of last class meeting)
Thanksgiving recess ends	December 1
	(at beginning of first class meeting)
Christmas recess begins	December 20
	(after completion of last class meeting)
Christmas recess ends	January 5
	(at beginning of first class meeting)
Classes end	January 17
	(after completion of last class meeting)
Examinations begin	January 19
Examinations end	January 24

Second Semester

Counseling and Registration	January 19-23
Enrollment and payment of fees	January 26-30
Classes begin	February 2
Last Day for Withdrawal Without Fee Penalty	February 6
Late Enrollment Fee (\$3.00) Charges Begin	February 9
Last Day for Enrollment Change	February 13
Last Day for Withdrawal Without Grade Penalty	February 27
Last Day for Refunds upon Withdrawal	March 6
Mid-Semester Examinations	March 23-26
Spring recess begins	March 26
	(after completion of last class meeting)
Spring recess ends	April 6
	(at beginning of first class meeting)
Classes end	May 29
	(after completion of last class meeting)
Examinations begin	June 1
Examinations end	June 6

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Earlham College - Indiana University

Evening Classes

Administrative Staff

Landrum R. Bolling, A.M.	President of Earlham College
Herman B Wells, A.M., LL.D.	President of Indiana University
Hugh W. Norman, A.M.	Dean of the Division of University Extension, Indiana University
Donald F. Carmony, Ph.D.	Associate Dean of the Division of University Extension, Indiana University
Paul E. Garrison, M.S.	Superintendent of the School City of Richmond
Robert N. Huff	Director of the Earlham College - Indiana University Center
J. Arthur Funston, Ph.D.	Academic Adviser Earlham College - Indiana University Center
Dianne Powell	Office Center Staff
Lou Shepard	Office Center Staff
Marion Morrison	Office Center Staff

Instructional Staff

Alexander, Howard, Ph.D.	Earlham College
Alton, Aaron, J., Ph.D.	Miami University
Arnold, Mabel, M.A.	Earlham College
Barlow, John, Ph.D.	Earlham College
Booth, Wayne C., Ph.D.	Earlham College
Caudill, Ann, A.M.	Faculty, Richmond City Schools
Cope, James, B.S.	Earlham College
Davis, Ruby, Ph.D.	Earlham College
Emmeri, Robert W., A.M.	Miami University
Eward, Frances, A.B.	Earlham College
Funston, J. Arthur, Ph.D.	Earlham College
Gooding, Ansel, Ph.D.	Earlham College
Grohsmeyer, Frederick A., Ph.D.	Earlham College
Heringman, Bernard, Ph.D.	Earlham College
Hoskins, Joseph E., A.M.	Earlham College
Hosler, Daniel, Ph.D.	Earlham College
Hunt, John W., B.D.	Earlham College
Jackson, Edward A., B.S.	Miami University
Kempton, Elmira	Earlham College
Leese, Charles, Ph.D.	EC-IU Faculty

Instructional Staff (Continued)

Lewis, David T., Ph.D.	Miami University
McKean, Robert C., Ed.D.	Indiana University
Mosier, Laretta C., A.M.	Earlham College
Myers, Robert Harry, M.B.A.	Miami University
Postle, Arthur S., Litt.D.	EC-IU Faculty
Postle, Kathleen, Ph.D.	Earlham College
Prigge, William Carl, M.S.	Indiana University
Root, E. Merrill, A.B.	Earlham College
Scherer, George, Ph.D.	EC-IU Faculty
Schussler, Russell, LL.B.	Attorney, Richmond, Indiana
Shaw, Ronald Irwin, Ph.D.	Miami University
Stockard, Arch Melvin, M.B.A.	Miami University
Trueblood, D. Elton, Ph.D.	Earlham College
Wilcox, George T., Ph.D.	EC-IU Faculty

Special Lecturers

Bailey, Alfred M.	Audubon Narrator
Bailey, Norman, Decorator	Representative of L. S. Ayres Co. Indianapolis
Cruickshank, Allan	Audubon Narrator
Crump, Clifford, Ph.D.	Earlham College
Davies, Richard L.	Representative of ML,P.F. & Smith, Indianapolis
Etter, Alfred G.	Audubon Narrator
Hall, Fred Wm.	Audubon Narrator
Maslowski, Karl	Audubon Narrator

Earlham College - Indiana University Education Center

(Evening Classes)

in cooperation with the Richmond City Schools

- presents the -

1958-59 Schedule of Classes

These courses are arranged to meet your needs for personal development whether or not you are interested in college or university credit toward a degree.

If you are not interested in a degree from a college or university you may enroll as a non-credit student and attend any of the courses listed and enjoy the lectures and class work without examination.

ALL PERSONS WORKING TOWARD A DEGREE: The Center is a joint organization sponsored by Earlham College and Indiana University. Credit courses taken in the Center by persons meeting proper requirements will be accepted at either Earlham College or Indiana University. Institutions of higher education have different requirements for degrees; therefore, persons interested in furthering their study at Earlham College, Indiana University, or another institution should make this decision known to the proper academic authority of that institution and the Center Office and arrange to discuss their programs with the Center Director.

General Information and Policies

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

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

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

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

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

(4) **GRADUATE STUDENTS.** This group includes all students working toward graduate degrees and all students taking courses for which they expect to receive graduate credit. Such students are themselves entirely responsible for obtaining their admission from

the dean of the school in which their degrees would ultimately be obtained and for his approval of the courses to be taken. The Center assumes no responsibility for subsequent acceptance for graduate credit of courses taken by students who have not cleared their admission and course approval in the manner suggested. Graduate students are advised to do program planning with the appropriate dean through conference or correspondence in advance of their registration.

