



# *York College*

York, Nebraska

**1956 - 1957**

C A T A L O G U E

*York College*

York, Nebraska

**"Annual Announcement For The Academic Year"**



**"A Liberal Arts College Offering Christian Education"**

**1956 - 1957**

**Vol. XLIX**

## FOREWORD

York College aims to give a Bible-centered, liberal arts education, in a Christian atmosphere.

It is our purpose to prepare students physically, intellectually, socially and spiritually to live happy, successful lives as good citizens of our nation and the world. We offer the first two years of college work in many fields, but through the whole curriculum and student life on the campus runs the golden thread of Bible influence. The late Dr. Wm. L. Phelps of Columbia University stated, "Everyone who has a thorough knowledge of the Bible may be called educated, and no other learning or culture, no matter how exclusive or elegant, among Europeans or Americans, can take its place. Western civilization is founded upon the Bible. Our ideas, our wisdom, our philosophy, our literature, our art and ideals come more from the Bible than from all other books put together . . . I thoroughly believe in a university education for both men and women; but I believe a knowledge of the Bible without a college education is more valuable than a college course without the Bible." We propose to give a college education **with** Bible knowledge — the best combination of learning to make a life as well as make a living.

We firmly believe that God the Father and the Lord Jesus Christ will bless this school with such success and patronage it deserves.

## CALENDAR

### FIRST SEMESTER 1956-57

- Sept 10, Monday, 8:30 A.M.—Freshman Orientation.  
10:00 A.M.—Psychological and Placement Test Required of all new students registering for the first time in the Library.
- Sept. 11, Tuesday, 8:30 A.M.—Registration of all Students.
- Sept. 12, Wednesday, 8:00 A.M.—Classwork begins.  
10:45 A.M.—Chapel and Formal Opening of the College.
- Nov. 9, Friday, 5:00 P.M.—Mid-semester grade reports due in the Dean's Office.
- Nov. 26, Wednesday, 12 Noon—Thanksgiving Recess begins.
- Dec. 3, Monday, 8:00 A.M.—Classwork resumes.
- Dec. 19, Wednesday, 5:00 P.M.—Christmas recess begins.
- Jan. 2, 1957, Wednesday 8:00 A.M.—Classwork resumes.
- Jan. 21, 22, Monday and Tuesday—Final Examinations.
- Jan. 22, Tuesday, 5:00 P.M.—First Semester Ends.

### SECOND SEMESTER 1956-57

- Jan. 24, 25, Thursday and Friday, 8:30 A.M.—Counseling and Registration.
- Jan, 28, Monday, 8:00 A.M.—Classwork Begins.
- March 29, Friday, 5:00 P.M.—Mid-semester grade reports due in the Dean's Office.
- April 18, Thursday, 5:00 P.M.—Spring vacation begins.
- April 23, Tuesday, 8:00 A.M.—Classwork resumed.
- May 22, 23, Wednesday and Thursday—Final Examinations.
- May 24, Friday—Commencement.

Second Semester Ends.

## BOARD OF TRUSTEES

Lt. Colonel Robert M. Silvey, Chairman....Grand Island, Nebraska  
G. H. Byars, Vice-Chairman.....Kearney, Nebraska  
Glen A. Bettenhausen, Secretary.....Grand Island, Nebraska

### Members

Dale Calvert.....Lubbock, Texas  
Hershel L. Dyer.....Lincoln, Nebraska  
John S. Herrin.....Thermopolis, Wyoming  
L. O. McKinzie.....Ogden, Utah  
J. F. Paterna.....Omaha, Nebraska  
Noel Reynolds.....Abilene, Texas  
Frank Riggs.....Odessa, Texas  
Paul Sherrod.....Lubbock, Texas  
Harvey Childress.....York, Nebraska—Ex-Officio

### OFFICERS OF ADMINISTRATOIN

Harvey A. Childress.....President  
Dale R. Larsen.....Vice-President  
Royal H. Bowers.....Dean  
Mabrey L. Miller.....Registrar  
Robert L. Stewart.....Business Manager

### THE FACULTY

Royal H. Bowers  
Dean of Students and Director of Counseling and Guidance  
Mrs. T. B. Thompson.....Dean of Women  
Mabrey L. Miller.....Director of Teacher Training  
C. W. Mersch.....Superintendent of Buildings and Grounds  
Harold Gene Patterson.....Supervisor of Hulitt Hall  
Mabrey L. Miller.....Supervisor of Thompson Hall  
Imogene Wilhelmina Pellatz.....Dietitian  
Nina V. Stewart.....Executive Secretary

## THE FACULTY

- Bowers, Royal H., Ed. D.....Psychology  
Professor of Psychology and Dean of College  
Ed. D., Oklahoma A&M College, 1956; M. E., Oklahoma University,  
1951
- Gilliland, Katie E., B. A.....English  
Instructor In English—B. A., David Lipscomb College, 1952 (work  
toward Master's degree)
- Gilliland, Oustley Boyd, B. S.....Chemistry  
Assistant Professor of Chemistry and Natural Sciences—B. S.,  
Middle Tennessee State College, 1952—(Work toward Master's  
degree)
- Grounds, Mable Jewell, M.A.....Spanish  
Assistant Professor of Modern Languages—M.A., University of  
Chicago, 1950.
- Haynes, Sam F., B.A.....Music  
Instructor in Music—B. A.,Harding College, 1955 (work toward  
Master's degree)
- Larsen, Dale R., M. A.....Religious Education  
Assistant Professor of Religious Education, Bible, M. A., New  
York University, 1947
- Larsen, Raylene Thornton, B. S.....Art  
Instructor in Art and Home Economics—B. S., Harding College,  
1943
- Miller, Mabrey L., M. A.....Education  
Assistant Professor of Education and Registrar—M. A., George  
Peabody College
- Patterson, Harold Gene, M. A.....Bible  
Assistant Professor of Bible, Greek and Speech—M. A., Harding  
College, 1956
- Patterson, Lucretia F., M. A.....Social Science  
Assistant Professor of Social Science—M. A., George Peabody  
College, 1952
- Pellatz, Imogene W., B. S.....Home Economics  
Assistant Professor of Home Economics—University of Nebraska,  
1931 (course work completed on Master's degree)
- Salners, Jean C., M. A.....Business Administration  
Assistant Professor of Business Administration and Secretarial  
Sciences, M. A., George Peabody College, 1952
- Stewart, Robert L., M. E.....Social Science  
Assistant Professor of Social Science and Business Manager of  
College, M. E., Texas Tech College, 1953  
(Additional teachers in Bible, mathematics, physical education, and  
library science are being selected.)

## **FACTS OF GENERAL INTEREST**

York College is a standard liberal arts Jr. College, located in York, Nebraska. York is one of the finest college towns in the Middle West, situated in the heart of a splendid agricultural part of the State. York College is operated by a board of trustees of whom all are members of the Church of Christ. The city of York is located 52 miles west of Lincoln, Nebraska, the state capital. York is situated at the intersection of U. S. Highways 81 and 34. York is located on the main line of the Burlington Railroad, operating between Lincoln, Nebraska, and Billings, Montana. There are good bus schedules in all directions out of York.