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

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

STUDENTS SEEKING DEGREES OR TEACHING CERTIFICATES ELSEWHERE. No student carrying work at any other college is permitted to register at the Center without written approval of his dean. Students who expect to complete their training at another institution are themselves responsible for ascertaining the admission and degree requirements of that school concerning courses which may be transferred to that institution.

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

REGISTRATION. Twelve to sixteen credit hours constitute a normal full-time load in a regular semester, and six to eight hours in summer sessions. A credit hour represents the work required in one 50-minute recitation or lecture each week throughout one semester (more hours are required for laboratory courses.) (Veterans see page 12.) Permission to carry extra hours may be granted to students whose cumulative academic average is B or better. Five to six hours a semester and two to three hours for summer sessions are the recommended maxima for students who are employed full time, because experience has shown that students who register for more than this amount usually do not have time for adequate preparation without endangering their health or their grade status. A maximum of sixty semester hours of credit toward graduation from Earlham College or Indiana University may be earned at a Center.

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

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

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

ENGLISH COMPOSITION. Courses in English composition are required of all Earlham College freshmen and for entrance into every school of the University. English Composition 1 and 2 if at Earlham and English W101-W102-W103 constitutes the regular program in composition at Indiana University and that of English W111-W112-W113 the special program for well-equipped students in composition; this latter program is not offered in all Centers. **Students working toward degrees must register in English composition during the first semester and continue such study until all requirements therein have been fulfilled.**

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

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

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

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

The satisfactory completion of the examination is prerequisite to pursuing senior level courses in business and economics and is a requirement for graduation.

GRADES. The quality of a student's work will be indicated by the following grades: A, B, C, D, F (failed), W (withdrawn), WF (withdrawn—failing or unauthorized withdrawal), and I (incomplete). Students who receive the mark of F (failed) must repeat the work before they receive credit for it.

The grade of **Incomplete** may be given only when the completed portion of a student's work in the course is of passing quality. A student must remove an Incomplete within two semesters of subsequent residence in the University. (For purpose of these regulations, the period between the end of one regular academic year and the beginning of the succeeding academic year shall be considered the equivalent of a regular semester, if the student is registered during this period.) **If the student fails to remove the Incomplete grade during this period, the Incomplete will be changed to F.** A student may not register for credit in a course in which he has a grade of Incomplete.

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

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

PROBATIONS. Each semester hour of credit is valued in credit points as follows: grade A, three points; grade B, two points; grade C, one point; grade D, no points, grade F or WF, minus one point. A student is placed on probation for the semester succeeding the one in which he fails to earn a C average. A student who in the semester subsequent to being placed on probation does not bring his cumulative average to C **must petition the Academic Affairs Committee of the Center if readmission is desired.** (For this purpose a "semester" is defined as the subsequent 12 hours of credit enrollment in the Center during which time the student must show improvement in Grade Point Average.)

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

PAYMENT OF FEES. Fees, based on the amount of work, are \$12 a semester hour for undergraduate courses; \$15 a semester for graduate courses. A \$5 laboratory fee in addition is charged those taking science laboratory courses, and other special fees are sometimes charged. See page 9 for late registration charge.

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

All fees are payable in full at the time of registration. In special cases, a deferred payment plan may be arranged, with the permission of the Center Director, for students whose fees amount to more than \$40. When fees are deferred, the minimum payment due at registration is either \$40 or four-tenths of the total fee, whichever is the larger amount. All fees must be paid by the end of the fifth week of classes. Where deferred fees are permitted, a service charge of \$1 is made, payable at the time of registration.

An examination fee of \$1 is charged students who take examinations at other than regular times.

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

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

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

First and Second Semesters	Refund
Withdrawals before the end of the first week of semester	100%*
Withdrawals before the end of the second week of semester	80%
Withdrawals before the end of the third week of semester	60%
Withdrawals before the end of the fourth week of semester	40%
Withdrawals before the end of the fifth week of semester	20%

Summer Session

Withdrawals before the end of the first week of session	100%*
Withdrawals before the end of the second week of session	66 $\frac{2}{3}$ %
Withdrawals before the end of the third week of session	33 $\frac{1}{3}$ %

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

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

TRANSCRIPT. Credits earned at a Center are regular Earlham College or Indiana University credits and official and permanent grade records are kept in the Office of Records and Admissions at Bloomington. Official transcripts are issued only from that Office. Students who desire to transfer credits to another institution should write to the Registrar, Indiana University, Bloomington, Indiana. The initial transcript is issued free; thereafter the charge is \$1 a transcript. Students changing from Center to the Bloomington Campus do not need a transcript because their credits are already on record there; however, such students should make arrangements with the Center Academic Counselor as early as possible so that required personnel records may be forwarded to the Office of Records and Admissions for classification in and certification to the appropriate school on the Bloomington Campus. Students changing to a Center from the Bloomington Campus, from another Indiana University Center, or from another institution must request their counselor or dean to send to the Center Academic Counselor a copy of the record of their previous credits in sufficient time for their record to arrive before registration. Students who need specific courses may substitute a statement to this effect from their dean.