The campus is situated in the eastern section of the city of York, adjacent to the East Hill Municipal Park. The campus consists of nine acres on which are located four buildings: Hulitt Hall, 1902, in addition to housing the music studios, contains some dormitory rooms for men and classrooms. The library building, 1911, houses in the basement the central heating plant, the chemistry, biology and physics departments. The gymnasium was erected in 1929. Thompson Hall, located across the street from the campus, is a residence hall for men. Oliver Home Ec. Cottage is a frame structure also located off campus. Middlebrook Hall, 1949, has dormitory accommodations for 90 college women, a student union, dining room facilities and offices for the administrative staff. There are several veterans apartments located on the campus. The college has the use of the City Auditorium which has a seating capacity of 3500 and the Municipal Ball Park and its facilities under a generous working agreement with the city of York.

## **LIBERAL ARTS AND PRE-PROFESSIONAL COURSES**

York College offers two years of work leading to the following degrees: Associate of Arts and Associate of Science degrees. The courses offered include Bible, liberal arts, education and pre-professional preparation in the fields of law, engineering, medicine, dentistry, laboratory technicians, nursing and social work.

## **LIBRARIES**

The library of York College is adequate for a junior college whose enrollment is under 500, and a determined effort is being made to build a library that will meet the standards set up for junior college libraries by the American Library Association. The library is unique in the fact that it also provides individual study booths for students who are doing project work and need more seclusion than is given in the larger reading room.

The public library of the city of York is conveniently located and is open to college students. It has more than 20,000 volumes on its shelves.

## **LABORATORIES**

The laboratories in the fields of biology, chemistry and physics are provided with the equipment necessary for the various courses offered. All of the science laboratories are located in the basement of the library building. In the biological library sufficient preserved materials, skeletons and models are provided for the work offered in biology. There are 25 microscopes and numerous slides. The chemistry laboratory is completely equipped for the courses in organic, inorganic and analytical chemistry. For the courses in general physics, there is provided the equipment necessary for the students in this course.

## **MUSIC**

There are seventeen pianos on the campus and there are practice rooms for piano majors.

## **SELF HELP**

Some students may desire to work to help pay their way through college. York is a progressive city and work may be found in hotels, restaurants, factories, stores, offices and homes for a limited number of reliable and worthy students. If students desiring help will write the dean, an earnest effort will be made to help them find partial support. No student should enter college without sufficient funds or home backing to cover at least half of the course. Students who are earning a considerable part of their expenses should reduce the amount of their class schedules accordingly; e. g., a student who works four hours a day should enroll for no more than 13 or 14 hours; students working more than four hours should take 12 hours or less. Most of the maintenance and service work at the college will be done with student help, and we will place as many students as possible in these jobs.



## THINGS TO BRING

Each student should bring a Bible, bed linen, blankets and other cover, one bed spread, one pillow and toilet articles. Beds in the dormitories are single.

### RULES AND REGULATIONS FOR YORK COLLEGE

#### I. GENERAL:

1. **COURTESY:** Common courtesy and politeness will be expected of all. The "Golden Rule" must be the primary philosophy of all who attend York College.
2. **CHAPEL:** A chapel service will be conducted each school day. All students must attend. Absentees must file their excuses in the Dean's office not later than one week from the time of absence.
3. **CLASSES:** Each student must attend the classes which are stipulated for the courses in which he is enrolled. Absentees must file their excuses with the Dean's office not later than one week from the time of absence. (Three tardies will be considered as an absence.)
4. **AUTOMOBILES:** Only those students who have special need for them will be allowed to have cars at the college. Permission must be secured from the Dean to bring one to the school, and the student must abide by the rules for such automobiles as the administration sees fit to impose.
5. **BUILDINGS AND OTHER PROPERTY:** Any student responsible for the marring or destruction of College property will also be responsible for the expense involved in restoring the defaced or destroyed property.
6. **FIREARMS:** Students will not be allowed to bring firearms of any kind to the campus.
7. **CAMPUS DRESS:** Modesty and decency is all that is required here. Young ladies may wear slacks, blue jeans, or peddle pushers while engaged in athletic activities, on picnics, etc. but these are not considered appropriate for ordinary campus occasions. Dress clothes should always be worn to church services.
8. **DATING:** Students may have social engagements for all religious services, college approved activities and during all meals. Couples may be together as much as they please on the campus. They are not, however, to leave the campus together or meet elsewhere without special permission. Young men who preach may take young ladies with them only if properly chaperoned.

**9. QUESTIONABLE CONDUCT:**

- a. **SMOKING** will be discouraged in every way possible. Use of tobacco in any form will not be permitted on the campus, except that boys who have parental approval will be allowed to smoke in their rooms.
- b. **Drinking:** The use of alcoholic beverages in any description is prohibited on the part of any student of York College.
- c. **Profanity and Vulgarity:** All cursing, obscene language, etc. are strictly prohibited on the part of anyone who attends York College.
- d. **Narcotics:** The use of narcotics by any student is forbidden except in case of illness and when used under proper medical authority.
- e. **Hazing:** There will be no hazing of students on or off the campus.
- f. **Gambling** in any form will not be tolerated by students of York College.
- g. **Indecent Literature and Pictures:** Demoralizing literature and indecent pictures are forbidden on the campus.
- h. **Dishonesty:** Cheating and stealing in any way are forbidden.

**II. REGULATIONS FOR MIDDLEBROOK HALL AND ANY OTHER RESIDENCE FOR GIRLS PROVIDED BY THE COLLEGE.**

A list of rules that are necessary for the good of all concerned will be supplied by the director of the hall to all applications.

Any rules that are thought necessary for the safe and successful operation of the school may be imposed by the administration and enforced by the director of the girls' dormitories.

**III. REGULATIONS FOR HULITT HALL AND OTHER RESIDENCES FOR MEN PROVIDED BY THE COLLEGE.**

A list of rules that are necessary for the good of all concerned will be supplied by the director of the hall to all applicants.

Any rule that is thought necessary for the safe and successful operation of the school may be imposed by the administration and enforced by the director of the men's dormitories.

**IV. THE LIBRARY:**

Library hours will be posted on the door to the library building. The use of all works in the library will be in accordance with the rules drawn up by the college, and under the supervisions of the librarian. Any other rules the librarian may see fit to make for the benefit of all who use the library will be respected.

## **GENERAL INFORMATION**

### **Admissions and Registration**

#### **REGULAR STUDENTS:**

Graduates of accredited high schools are generally eligible for admission to York College. Graduates of non-accredited high schools are eligible to be admitted conditionally. Admission is granted following receipt and approval of application for admission, recommendation by high school principal and-or superintendent and a copy of high school transcript.

#### **SPECIAL STUDENTS:**

Any adult individual who does not possess all the requirements for admission and who is not a candidate for a degree may be admitted to the college upon satisfactory evidence that he is prepared to pursue advantageously the subjects open to him. Such students may enroll on a full or part-time basis.

#### **VETERANS:**

Veterans who are not high school graduates may be admitted after passing the General Educational Development tests given by the college. Arrangements to take these tests may be made through the Dean at the College.

### **PLACEMENT TESTS**

A battery of placement tests will be a part of the admission requirements of regular students entering York College. They are given so that the instructors may counsel and help the student. Among these will be a placement test in English, a psychological examination, a physical examination and an examination in some of the subject-matter fields.

### **TRANSCRIPTS**

Upon transferring to other colleges, or upon other occasions where students have left the college, they are given one free transcript. Additional transcripts will cost \$1.00 each.

#### **HIGH SCHOOL TRANSCRIPT REQUIRED:**

All students who expect to secure a diploma, an associate degree, or a teacher's certificate, must present their high school transcripts before registration is completed.

## TUITION, FEES AND EXPENSES

Tuition (less than 12 hrs.) .....	\$ 12.50 per sem hr.
12 to 18 hrs. incl. per semester.....	150.00
For each additional hr. above 18.....	12.50 per sem. hr. ✓
Registration per semester.....	10.00
Late Registration.....	2.00
Change of Course (per change).....	1.00

Auditing Courses provided there is class room space:

Regular students may audit at the rate of \$1.00 per hour, special students (Bible courses) per course, \$5.00, other courses per semester hour, \$7.50.

Discount on tuition for two or more in the same immediate family:  
(Discount, 10 per cent.)

Special Examinations.....	\$ 2.00 each
Transcripts after first one.....	1.00
Graduation fee .....	7.50
Meals in Cafeteria, per semester.....	180.00
Room per semester in Middlebrook Hall.....	56.00 ✓
Room per semester in Hulitt and Thompson Halls.....	45.00
Housekeeping Apartments, per month.....	30.00
Fees for: Biology 114, 124.....	5.00 each
Business Administration 213, 223.....	5.00 each
Secretarial Science 113, 123, 133, 143, 213, 223, 233, 243.....	2.50 each
Chemistry 114, 124, 135, 215.....	5.00 each
Physics 215, 225.....	5.00 each

### SPECIAL TUITION

Private instruction in piano, voice, band instruments and speech required in addition to the semester hour's charge, a special fee as follows:

2 private lessons per week.....	\$37.50 per sem.
1 private lesson per week.....	22.50 per sem.
Piano rental: 1 hour per day.....	4.50 per sem.
2 hours per day.....	9.00 per sem.

## **RATE OF TUITION REFUNDS**

Students withdrawing will receive a refund on their tuition in the following amounts:

Attendance	per cent of Tuition
2 weeks or less .....	.80 per cent
3 weeks to 4 weeks incl.....	.50 per cent
5 weeks to 6 weeks incl.....	.25 per cent
Over the 6 weeks.....	No Refund

Unused room and board will be refunded providing a student's account is in order and the regulations governing withdrawal have been met. No refund is made of registration or special fees. If the withdrawal results from student's misconduct, the institution is under no obligation to make refunds.

For students who anticipate that they may not be able to pay their tuition in the fall, special arrangements may be made with the President or Dean to pay one third at the time of registration and the remainder (in monthly installments) before semester grades are issued.

## **RESERVING ROOMS**

Every reservation must be accompanied by a deposit of \$10.00. The room deposit is returned to the student at the close of the year, minus any breakage or damage charges to the room or furniture provided the student's account is in order.

## **FURNISHINGS FOR ROOM**

Rooms are furnished with single beds, study desks, chairs and chest. Students should bring pillow, linen, covering, towels and such other items as they may wish to make their rooms attractive.

## **CREDITS**

The college operates upon the semester plan and the credits earned are known as semester hours or credit hours. A credit hour is defined as representing the completion of one hour's work per week for one semester of 18 weeks consisting of lectures, recitation or the equivalent. A class which meets for three hours per week for one semester is thus known as a three credit hour class, except where otherwise stated.

## **STUDENT LOAD**

The normal student load per semester is 16 credit hours. Before a student may carry more than the normal load he must have the permission of the Dean of the college to do so. If the student must work to pay his or her way through college, he must not expect to carry a full college load.

## ATTENDANCE

Regular attendance is a requisite to good class work. A student is allowed only one unexcused absence for each credit hour in the course.

## DAILY CHAPEL

A thirty minute period is set aside each day for chapel at which time hymns are sung, Bible read, prayers offered and talks are made. All students and faculty members are required to attend chapel except when properly excused. When a student has three unexcused chapel absences he is required to report to the Dean's office. Five unexcused chapel absences are considered sufficient reason to ask the student to withdraw.

## GRADES AND CREDITS

The quality of a student's work in a course is indicated by grade marks as follows:

Grade	Rating	Credits
A	Superior	4 grade points for each sem. hr.
B	Above Average	3 grade points for each sem. hr.
C	Average	2 grade points for each sem. hr.
D	Poor	1 grade point for each sem. hr.
F	Failure	0 grade point for each sem. hr.
WF	Withdrawal because of failure	0 grade point for each sem. hr.
W	Withdrawal while student is doing passing work	0 grade point for each sem. hr.
I	Incomplete work, no credit given until requirements are completed	

No credit is given in courses in which grades of F are recorded. To secure credit the student must repeat the course. A course which is marked "incomplete" must be made up before the ninth week of the succeeding semester to secure credit. Withdrawal from a course without the written permission of the Dean is recorded as failure except when the student withdraws from the College.

## DEAN'S HONOR ROLL

A Dean's Honor Roll is issued at the close of each semester. It contains the names of all students who have completed 15 semester hours' credit with a grade of A in all courses. Honorable mention will be made of all students who have completed 15 semester hours of credit with a grade average of B and no course grade below C.

## **QUALITY OF WORK**

The college has four major functions which are: 1st, to prepare students for advanced standing in other colleges or universities; 2nd, to give vocational training to those who do not intend to enter a senior college; 3rd, to serve as a source of inspiration and culture for those not preparing for further college education or for a vocation; 4th, to provide this work under a Christian faculty and in a Christian atmosphere in order that the student may be stimulated spiritually as well as intellectually.

**The Ten-Hour Rule**—A student carrying 13 or more credit hours in any one semester who fails to receive a passing grade in 10 or more hours may be dropped from the College rolls. Such students may be readmitted on probation by petition to the Dean of the College and the President. Failure to meet this requirement during the semester of probation automatically drops the student from the college rolls.

## **DROPPING OF COURSES**

Courses may be dropped only after consulting the advisor and the Dean. Failure to comply with this rule will mean the recording of a mark of F against the student in the course. In most cases students will not be allowed to drop courses in good standing after the first month of each semester.

## **GRADUATION REQUIREMENTS**

Sixty-four semester hours of college credit with an average of C is required for the Associate Degree. To qualify for an Associate in Arts or an Associate in Science Degree the sixty-four hours must include: English 113, 123; American History and Government 6 hours; natural science, general physical science, biological science or physical science, 8 semester hours; psychology, 3 hours; physical education, 4 hours; Bible, 101, 111, 201, 211.

In order to qualify for graduation, the following requirements also must be met: 1st, all entrance requirements must be fulfilled; 2nd, all tuition, fines, fees or assessments must be paid; 3rd, the student must have at least the equivalent of one semester of work in residence immediately preceding graduation.

## **PETITION FOR DIPLOMA**

To receive a diploma of graduation from the college, the student must have received credit for at least 64 hours with at least two semesters' work at the college. A diploma is awarded to the student who satisfies grade and credit requirements regardless of his major.