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

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

Further benefits under Public Law 634, War Orphans Assistance Act, are available for all children of veterans who died of a service-connected disability including those of World War I, World War II, and the Korean Conflict. The children must be between the ages of eighteen and twenty-three, be high school graduates, and be counseled by the Veterans Administration before becoming eligible for benefits. The length of training may be 36 months; the rate of pay, \$110 per month. For further information write to the Office of Veteran Affairs, Indiana University, Bloomington, or contact any Veterans Administration Office. Note: **The above is an interpretation of Veterans Administration policies and procedures as of March 1, 1957.**

GRADUATE STUDY. A limited number of courses listed in this **Bulletin** may be applied toward a graduate degree, provided the students (1) have been formally admitted for graduate study, and (2) take courses formally approved by the appropriate dean or department head. Graduate study is offered through the Graduate School; the School of Education; and the School of Health, Physical

Education, and Recreation. Admissions to all these schools are always cleared with the appropriate dean. Study programs for the Graduate School must be approved by the chairman of the department in which the study is being pursued; study programs for the School of Education and for the School of Health, Physical Education, and Recreation must be approved by the dean of these schools. **When a student registers for graduate credit without such approval, he does so without assurance that credit for such work may be applied toward fulfilling requirements for an advanced degree. Students registering for graduate credit must do so on green cards marked "Enrollment for Graduate Credit."**

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

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

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

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

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

Automobiles must be parked in the proper places allocated and Earlham campus signs and driving rules must be followed.

LIBRARY. The Earlham College Library of eighty-five thousand volumes is available to all Center students. Library hours have been extended expressly for their accommodation. At the beginning of each semester a Library Orientation program will be offered to help students become acquainted with facilities and services.

In addition, such standard reference works as encyclopedias, dictionaries, reading guides etc., will be available in the "Reading Room" adjoining the Center Lounge. Here also will be a "Reserve Shelf" of books drawn from the Earlham Library by Center instructors for the convenience of students. These books may be used in the Reading Room at any time the Center Office is open and "signed-out" overnight until noon the following day or over weekends starting Thursday night and ending Monday noon.

EARLHAM COLLEGE BOOKSTORE. The Earlham College Bookstore, located in the basement of Carpenter Hall, opposite the Center Reading Room, will be open until 9:00 p.m. the first week of classes each semester for the convenience of Center Students. All text books and supplies are available there.

DESCRIPTION OF COURSES

Numbering of Courses

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

EC courses numbered below 100 are lower class, primarily for freshmen and sophomores; 100 to 199 are upper class, primarily for juniors and seniors — some may be taken for graduate credit; 200 courses are for graduates primarily, though some are open to qualified seniors.

Business

IU A201 Introduction to Accounting I (3 cr.) Mr. Stockard

Prerequisite, twenty-five hours of university credit. The accounting cycle, special journals and ledgers, adjustments of prepaid and accrued items, notes and interest, bad debts and depreciation, and business papers.

IU A202 Introduction to Accounting II (3 cr.) Mr. Stockard

Prerequisite, A201. Account numbers expansion of journal bills of exchange, practice set, interim statements, departmental accounting, the voucher system, partnerships, corporations, accounting for manufacturing, analysis of financial statements, and payroll - taxes.

IU A211 Intermediate Accounting I (3 cr.) Mr. Stockard

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

IU A212 Intermediate Accounting II (3 cr.) Mr. Stockard

Prerequisite, A211. Statements of application of funds, partnerships, venture accounting, consignments, installment sales, insurance, agency and branch accounting, parent and subsidiary consolidated balance sheets, and statement of income and surplus.

IU L300 Business Law - Contracts (3 cr.) Mr. Schussler

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

IU L308 Business Law - Real Estate Law (3 cr.) Mr. Schussler

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

IU M300 Principles of Marketing (3 cr.) Mr. Alton

Prerequisites, Economics E201-E202. Studies the movement of goods from producer to consumer. Discussion of channels of distribution; marketing functions, policies, and costs; the consumer, wholesaling, and retailing. Our present marketing structure is examined within the framework of a dynamic economic system.

IU M315 Principles of Advertising (3 cr.) Mr. Alton

Prerequisite, M300. A general survey of retailer and manufacturer advertising: what it is, why it is used, how it is used — particularly how it operates as one cog in the distribution machinery. Attention is given to its social, economic, and legal aspects.

IU M319 Principles of Retailing (3 cr.) Mr. Alton

Prerequisite, M300. A survey course covering the principles of successful store management. It discusses store location, layout, organization, buying, pricing, selling, advertising, merchandise budgeting, inventory, stock control, credits, and personnel work of a retail store. Much attention is also given to career opportunities in retailing.

IU M325 Principles of Selling (3 cr.) Mr. Myers

Prerequisite, M300. Studies the role of selling in our economy, planning the product, developing product lines, pricing the product, determining the market, costs of selling, sales helps, brands, and the relationship of selling to advertising. Examines the phases of salesmanship: preapproach, approach, demonstration, answering objections, and planning the close.

IU M409 Principles of Wholesaling (2 cr.) Mr. Alton

Prerequisite, M300. A study of principles, practices, and policies of business concerns engaged in movement of consumer goods from manufacturer to retailer. Various types of wholesale institutions, their functions, and methods of direct distribution are analyzed. Particular attention is given to the organization, operation, and management of a full service wholesale establishment.

IU M426 Sales Management (3 cr.) Mr. Myers

Prerequisites, M325, and senior standing. A study of the managerial aspects of marketing, with particular reference to problems involved in investigations of markets, planning the sales effort, management of sales and service personnel, and control of sales operations.

IU P300 Principles of Management (3 cr.) Staff

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

IU P340 Personnel Management (3 cr.) Mr. Jackson

Prerequisite, P300 or permission of instructor. Deals with objectives, functions, and organization of typical personnel programs. Includes problems involved in personnel administration, emphasizing job analysis, job evaluation, selection and placement, education and training, safety and health, employee services, employee relations, administration of wages and hours, labor legislation, and personnel research.

Chemistry

EC 3 The Particles of Chemistry (4 cr.) Mr. Scherer

The student is introduced to the chemical elements and their properties. Two topics are central: the periodic table and the descriptive properties on which it is constructed, and an introduction to atomic structure as it is used in discussing chemical reactions and radioactive transformation.