Students expecting to receive a diploma or associate degree must apply for it to the Dean by March 31. A penalty of \$1.00 will be charged for a late petition for a diploma.

## REGISTRATION

Registration of all new students for the first semester of each school year will take place as scheduled on the calendar in the library between the hours of 8:30 A. M. and 4:00 P. M.

All those students enrolling in York College for the first time are required to take the placement examinations which will be given as scheduled on the calendar. These examinations are given without charge if taken on the time specified. There will be an extra charge for these tests if taken after the scheduled dates.

At the time of registration the student is required to fill out a personal information card and a program of studies card. A program of studies card is filled out under the direction of the faculty advisors and must be signed by the Dean.

Tuition and all fees must be paid to the College business manager at this time unless special arrangements have been made with either the President or Dean of the College.

## STUDENT HEALTH SERVICES

All students of the college are required to present a certificate of health from the family physician at the beginning of each school year. These certificates may be obtained at the time of registration.

## DEPARTMENTAL OFFERINGS

The work of the various departments within York College is described on the following pages. There is a complete list of the courses offered by each department. An example of such a listing with an explanation of the symbols follows:

English 113, English Composition I, Class 3, Credit 3, required of Freshmen. Review of grammar, sentence and paragraph structure. introductory study of literature, various forms of composition emphasized.

Explanation: (1) Course number, (2) course title, (3)-I, course offered first semester, Class—number of class lectures or labs if there are any (none), Credit—3 semester hours, (4) statement as to the content of the course which may include the name of the professor.

Courses are numbered in terms of three digits. The first digit indicates the class year in which the subject is ordinarily taken; the second digit is the number of the course within the department; and the third digit shows the number of credit hours the course yields; for example, a course numbered 113 should be interpreted as a freshman course carrying three semester hours of credit. The second semester course which yields the same number of credit hours would be numbered 123.



*Division 1*  
**BIBLE**

## BIBLE

### 101. OLD TESTAMENT SURVEY.

I, Class 3, Cr. 1.

This course is a careful survey of all the books of the Old Testament designed to familiarize the student not only with the contents of each book, but the relationship which each sustains to all the others.

### 111. NEW TESTAMENT SURVEY.

II, Class 3, Cr. 1.

This course shows the major divisions of the New Testament, relationship of the Gospels, Acts of the Apostles, and the Epistles.

### 201. THE FOUR GOSPELS.

I, Class 3, Cr. 1.

### 211. ACTS OF THE APOSTLES.

II, Class 3, Cr. 1.

### 212. PENTATEUCH.

I, Class 3, Cr. 2.

### 222. JOHN AND PETER AND THEIR WRITINGS.

II, Class 3, Cr. 2.

### 232. PAUL AND HIS WRITINGS.

II, Class 3, Cr. 2.

## RELIGIOUS EDUCATION

### 102. CHURCH OF CHRIST.

I, Class 2, Cr. 2.

A study of the doctrine and organization of the Church of Christ.

### 112. THE CHURCH BIBLE SCHOOL.

II, Class 2, Cr. 2.

A study to aid Christians to become more effective as teachers of God's Word. The aims, methods, and materials of Bible teaching are considered.

### 213. EVIDENCES OF CHRISTIANITY.

II, Class 3, Cr. 3.

This course deals with the canonicity of the Scriptures, the alleged contradictions, and the historical evidences of the Bible.

## *Division II*

### **BUSINESS EDUCATION**

- A. Business Administration.
- B. Secretarial Science.

## **BUSINESS ADMINISTRATION**

### **103. INTRODUCTION TO BUSINESS.**

I, Class 3, Cr. 3.

This course endeavors to orient the student to the modern business world. It is designed to acquaint the student with the operation of the various types of business and the training and qualities that are demanded in a business career.

### **133. SALESMANSHIP.**

II, Class 3, Cr. 3 (Evening)

This course is designed for those who are interested in acquiring skill and knowledge in both professional and personal salesmanship. Consideration is given to development of individual talents, natural and acquired.

### **213. ACCOUNTING.**

I, Class 3, Cr. 3. Prerequisite: Sophomore standing.

Classification and discussion of accounts; analysis of business problems; organization and classification of financial statements.

### **223. ACCOUNTING.**

II, Class 3, Cr. 3. Prerequisite: Business Administration 213.

Partnership; personal accounts; fixed and intangible assets; post-closing trial balances; reversing entries; correcting entries; corporation accounting; cost accounting; manufacturing accounting.

### **233. BUSINESS LAW.**

II, Class 3, Cr. 3.

Theories of the law of contracts, torts, agency, property, insurance, negotiable paper, employer, bailments, and employees. Cases pertaining to corporations, partnership, bankruptcy and other business transactions. Also a study of negotiable instruments, deeds of trust, chattel mortgages, and leases.

## SECRETARIAL SCIENCE

### 113. BEGINNING TYPEWRITING.

I, II, Class 5, Cr. 3.

Exercises planned to develop a proper wrist and finger movement leading to complete mastery of the keyboard by the touch method.

### 123. INTERMEDIATE TYPEWRITING.

I, II, Class 5, Cr. 3. Prerequisite: Secretarial Science 113.

Special effort is made to attain typing speed. Practice in letter writing, use of carbon paper, and miscellaneous copying.

### 133. BEGINNING SHORTHAND.

I, Class 5, Cr. 3.

Beginning course in shorthand covering the fundamental theory and practice of the Gregg system.

### 143. INTERMEDIATE SHORTHAND.

II, Class 5, Cr. 3. Prerequisite: Grade "C" or above in secretarial Science 133.

A continuation of shorthand with emphasis on speed-building, vocabulary and accurate transcription. Students with shorthand in high school are admitted directly to this course by recommendation of the instructor.

### 213. ADVANCED TYPEWRITING.

I, II, Class 5, Cr. 3. Prerequisite: Secretarial Science 123.

Increase in accuracy and speed. Practice in writing business letters and reports; letters concerning adjustments, credit, collections, inquiries, orders, responses, introductions, applications, and routine business.

### 223. ADVANCED SHORTHAND.

I, II, Class 5, Cr. 3. Prerequisite: Secretarial Science 123.

Development of advanced skill in dictation with emphasis on mailable transcription of letters and speed-building.

### 233. BUSINESS CORRESPONDENCE.

I, Class 3, Cr. 3.

Practice in the use of correct, effective English in writing business letters and reports, orders, responses, follow-ups, introductions, recommendations, applications, and routine of business.

### 243. OFFICE PRACTICE.

II, Class 3, Cr. 3.

A practical presentation of business customs and procedures, with assignments given under as nearly actual office conditions as possible.

# *Division III*

## HUMANITIES

- A. Fine Arts.
  - 1. Art
  - 2. Music.
    - a. Theory.
    - b. Voice.
    - c. Piano and instrumental.
- B. Literature.

## ART

### 113. PUBLIC SCHOOL ART.

II, Class 3, Cr. 3.

Methods and materials for elementary schools, as used in Grades I to VIII inclusive.

### 212. ART APPRECIATION.

I, Class 2, Cr. 2.

Study of the principles which underlie the beauty and worth of artistic creation.

## MUSIC — Theory

### 103. PUBLIC SCHOOL MUSIC.

I, Class 3, Cr. 3.