Laboratory will include work on the purification of various elements and the preparation of selected inorganic compounds. A few quantitative or at least semi-quantitative experiments will be attempted. Three lectures and one three-hour laboratory each week.

EC 4 The Covalent Bond (4 cr.) Mr. Scherer

The chemistry of materials whose atoms are held together by the sharing of electrons will be discussed. The way in which atomic structure determines the type of bond formed will be brought out. A systematic discussion of the major classes of aliphatic organic substances will be included, as well as an introduction to the idea of chemical equilibrium. Three lectures and one three-hour laboratory each week.

Economics

IU E201-E202 Principles of Economics I-II (3-3 cr.) Mr. Myers

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

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

An examination of the collection and the tabular, graphic, and numerical analyses of quantitative data which take the form of the frequency distribution and the time series. Interpretation of results is emphasized.

Education

EC 106 Social Studies and Science in the Elementary School (2-2 cr.) Miss Arnold and Mr. Cope

An analysis of the content and organization of the social studies and science programs in the elementary schools. Emphasis is upon the development of experiences which will help children understand basic social functions and objectives and values of science as they function in the life and growth of the child and as they serve to orient the individual to the natural and social events in the universe about him. (Both semesters required to get credit.)

IU P200 Child Development (3 cr.) Mrs. Caudill

Prerequisite, P100 or the equivalent. Considers children's mental, physical, emotional, and social development in relation to their adjustment to school, with emphasis on the kinds of attitudes, knowledge, and habits that are characteristic of teachers who understand children.

EC 101 Children's Literature (3 cr.) Mrs. Caudill

A study from the educational and literary points of view of folk literature, fiction, poetry, drama, and subject matter books for pre-school and elementary school children. Emphasis is placed on the development of criteria for the selection of appropriate literature for children at different age levels.

EC 104 Language Arts in the Elementary School (3 cr.) Miss Arnold

A study of the place and function of grammar instruction, reading, vocabulary instruction, dramatic activities, creative writing, choral reading, and other language activities in the elementary school curriculum.

Education - Graduate

IU E554 Administration of the Elementary Schools (2½ cr.) Staff

The function of administration in the modern elementary school. The role of the principal, teacher, and consultant in modern elementary school organization will receive emphasis.

IU E695 Problems in Elementary Education (2½ cr.) Staff

Individual and group study of problems arising in the field of elementary education.

IU R523 Utilization of Audio-Visual Materials (2½ cr.) Mr. Prigge

Considers the use of audio-visual material in improving instruction. Includes the study of general practices in the areas of selection and utilization of major types of audio-visual materials, ways of using projection and audio equipment, and the preparation and use of such materials as bulletin boards and flannel boards. May be taken for undergraduate credit.

IU R543 Preparation of Inexpensive Instruction Materials (2½ cr.) Mr. Prigge

Develops a basic pattern for the preparation of a wide variety of visual materials. Laboratory practice is provided in applying such techniques as lettering, coloring, and mounting to readily available illustrations and other materials in the preparation of pictures, maps, charts, posters, and graphs for projected and non-projected use. May be taken for undergraduate credit.

IU S503 High School Curriculum (2½ cr.) Mr. McKean

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

IU S506 Extracurricular Activities in the Secondary Schools (2½ cr.) Mr. McKean

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

English

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

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

*Recommended as background to students planning to major in English, but may not be counted as part of the concentration group.

EC 1-2 English Composition (3-3 cr.) Miss Davis

The aim is to improve proficiency in English by leading the student to better reading, thinking, and writing about challenging issues of our time. While such matters as spelling, grammar, and punctuation are not neglected, the major effort is to provide a thoroughgoing introduction to more fundamental problems in communicating facts and ideas. Papers once a week. Frequent conferences.

EC 103 Poetry (3 cr.) Mr. Root

Extensive and intensive readings in selected poetry, much of it contemporary. The course examines the nature and the technique of poetry and seeks to discover its peculiar values for the individual and for society.

EC 119 Contemporary Literature (3 cr.)

Mrs. Postle, Mr. Hunt, Mr. Booth, Mr. Heringman

Reading and discussion of the great fiction, drama and poetry of the twentieth century. The major goal of the course will be to help the student to understand the special problems and rewards of modern literature, and to improve his ability to read it on his own. The course will be presented in four sections of four weeks each: The Drama, Fiction, Poetry, and Continental Literature in Translation. Mrs. Postle would begin with four weeks on drama (Eliot, Fry, Williams, Miller, etc.), followed by Mr. Hunt on Fiction (James, Joyce, Hemingway, Faulkner, etc.), Mr. Booth on Poetry from Yeats to the present (Yeats, Eliot, Frost, Auden, Spencer, Thomas, and a small group of young and relatively new poets: Roethke, Wilbur, Jarrell etc.), and finally Mr. Heringman on Continental Literature in Translation (Proust, Gide, Sartre, Mann, Camus, etc.). The last two weeks will be used for panel discussion.

EC 105-106 American Literature (3-3 cr.) Mr. Root

Readings in a number of major writers from Jonathan Edwards to Robert Frost in order to observe the chief features of the growth of our native literature and to learn something of the influence of various ideas since 1700.

EC 116 The Romantic Period (3 cr.) Mr. Root

Wordsworth, Coleridge, Shelley, Keats, and Byron with some attention to minor figures.

Fine Arts

EC 5-6 Studio Art (2-2 cr.) Miss Kempton

Introduction to the basic problems in drawing; experimentation with various media and subject matter; beginning painting in watercolor, oil, and pastel with emphasis on the principles of composition and technique; elementary modeling in clay and plaster casting; beginning ceramics technique, emphasis on design and craftsmanship, preparation of clay, glazing; design, composition in two and three dimensions; elements, and principles applied to various media: Criticism is individual and emphasis is on individual expressiveness.