Includes a study of scales, key signature, time signatures, chords, and basic music principles for students not qualified to take the first course in theory. Students may take this course as an elective with no credit toward music requirements.

### 112. CHURCH MUSIC.

II, Class 2, Cr. 2.

Elementary music principles, sight singing of simple melodies, time beating, and study of hymns as related to problems of the song director.

### 113. HARMONY.

I, Class 3, Cr. 3.

A study of major and minor chords, intervals, cadences, diatonic seventh chords and four-part harmony.

### 123. HARMONY.

II, Class 3, Cr. 3. Prerequisite: Theory 113.

A continuation of Theory 113.

### 132. SIGHT SINGING.

I, Class 2, Cr. 2.

Choral dictation, singing of difficult melodies and rhythms, and sight singing of chords in inversions.

### 212. ADVANCED SIGHT SINGING.

II, Class 2, Cr. 2.

Choral dictation, singing of difficult melodies and rhythms, and sight singing of chords in inversions.

### 222. MUSIC APPRECIATION.

II, Class 2, Cr. 2.

A comprehensive study of music from the standpoint of its relation to all phases of life. The instruments of the orchestra are studied and great orchestral and choral works are heard.

## MUSIC—Voice

### 112. VOICE.

I, Class 2, Cr. 2.

Principles of breathing, study of consonants, vowels, and fundamentals of voice control, and technical exercises. Practical application of principles in simple American, English and Italian songs. Two half-hour lessons weekly.

### 122. VOICE.

II, Class 2, Cr. 2.

A continuation of Voice 112.

### 212. VOICE.

I, Class 2, Cr. 2.

Continuation and amplification of technical studies with selected pieces of the classic and romantic periods. Two half-hour lessons weekly.

### 222. VOICE.

II, Class 2, Cr. 2.

A continuation of Voice 212.

### 131. A CAPPELLA CHORUS.

I, II, Rehearsal 5 hours weekly, Cr. 1.

The a cappella chorus offers opportunities for experience in choral singing. A wide range of choral literature is studied, both sacred and secular, and numerous programs and concerts are presented. Participation of members in all scheduled performances is required.

## PIANO

### 112. PIANO.

I, Class 2, Cr. 2.

General re-grounding in scale, chord and arpeggii technique: selected romantic and modern pieces. Two half-hour lessons weekly.

### 122. PIANO.

II, Class 2, Cr. 2.

A continuation of Piano 112.

### 212. PIANO.

I, Class 2, Cr. 2.

More difficult variations of scale and arpeggii techniques; a continuation of Piano 112.

### 222. PIANO.

II, Class 2, Cr. 2.

A continuation of Piano 212.

## LITERATURE

### 213. SURVEY OF ENGLISH LITERATURE.

I, Class 3, Cr. 3. Prerequisite: English 123.

A study of English literature and English literary movements through the eighteenth century.

### 223. SURVEY OF AMERICAN LITERATURE.

II, Class 3, Cr. 3.

A survey of American literature.



# *Division IV*

## **LANGUAGE ARTS**

- A. English Composition.
- B. Journalism.
- C. Language.
  - 1. Classical.
  - 2. Romance.
- D. Speech.

## ENGLISH COMPOSITION

### 101. REMEDIAL ENGLISH GRAMMAR AND REARING

I, II, Lab. 2, Cr. 1.

### 113. ENGLISH COMPOSITION.

I, Class 3, Cr. 3. Required of Freshmen.

Review of grammar, sentence and paragraph structure, introductory study of literary material, various forms of composition emphasized.

### 123. ENGLISH COMPOSITION.

II, Class 3, Cr. 3.

Continuation of English 113 with more literary material and instruction and use of the library followed by research methods and the writing of a research paper. Emphasis is placed on fundamental principles of interpretation and of effective writing.

### 213. ADVANCED COMPOSITION.

I, Class 3, Cr. 3. Prerequisite: English 123.

Review of essentials of composition with the frequent writing of short papers. Emphasis is placed on creative work; also the outlining, paragraph structure, and review of other phases of constructive English. English.

## **JOURNALISM**

### **233. INTRODUCTION TO JOURNALISM.**

I, Class 3, Cr. 3. Prerequisite: English 123.

Sophomore standing. An exploratory study of the broad field of journalism, investigation into the vocational opportunities therein.

### **243. RELIGIOUS JOURNALISM.**

II, Class 3, Cr. 3. Prerequisite: Sophomore standing.

Emphasis placed on religious articles for publication, survey of the field of religious journalism and preparation of news releases for the church including the writing and publication of the church bulletin.

## **GREEK**

### **213. ELEMENTARY GREEK.**

I, Class 3, Cr. 3. Prerequisite: Sophomore standing.

Vocabulary, declensions and conjugations.

### **223. ELEMENTARY GREEK.**

II, Class 3, Cr. 3.

Continuation of Greek 213 with selected readings from the Gospel of John.

## **SPANISH**

### **113. ELEMENTARY SPANISH.**

I, Class 3, Cr. 3.

A beginning course in modern Spanish grammar and conversation.

### **123. ELEMENTARY SPANISH.**

II, Class 3, Cr. 3. Prerequisite: Spanish 113.

A continuation of Spanish 113.

### **213. SPANISH COMPOSITION.**

I, Class 3, Cr. 3. Prerequisite: Spanish 123.

A study and practice of reading Spanish Literature

### **223. SPANISH LITERATURE.**

II, Class 3, Prerequisite: Spanish 213.

A study of the Spanish drama and novel.

## FRENCH

### 113. ELEMENTARY FRENCH.

I, Class 3, Cr. 3.

A beginning course in grammar, reading and conversation.

### 123. ELEMENTARY FRENCH.

II, Class 3, Cr. 3.

A continuation of French 113.

### 213. FRENCH COMPOSITION.

I, Class 3, Cr. 3. Prerequisite: French 123.

A review of pronunciation, grammar, composition and conversation.

### 223. FRENCH LITERATURE.

II, Class 3, Cr. 3. Prerequisite: French 213.

A study and translation of the works of some major authors.

## SPEECH

### 113. BASIC SPEECH.

I, Class 3, Cr. 3.

A course designed to develop ability and ease in platform deportment, practice in the preparation and delivery of speeches appropriate for various occasions.

### 123. PUBLIC SPEAKING.

II, Class 3, Cr. 3. Prerequisite: Speech 113 .

Continuation of Speech 113.

### 202. STORY TELLING.

I, Class 2, Cr. 2.

Consideration of the literary values of stories. Study of structure, plot and style; the study of fables, folk tales, legends and stories from standard authors. Practice in telling and dramatizing stories for children of different ages and for adults.

### 203. BEGINNING DRAMATIC INTERPRETATION.

II, Class 3, Cr. 3.

A study of the fundamentals leading to harmonic coordination of mind, voice and body. The development of the voice, principles and methods of vocal expression, interpretation of different forms of literature and public readings.

# *Division V*

## DIVISION V—NATURAL SCIENCES.

- A. Biology.
- B. Chemistry.
- C. Home Economics.
- D. Mathematics.
- E. Physics.

## BIOLOGY

### 114. GENERAL BIOLOGY.

I, Class 3, Lab. 2, Cr. 4.

Characteristics of living things: matter, energy, cells, metabolism, foods, digestion, respiration, photosynthesis, mitosis and Meiosis; survey of the animal kingdom and animal embryology.

### 124. GENERAL BIOLOGY.

II, Class 3, Lab. 2, Cr. 4. Prerequisite: Biology 114.

Vertebrate animals: Morphology and physiology; heredity; survey of plant kingdom; ecology.

### 133. BIOLOGICAL SCIENCE SURVEY.

I, Class 2, Lab. 2, Cr. 3.

A course designed to give a broad general understanding of the biological, zoological and related courses.

### 213. COMPARATIVE ANATOMY.

I, Class 2, Lab. 2, Cr. 3.

### 223. GENERAL PHYSIOLOGY.

II, Class 2, Lab. 2, Cr. 3.

Deals with the functional systems of the human body.

## CHEMISTRY

### 114. GENERAL CHEMISTRY.

I, Class 3, Lab. 3, Cr. 4.

General theory of chemistry with emphasis on fundamental concepts, theory of atomic structure, periodic classification formulations, equations, valence, kinetic theory, solutions, ionization and a study of the nonmetal elements and their compounds in the laboratory. Scientific thinking, techniques and methodology are especially stressed.

### 124. GENERAL CHEMISTRY.

II, Class 3, Lab. 3, Cr. 4. Prerequisite: Chemistry 114.

Continuation of Chemistry 114. Chemistry of the metals and non-metals and their compounds.

### 205. QUALITATIVE ANALYSIS.

I, Class 2, Lab. 9, Cr. 5. Prerequisite: Chemistry 124.

The theory of inorganic qualitative analysis and an application of the theory to the semi-microseparation and identification of the more common cations and anions.

### 215. QUANTITATIVE ANALYSIS.

II, Class 2, Lab. 9, Cr. 5. Prerequisite: Chemistry 205, Math 173 or 183. Math may be taken concurrently.

Theory and techniques of gravimetric and volumetric analysis with emphasis on fundamental principles, calculations and precision of determination.

## HOME ECONOMICS

### 113. FOODS.

I, Class 2, Lab. 3, Cr. 3.

Study of food from the stand point of selection, preparation, serving preserving for best advantage to health.

### 123. NUTRITION.

II, Class 2, Lab. 2, Cr. 3. Prerequisite: Home Economics 113.

Fundamental principles of nutrition with emphasis on the maximum diet as it relates to the health of the entire family.

### 132. PERSONAL HEALTH AND SAFETY EDUCATION IN THE HOME.

II, Class 2, Cr. 2.

Prevention of illness and the home nurse in the care of the sick.

### 213. HOME MANAGEMENT.

I, Class 3, Cr. 3.

Management of the resources of the family and the efficient use of money, goods, services, time and energy.

### 223. TEXTILES.

I, Class 2, Lab. 3, Cr. 3.

Nature and limitations of common household textiles, emphasis on the selection, use and care of textiles in the home.

### 233. CLOTHING CONSTRUCTION.

II, Class 1, Lab. 6, Cr. 3. Prerequisite: Home Economics 223.

Construction of clothing. Problems involved in basic sewing techniques.

## MATHEMATICS

### 103. BUSINESS MATHEMATICS.

II, Class 3, Cr. 3.

Deals with the fundamental operations of arithmetic with integers and with common and decimal fractions, simple equations, ratio and proportion, percentages, simple interest, discounts, profit and loss and the use of simple algebraic formulas.

### 123. INTERMEDIATE ALGEBRA.

I, Class 3, Cr. 3. Prerequisite: One unit of high school algebra.

Review of the fundamental operations of algebra, exponents and radicals, simple equations, graphs, systems of simultaneous equations, quadratic equations and an introduction to logarithms.

### 173. COLLEGE ALGEBRA.

I, II, Class 3, Cr. 3. Prerequisite: Math 123.

A review of quadratic equations, progressions, the binomial theorem, mathematical induction, theory of equations, logarithms and determinants.

### 183. TRIGONOMETRY.

II, Class 3, Cr. 3. Prerequisite: Math 123.

The trigonometric functions, logarithms, solutions of right and oblique triangles.

### 213. ANALYTIC GEOMETRY.

I, Class 3, Cr. 3. Prerequisite: Math 173, 183.

Rectangular coordinates, the straight line and the conic sections, polar coordinates, the general equation of the second degree and an introduction to analytical geometry of the three dimensions.

### 215. CALCULUS.

II, Class 5, Cr. 5. Prerequisite: Math 213.

Functions, limits, derivatives, differentials, indefinite and definite integrals and applications.



## PHYSICS

### 103. GENERAL PHYSICAL SCIENCE SURVEY.

II, Class 3, Cr. 3.

Basic concepts of some of the physical sciences including astronomy, chemistry, physics, geology, meteorology, conservation of natural resources.

### 215. GENERAL PHYSICS.

I, Class 3, Lab. 4, Cr. 5. Prerequisite: Math 183.

Mechanics, sound and heat.

### 225. GENERAL PHYSICS.

II, Class 3, Lab. 4, Cr. 5. Prerequisite: Physics 215.

Electricity and light.

# *Division VI*

## **SOCIAL SCIENCES**

- A. Economics.
- B. Education.
- C. Geography.
- D. Health, Physical Education and Recreation.
- E. History.
- F. Political Science.
- G. Psychology.
- H. Sociology.

## **ECONOMICS**

### **213. PRINCIPLES OF ECONOMICS.**

II, Class 3, Cr. 3. Sophomore standing.

The structure of the contemporary economy, basic economic principles, institutions and problems; elementary economic analysis.

## **EDUCATION**

### **103. THE SCHOOL IN AMERICAN SOCIETY.**

I, Class 3, Cr. 3.

A study of the American school system designed to develop an understanding of the scope, function, and organization of education in our state and society.

### **113. THE PRINCIPLES OF ELEMENTARY EDUCATION.**

II, Class 3, Cr. 3.

Deals with the principles and purposes of the elementary school in the educational system of the U. S.; deals with problems of administration, curriculum; and methods of an ideal elementary school. Consideration is given to the rural school as well as the city elementary schools.

### **205. TEACHING THE ELEMENTARY SCHOOL SUBJECTS.**

I, Class 5, Cr. 5.

A study of the principles, purposes and methods for instruction in the elementary grades. Special emphasis will be given to rural school methods. Methods for teaching the elementary school subjects will be taught. Methods for the teaching of reading, language, arts and sciences will be taught.

### **215. TEACHING THE ELEMENTARY SCHOOL SUBJECTS.**

II, Class 5, Cr. 5.

Continuation of Education 205, but with emphasis on the teaching of arithmetic and the social studies.

### **225. OBSERVATION AND STUDENT TEACHING IN THE ELEMENTARY SCHOOL.**

II, (to be arranged), Cr. 5.

Students will be assigned to observation and teaching in selected rural schools and in the York City Schools. Time will be equally divided between observation and teaching under the supervision of a classroom teacher and the college instructor.

## **GEOGRAPHY**

### **113. ELEMENTS OF GEOGRAPHY.**

I, Class 3, Cr. 3.