Geography

IU G105 Introduction to Physical Geography (3 cr.) Mr. Leese

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

IU G210 Introduction to Cultural Geography (3 cr.) Mr. Leese

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

Geology

EC 1 General Geology—Physical (4 cr.) Mr. Gooding

The physical processes which have been effective in producing our present-day landscape. Visual aids such as movies, picture slides, diagrams, and maps are an integral part of the course. Three hours of lecture; two hours of laboratory per week.

EC 2 General Geology—Historical (4 cr.) Mr. Gooding

The development of the earth and life from its origin to the present. Laboratory time is devoted to an elementary study of paleontology and the interpretation of geologic maps. Fossil collections are made on various field trips. Three hours of lecture, two hours of laboratory per week. Prerequisite, Geology 1.

History

EC 101-102 American History (3-3 cr.) Mr. Shaw

An investigation, through lectures, discussion and reports on readings, sources and text, of the ideas and material conditions affecting the development of democracy, capitalism and urbanism in the United States; the clash and combinations of frontier and foreign influence and the waves of social experiment and reform. After brief study of the North American settlements in the context of European imperial history, the first semester focuses on the national-sectional conflict; the second on the interaction of business and government since the Civil War.

EC 107 Modern European History (3 cr.) Mr. Hosler

The principal European nations and their colonial empires from Napoleon to World War I, with emphasis on liberalism, nationalism and the rise of socialism.

EC 111 The World Since 1914 (3 cr.) Mr. Hosler

Causes, nature, and consequences, actual and possible, of World Wars I and II. Background and significance of contemporary events.

Mathematics

IU M107 College Algebra (3 cr.) Mr. Emmert

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

IU M113 Trigonometry (2 cr.) Mr. Emmert

Prerequisite, M105; prerequisite or concurrent, M107. Students with high school trigonometry receive no credit for this course. Definition and fundamental property of trigonometric functions, identities, inverse functions, graphs, radian measure, addition formulas, logarithms, solution of triangles with applications, and trigonometric equations.

IU M131-132 Plane Analytic Geometry (2-2 cr.) Mr. Emmert

Prerequisites, M105 or M107 and M113. Co-ordinate systems, loci, equations of curves, and a systematic study of the straight line, the circle, the conic sections, and the general equation of the second degree.

IU M217 Elementary Calculus I (4 cr.) Mr. Alexander

This course is given only at the Indiana University Centers. Prerequisite or concurrent, M131-M132. The fundamental parts of differential and integral calculus, with emphasis on fundamental ideas, infinite series, Maclaurin and Taylor series and applications.

Philosophy

EC 101 Christian Classics (3 cr.) Mr. Trueblood

Lecture and discussion period. Readings will be from selected classics in Christian literature.

Political Science

EC 1-2 American Government (3-3 cr.) Mr. Hoskins

a. Origin, nature, and development of American federalism. Analysis of national government structure and the relation of the individual to the government, political parties, the pressure groups. Current national political problems and trends.
b. Functioning of the federal government in its regulatory, promotional, and defense activities. Structure and function of state and local government. Current national, state, and local problems and trends.

EC 116 Constitutional Law (3 cr.) Mr. Funston

The organization, powers, and limitations of the United States Government, and the personal rights, privileges, and duties relating thereto, as determined through judicial interpretation of the federal constitution. An examination of basic American constitutional principles with special emphasis on due process of law, the police power, and the power over interstate commerce. Prerequisite, 1-2.

Psychology

IU P101 Introductory Psychology I (3 cr.) Mr. Wilcox

Introductory survey of the field of general psychology. May be followed by P111 for five hours of science credit or by P102 and P111-P112 for ten hours of science credit.

IU P102 Introductory Psychology II (3 cr.) Mr. Wilcox

Prerequisite, P101. A continuation of the study of general introductory psychology with special reference to such fields as physiological, clinical, social, abnormal, industrial, and vocational psychology.

EC 125 Psychology in Business and Industry (3 cr.)

Mr. Grohsmeyer

A study of the contributions of psychology to business and industry emphasizing the following topics: morale, motivation, selection and placement, training, job analysis, and employee evaluation.

EC 129 Abnormal Psychology (3 cr.) Mr. Grohsmeyer

Mental illness as a social problem; symptoms and classification of common forms of mental illness; theories as to the nature and causes of mental illness; contributions of abnormal psychology to the understanding of normal behavior; methods and problems in treatment. The course includes visits to agencies giving service in this field. Open to upperclassmen concentrating in Psychology or Sociology, or by permission of the instructor.

Sociology

EC 109 Sociology of Minority Groups (3 cr.) Mr. Lewis

Comparative analysis of relations between dominant and minority populations—distinguished by race, religion, culture—in the United States and other contemporary societies. Prerequisite, 6 hours of sociology.

EC 112 Readings in Cultural Anthropology (3 cr.) Mr. Lewis

An exploration of trends in current American anthropology. Readings in major field studies and theoretical works.

Spanish

EC 21-22 Elementary Spanish (4-4 cr.) Mrs. Mosier

The course is conducted with the purpose in mind of helping the student speak, read, and understand simple Spanish, and to appreciate something of the life and culture of Spain and the Latin American countries.

Speech

EC 1 Fundamentals of Speech (3 cr.) Mr. Postle

The beginning course in public speaking. Study and application of the basic principles of effective oral communication.

EC 102 Business Speaking and Parliamentary Law (3 cr.)

Mr. Postle

Specialized speech forms applicable to the needs of men and women in business and the professions. Sales and promotion talks and demonstrations. The first five meetings of the course are devoted to the study of parliamentary procedure and may be taken as a non-credit series.

EC 9-10 Radio (2-2 cr.) Miss Eward

The fundamentals of radio broadcasting. This course includes microphone work, script writing, and elementary production. Prerequisites, 1 or equivalent, and demonstration of proficiency in English.

Purdue

PU CE118 Engineering Graphics (3 cr.)

Must be preceded or accompanied by Math 152 or 161. Graphical methods used in engineering design, layout and calculation. Multiview and pictorial drawing and sketching of technical objects; basic dimensioning practice; conventional representation.

DESCRIPTION OF NON-CREDIT OFFERINGS

(For Self Improvement)

Business Speaking and Parliamentary Law \$ 5

The first part of the course (5 sessions) is devoted to the study of parliamentary procedure and practice and this part may be taken for non credit. Mr. Postle.

Ceramics (Throughout Semester) \$24

Ceramics technique, emphasis on design and craftsmanship, preparation of clay, glazing; design, composition in two and three dimensions; elements, and principles applied to various media. Criticism is individual and emphasis in on individual expressiveness. Miss Kempton.

Audubon Screen Tours (Five narrated color picture films) Family Series \$5, Single Series \$2.50, General Admission 75c.

The Center is pleased to join the Richmond Audubon and Nature Club in sponsoring the Audubon Screen Tours. The National Audubon Society arranges for these showings of very select nature color moving pictures that are taken and shown by the nation's best nature photographers. (The photographers narrate the pictures). These programs offer the finest in educational entertainment for the family. Through the Family Season Ticket Plan, parents and children can enjoy five pictures for \$1.00 per picture.

Counsel on Investments (Six meetings) \$12

Mr. Richard L. Davies, representative of the Indianapolis office of Merrill Lynch, Pierce, Fenner, and Smith, investment brokers, will discuss investment programs to meet different needs.

Home Decorations (Six meetings) \$12

Mr. Norman Bailey, interior decorating expert from L. S. Ayers in Indianapolis, will give six lectures and demonstrations emphasizing color and styling. He will use samples and actual settings.

Institute for Looking to the Later Years (Six meetings) \$ 6

This is the third series offered by the Center under the direction of Dr. Arthur Postle to help people plan and prepare for retirement. It is for people over 55 and preferably husbands and wives. Several industries have enrolled employees in the program. Specialists in the fields of health, finance, social security, architecture, and recreation will discuss these subjects as they are related to people of advanced years.

Looking at the Skies (Six meetings) \$ 6

Dr. Crump is a nationally known Astronomer experienced in lecturing to lay groups. The purpose of the series is to help people understand our solar system and enjoy the identification of celestial constellations. The telescope will be used, weather permitting. A visit to the Butler Planetarium also is planned.

Christian Classics (for Adults) (Throughout semester) \$36

This course is also listed under credit offerings. Dr. Trueblood, Professor of Philosophy at Earlham College, is offering this especially for adults who may not be able to enroll in the day college and who may not be interested in college credit. It is particularly recommended for husbands and wives.

Constitutional Law (for adults) (throughout semester) \$36

This course is also offered under the regular credit courses. Dr. Funston, Head of the Earlham College Political Science Department and Director of the Earlham College Institute of Foreign Affairs is giving this course so that adults may enroll who may not be interested in college credit.

CLASS SCHEDULE BY DAYS

F A L L 1 9 5 8

Central Standard Time Effective September 30, 1958

(ALL EVENING CLASSES)

Hour	No.	Course	Credits	Instructor	Fee
MONDAY					
7:30-10:00	EC 101	Children's Literature	3	Mrs. Caudill	\$36
7:30-10:00	IU G105	Introduction to Physical Geography I	3	Mr. Leese	36
7:30-10:00	EC 125	Psychology in Business & Industry	3	Mr. Grohsmeyer	36
7:30-10:00	EC 105	American Literature	3	Mr. Root	36
4:45- 7:15	IU A201	Introduction to Accounting I	3	Mr. Stockard	36
7:30-10:00	IU A211	Intermediate Accounting I	3	Mr. Stockard	36
7:30-10:00	EC 107	Modern European History	3	Mr. Hosler	36
7:30-10:00	IU P300	Principles of Management	3		36
MONDAY - WEDNESDAY					
7:00- 9:00	EC 21	Elementary Spanish	4	Mrs. Mosier	48
TUESDAY					
7:30-10:00	EC 116	Constitutional Law	3	Mr. Funston	36
7:30-10:00	IU L101	Freshman Literature I	3	Mrs. Postle	36
7:30-10:00	EC 1	Fundamentals of Speech	3	Mr. Postle	36
4:30- 6:30	IU R523	Utilization of Audio-Visual Materials	2½	Mr. Prigge	37.50
7:00- 9:00	IU R543	Preparation of Inexpensive Instructional Materials	2½	Mr. Prigge	37.50
7:30-10:00	IU E201	Principles of Economics	3	Mr. Myers	36
4:45- 7:15	IU M325	Principles of Selling	3	Mr. Myers	36
7:30- 9:10	EC 106	Social Studies and Science for the Elementary Teacher I	2	Miss Arnold	24
TUESDAY - THURSDAY					
7:00- 9:30	EC 3	Particles of Chemistry	4	Mr. Scherer	53
WEDNESDAY					
7:30-10:00	EC 101	Christian Classics	3	Mr. Trueblood	36
7:00- 9:30	EC 1	English Composition	3	Miss Davis	36
7:00- 9:30	EC 103	Poetry	3	Mr. Root	36
7:30-10:00	IU M315	Principles of Advertising	3	Mr. Alton	36
4:45- 7:15	IU M300	Principles of Marketing	3	Mr. Alton	36
7:00- 9:00	EC 9-10	Radio	2	Miss Eward	24
7:30-10:00	EC 109	Sociology of Minority Groups	3	Mr. Lewis	36
WEDNESDAY - THURSDAY					
7:30-10:00	EC 1	General Geology — Physical (Lab. on Thursday 7:30-9:30)	4	Mr. Gooding	53
THURSDAY					
7:30-10:00	EC 1	American Government	3	Mr. Hoskins	36
7:30-10:00	EC 101	American History	3	Mr. Shaw	36
7:30-10:00	IU L300	Business Law—Contracts	3	Mr. Schussler	36
7:30- 9:30	IU S506	Extracurricular Activities in the Secondary Schools	2½	Mr. McKean	37.50
5:00- 7:00	IU S503	High School Curriculum	2½	Mr. McKean	37.50
7:30-10:00	IU P101	Introductory Psychology I	3	Mr. Wilcox	36
4:45- 7:15	IU M107	College Algebra	3	Mr. Emmert	36
7:30- 9:10	IU M131	Plane Analytical Geometry	2	Mr. Emmert	24
7:30-10:00	EC 5	Studio Art	2	Miss Kempton	36