An interrelated discussion of environmental factors and human occupants in their areal distribution.

### **213. BIBLICAL GEOGRAPHY.**

II, Class 3, Cr. 3. Prerequisite: Sophomore standing.

Geography of the Holy Land and other lands related to the Bible.

## **HEALTH, PHYSICAL EDUCATION AND RECREATION**

### **111. PHYSICAL EDUCATION ACTIVITIES FOR FRESHMEN**

I, Class 3, Cr. 1. Recreational activities.

### **121. PHYSICAL EDUCATION ACTIVITIES FOR FRESHMEN.**

I, Class 3, Cr. 1. Recreational activities.

### **112. FUNDAMENTALS OF SPORTS.**

I, Class 3, Cr. 2.

Required of and limited to majors in physical education. These courses are designed to orient the student in physical education and to develop skills basic to public school physical educational program.

### **122. FUNDAMENTALS OF SPORTS.**

II, Class 3, Cr. 2. Continuation of HPER 112.

### **201. INDIVIDUAL SPORTS.**

I, II, Class 3, Cr. 1.

### **213. HEALTH AND HYGIENE.**

I, Class 3, Cr. 3.

This course includes a section devoted to the teaching of the evil effects of alcohol and narcotics.

## HISTORY .

### 113. MODERN EUROPE, 1500 TO 1815.

I, Class 3, Cr. 3.

A study of the background of modern Europe; the emergence of the national state and the middle class and the accompanying cultural, religious, economic and political developments to the French Revolution and Napoleon.

### 123. MODERN EUROPE, 1815—To The Present.

II, Class 3, Cr. 3.

The immediate past and contemporary Europe: how advances in pure and applied sciences, the intensification of nationalistic feeling and the quest for greater individual freedom and security have shaped the development of politics, economy, society and ideas from the post-Napoleonic period to date.

### 203. CHURCH HISTORY.

I, Class 3, Cr. 3.

The history of Christianity from its beginning until the fifteenth century with emphasis on the nature of the early church and the development of the Roman Catholic Hierarchy. Emphasis is placed also on the reformation and restoration movements.

### 213. AMERICAN HISTORY FROM 1492-1865.

I, Class 3, Cr. 3.

A survey of American history from the beginning to 1865.

### 223. AMERICAN HISTORY FROM 1865 TO THE PRESENT.

II, Class 3, Cr. 3.

A survey of American History from 1865 to the present.

## **POLITICAL SCIENCE**

### **203. AMERICAN GOVERNMENT.**

I, II, Class 3, Cr. 3.

Development of the American National Government with emphasis upon its present functions and the role of the citizen as an active participant.

## **PSYCHOLOGY**

### **103. —INTRODUCTORY PSYCHOLOGY.**

I, II, Class 3, Cr. 3.

Intelligence, personality, motivation and the application of psychology in various fields.

### **202. APPLIED PSYCHOLOGY.**

II, Class 2, Cr. 2. Prerequisite: Psychology 103.

A survey of the chief fields where psychology is finding practical application.

### **213. EDUCATIONAL PSYCHOLOGY.**

I, Class 3, Cr. 3.

This course deals with the basic principles of physical, biological, psychological and social sciences which underlie and help to explain human growth, development, motivation, learning, behavior and personality. Emphasis is placed on the basic principles underlying successful teaching.

### **223. EDUCATIONAL PSYCHOLOGY.**

II, Class 3, Cr. 3.

Continuation of Psychology 213 but with special emphasis on learning theories and problems emphasizing the adjustment and adaptation of the individual child to his school room environment as well as to community life. Emphasis will also be placed on counseling and psychological tests. A case study involving at least one child in the school-room situation will be done by each student enrolled.

## **SOCIOLOGY**

### **213. PRINCIPLES OF SOCIOLOGY.**

I, Class 3, Cr. 3.

Introduction to sociology through a study of its scientific approach; the forms of social control, types of groups and the major social institutions.

### **223. CONTEMPORARY SOCIAL PROBLEMS.**

II, Class 3, Cr. 3. Prerequisite: Sociology 213.

Conflicting elements in a dynamic age as affecting behavior and social policies.

### **233. MARRIAGE AND THE FAMILY.**

I, II, Class 3, Cr. 3.

A study of the forces which have developed the present day family pattern. Factors involved in satisfactory and unsatisfactory family adjustments.

# *Curricula*



## CURRICULA

### ARTS AND SCIENCES

#### THE TWO-YEAR COURSE

The general arts and sciences curriculum provides for young people who have not yet decided what particular line of subjects they desire to pursue. It is a general college course and provides the foundation for nearly every line of college work. This work leads toward the B. A. or B. S. Degree.

#### FIRST YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Spanish 113 or French 113 .....	3	Spanish 123 or French 123 .....	3
History .....	3	History .....	3
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1
Electives .....	5	Electives .....	5

#### SECOND YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
American Literature .....	3	American Literature .....	3
Physical Education .....	1	Physical Education .....	1
Language or Elective .....	3	Language or Elective .....	3
Mathematics or Science .....	3 or 5	Mathematics or Science .....	3 or 5
Bible .....	1	Bible .....	1
Electives .....	5 or 3	Electives .....	5 or 3

## TEACHER EDUCATION

York College prepares students for the Nebraska Initial Junior Elementary School Certificate and meets the two-year requirements for those who wish to transfer and complete work for the initial secondary school certificate.

### TWO-YEAR EDUCATION COURSE LEADING TO B. Sc. IN EDUCATION

The following course is planned to meet the two-year requirements for those who intend to transfer and complete work for the initial secondary school certificate which is valid for a period of five years in grades seven to twelve inclusive in any school in the state.

#### FIRST YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Education 103 .....	3	Physical Education 213 .....	3
Science .....	3 or 5	Science .....	3 or 5
Foreign Language or Subject Field .....	3 or 5	Physical Education .....	1
Physical Education .....	1	Foreign Language or Subject Field .....	3 or 5
Bible .....	1	Bible .....	1
Electives .....	0 to 2	Electives .....	0 or 2

#### SECOND YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
English 213 .....	3	English or Speech .....	3
History .....	3	History .....	3
Psychology 213 .....	3	Foreign Language or Subject Field .....	3
Foreign Language or Subject Field .....	3	Physical Education .....	1
Physical Education .....	1	Bible .....	1
Bible .....	1	Psychology 223 .....	3
Electives .....	2	Electives .....	2

## Initial Junior Elementary School Certificate

This program is planned to meet the requirements for the Nebraska Initial Junior Elementary School Certificate which is valid for a period of three years in kindergarten to eighth grade inclusive in any school in the state.

### FIRST YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Education 103 .....	3	Education 113 .....	3
Music 103 .....	3	Education 215 .....	5
Biological Science Survey ...	3	Physics 103, Gen.	
Speech 202 .....	2	Phy. Science Survey .....	3
Bible .....	1	Physical Education .....	1
Physical Education.....	1	Bible .....	1

### SECOND YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
Psychology 213 .....	3	Psychology 223 .....	3
American History 213 .....	3	Education 225 .....	5
Education 205 .....	5	American History 223 .....	3
Physical Education 213 .....	3	Art 113 .....	3
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1

### BUSINESS ADMINISTRATION.

This department conducts a two-year course for students who look forward to completion of work for a degree in business administration.