CLASS SCHEDULE BY DAYS SPRING 1959

(ALL EVENING CLASSES)

Hour	No.	Course	Credits	Instructor	Fee
MONDAY					
7:30-10:00	EC 102	Business Speaking and Parliamentary Law	3	Mr. Postle	\$36.00
7:30-10:00	IU P200	Child Development	3	Mrs. Caudill	36
7:30-10:00	IU L102	Freshman Literature II	3	Mrs. Postle	36
7:30-10:00	IU A212	Intermediate Accounting II	3	Mr. Stockard	36
4:45- 7:15	IU A202	Introduction to Accounting II	3	Mr. Stockard	36
7:30-10:00	IU G210	Introduction to Cultural Geography	3	Mr. Leese	36
7:30-10:00	EC 111	The World Since 1914	3	Mr. Hosler	36
MONDAY - WEDNESDAY					
7:00- 9:00	EC 22	Elementary Spanish	4	Mrs. Mosier	48
TUESDAY					
7:30-10:00	EC 129	Abnormal Psychology	3	Mr. Grohsmeyer	36
7:30-10:00	EC 106	American Literature	3	Mr. Root	36
7:30-10:00	IU E370	Interpretation of Business and Economic Data	3	Staff	36
7:30-10:00	IU E202	Principles of Economics II	3	Mr. Myers	36
4:45- 7:15	IU M426	Sales Management	3	Mr. Myers	36
7:30- 9:10	EC 106	Social Studies and Science for the Elementary Teacher II	2	Mr. J. Cope	24
TUESDAY - THURSDAY					
7:00- 9:30	EC 4	Chemistry - The Covalent Bond	4	Mr. Scherer	53
WEDNESDAY					
5:00- 7:00	IU E554	Administration of the Elementary Schools	2½	Staff	37.50
7:00- 9:30	EC 2	English Composition	3	Miss Davis	36
4:45- 7:15	IU M319	Principles of Retailing	3	Mr. Alton	36
7:30- 9:10	IU M409	Principles of Wholesaling	2	Mr. Alton	24
7:30- 9:30	IU E695	Problems of Elementary Education	2½	Staff	37.50
7:30-10:00	EC 112	Readings in Cultural Anthropology	3	Mr. Lewis	36
7:30- 9:10	EC 6	Studio Art	2	Miss Kempton	24
7:00- 9:30	EC 116	The Romantic Period	3	Mr. Root	36
7:00- 9:00	EC 9	Radio	2	Miss Eward	24
7:30-10:00	EC 104	Language Arts in the Elementary School	3	Miss Arnold	36
WEDNESDAY - THURSDAY					
7:30-10:00	EC 2	General Geology - Historical (Laboratory 7:00-9:00 Thurs.)	4	Mr. Gooding	53
7:30- 9:30	IU M217	Elementary Calculus I	4	Mr. Alexander	48
THURSDAY					
7:30-10:00	EC 2	American Government	3	Mr. Hoskins	36
7:30-10:00	EC 102	American History	3	Mr. Shaw	36
7:30-10:00	IU L308	Business Law - Real Estate Law	3	Mr. Schussler	36
5:30- 7:10	IU M132	Plane Analytical Geometry	2	Mr. Emmert	24
7:30-10:00	PU CE118	Engineering Graphics	3	Staff	36
7:30-10:00	IU P340	Personnel Management	3	Mr. Jackson	36
7:30- 9:10	IU M113	Trigonometry	2	Mr. Emmert	24

7:30-10:00	IU P102	Introductory Psychology II	3	Mr. Wilcox	36
7:30-10:00	EC 119	Contemporary Literature: 4 lectures on drama, 4 lectures on fiction, 4 lectures on poetry, 4 lectures on continental literature in translation, 1 or 2 sessions for panel discussion with all par- ticipating.	3	Mrs. Postle Mr. Hunt Mr. Booth Mr. Heringman	36

**CLASS SCHEDULE BY DAYS
NONCREDIT COURSES 1958-1959
(ALL EVENING CLASSES)**

Hour	Course	Credits	Instructor	Fee
FALL 1958				
Tuesday				
7:30-9:10	Ceramics (throughout semester)	0	Miss Kempton	\$24.00
7:30-9:10	Counsel on Investments (6 meetings: September 16, 23, 30 - October 7, 14, 21)	0	Mr. Davies	12
SPRING 1959				
Monday				
7:30-10:00	Parliamentary Procedure and Practice (5 meetings: February 2, 9, 16, 23 - March 2)	0	Mr. Postle	5
Tuesday				
7:30-9:10	Looking at the Skies (6 lectures: February 3, 10, 17, 24 - March 3, 10)	0	Mr. Crump	6
Wednesday				
7:30-9:10	Home Decorations (6 meetings: February 11, 18, 25 - March 4, 11, 18)	0	Mr. Bailey	6
Thursday				
2:30-4:30	Looking Ahead to Later Years (6 meetings: February 5, 12, 19, 26 - March 5, 12)	0	Mr. Postle	12
FALL AND SPRING 1958-1959				
Audubon Screen Tours, Goddard Auditorium (5 films with narrators)				
8:00	River of the Crying Bird October 29		Allan Cruickshank	
3:30	Waterway Wildlife December 14		Karl Maslowski	
8:00	Missouri Story January 7		Alfred G. Etter	
8:00	Puerto Rico U.S.A. February 25		Fran Wm. Hall	
3:30	Wildlife Down Under March 22		Alfred M. Bailey	
				.75
Tickets: General Admission				5.00
Season Tickets: Family				2.50
Single				1.50
Student				

Registration Application

To be used only for Non-credit Courses

Name (Print) _____

Street address _____

City and State _____ Phone _____

Occupation _____

High School attended _____

College attended, if any _____

Have you taken work in this Center before? _____

Name of Course	Fee
_____	_____
_____	_____
_____	_____
_____	_____

Check enclosed _____

Currency may be sent only at the enrollee's risk.

Payment in full must accompany this registration and enrollment application.

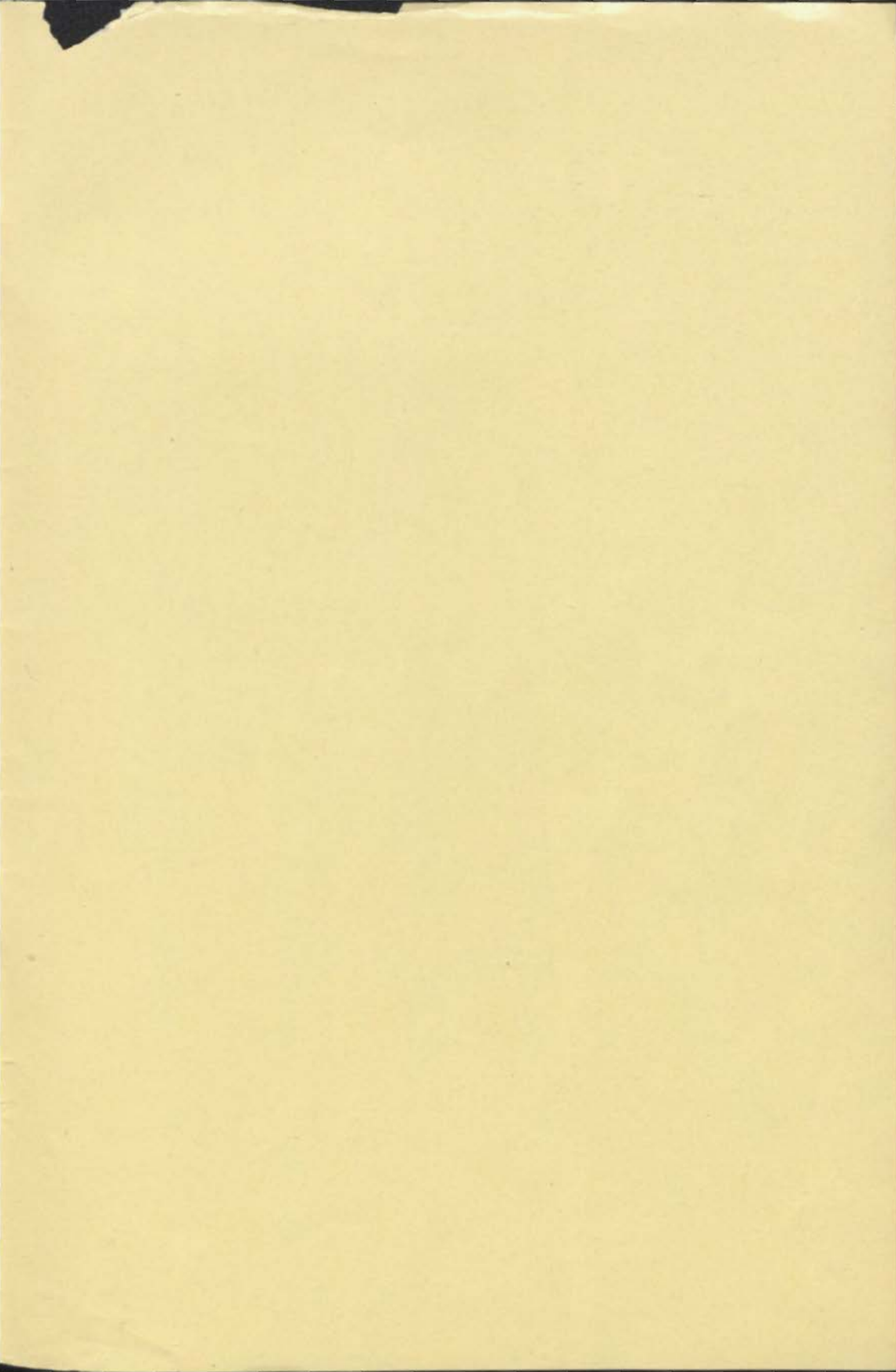
No refunds will be made for withdrawal unless the course is cancelled.

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RICHMOND, INDIANA

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