Courses in business administration are also outlined to fit the needs of students who will terminate their college training at the end of either their Freshman or Sophomore years. Students will be encouraged to prepare for Civil Service and State Merit examinations.

## TWO-YEAR CURRICULUM IN BUSINESS ADMINISTRATION

### FIRST YEAR

<b>First Semester</b>		<b>Second Semester</b>	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Polit. Sc. or History .....	3	Polit. Sc. or History .....	3
Mathematics or Science .....	3	Psychology 103 .....	3
Business Admin. 103 .....	3	Mathematics or Science .....	3
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1
Electives .....	2	Electives .....	2

### SECOND YEAR

<b>First Semester</b>		<b>Second Semester</b>	
Course	Hours	Course	Hours
Literature 213 .....	3	History or Polit. Sc. ....	3
History or Polit. Sc. ....	3	Science or Mathematics ...	3
Science or Mathematics ...	3	Business Adm. 223 .....	3
Secretarial Science 233 .....	3	Economics 213 .....	3
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1
Business Adm. 213 .....	3	Electives .....	2

1. The requirements include both 3 hours of political science and 6 hours of history.

2. Students must take 6 hours of mathematics (Mathematics 123 and 103 recommended) and 6 hours of one science. They may select their science from the following list: chemistry, physics, biology, geography, science.

#### Suggested Electives

Business Law, Public Speaking, Salesmanship, Typewriting, Introduction to Business, Shorthand, Office Management.

# JUNIOR SECRETARIAL COURSE

## FIRST YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Secretarial Science 113 .....	3	Secretarial Science 123 .....	3
Business Adm. 103 .....	3	History or Polit. Sc. ....	3
Secretarial Science 133 .....	3	Secretarial Science 143 .....	3
History or Polit. Sc. ....	3	Physical Education .....	1
Physical Education .....	1	Bible .....	1
Bible .....	1	Electives .....	2

## SECOND YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
Secretarial Sc. 213		Secretarial Science 243,	
2nd Yr. Typing .....	3	Office Practice .....	3
Secretarial Science 223 .....	3	Physical Education .....	1
Adv. Shorthand .....	3	Psychology 103 .....	3
Science .....	4	Busi. Administration 233 ...	3
Mathematics 123 .....	3	Bible .....	1
Physical Education .....	1	Science .....	4
Secretarial Science 233,		Electives .....	2
Business Correspondance....	3		
Bible .....	1		

### Suggested Electives

Geography, Sociology, Public Speaking, Business Mathematics

## EVANGELISTIC COURSE

A suggested course for those who plan to be ministers of the gospel.

### FIRST YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Psychology 103 .....	3	Sociology 233 .....	3
Speech 113 .....	3	Speech 123 .....	3
Biology 114 .....	4	Biology 124 .....	4
Bible 101 .....	1	Bible 111 .....	1
Physical Education .....	1	Physical Education .....	1
Electives .....	2	Electives .....	2

### SECOND YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
Literature 213 .....	3	Literature 223 .....	3
Greek 213 .....	3	Greek 223 .....	3
Sociology 213 .....	3	Geography 213 .....	3
History 213 .....	3	History 223 .....	3
Physical Education .....	1	Physical Education .....	1
Bible Electives .....	3 or 4	Bible Electives .....	3

### PRE-DENISTRY.

#### FIRST YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Chemistry 114 .....	4	Chemistry 124 .....	4
Biology 114 .....	4	Biology 124 .....	4
Mathematics 123 or 173 .....	3	Mathematics 173 or 183 .....	3
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1
		History or Pol Science.....	3

#### SECOND YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
Physics 215 .....	5	Physics 225 .....	5
Chemistry 205 .....	5	Chemistry 215 .....	5
Psychology 103 .....	3	Physical Education .....	1
Physical Education .....	1	Bible .....	1
Bible .....	1	Biology 223 .....	3
Biology 213 .....	3	History or Pol Science.....	3

## PRE-MEDICINE.

### FIRST YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Chemistry 114 .....	4	Chemistry 124 .....	4
Mathematics 123 .....	3	Mathematics 173 .....	3
Biology 114 .....	4	Biology 124 .....	4
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1
		Political Science .....	3

### SECOND YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
Physics 215 .....	5	Physics 225 .....	5
Chemistry 205 .....	5	Chemistry 215 .....	5
Biology 213 .....	3	Biology 223 .....	3
Physical Education .....	1	Physical Education .....	1
Psychology 103 .....	3	History 223 .....	3
Bible .....	1	Bible .....	1

## PRE-VETERINARY SCIENCE.

### FIRST YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Chemistry 114 .....	4	Chemistry 124 .....	4
Mathematics 123 .....	3	Mathematics 173 .....	3
Biology 114 .....	4	Biology 124 .....	4
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1

### SECOND YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
Speech .....	3	Literature 223 .....	3
Chemistry 205 .....	5	Chemistry 215 .....	5
Physics 215 .....	5	History .....	3
Physical Education .....	1	Psychology 103 .....	3
Bible .....	1	Physical Education .....	1
Political Science .....	3	Bible .....	1

PRE-LABORATORY TECHNICIAN.

**FIRST YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Chemistry 114 .....	4	Chemistry 124 .....	4
Biology 114 .....	4	Biology 124 .....	4
Mathematics 123 .....	3	Mathematics 173 .....	3
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1

**SECOND YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
Course	Hours	Course	Hours
Chemistry 205 .....	5	Chemistry 215 .....	5
Physics 215 .....	5	Physics 225 .....	5
Sociology 213 .....	3	Political Science .....	3
Physical Education .....	1	Physical Education .....	1
Psychology 103 .....	3	Bible .....	1
Bible .....	1	History .....	3



PRE-NURSING.

**FIRST YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Chemistry 114 .....	4	Chemistry 124 .....	4
History 213 .....	3	History 223 .....	3
Biology 114 .....	4	Biology 124 .....	4
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1

**SECOND YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
Course	Hours	Course	Hours
Literature 213 .....	3	Sociology 223 .....	3
Sociology 213 .....	3	Chemistry 215 .....	5
Chemistry 205 .....	5	Speech 123 .....	3
Physical Education .....	1	Physical Education .....	1
Speech 113 .....	3	Bible .....	1
Bible .....	1	Psychology 103 .....	3

PRE-ENGINEERING.

FIRST YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Mathematics 123 .....	3	Mathematics 173 .....	3
Speech 113 .....	3	Mathematics 183 .....	3
Chemistry 114 .....	4	Chemistry 124 .....	4
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1
Psychology 103 .....	3	Political Science .....	3

SECOND YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
Physics 215 .....	5	Physics 225 .....	5
Mathematics 213 .....	3	Mathematics 215 .....	5
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1
Chemistry 205 .....	5	Chemistry 215 .....	5
History .....	3		

**FIRST YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Language .....	3	Language .....	3
History 113 .....	3	History 123 .....	3
Speech 113 .....	3	Speech 123 .....	3
Physical Education .....	1	Economics 213 .....	3
Psychology 103 .....	3	Physical Education .....	1
Bible .....	1	Bible .....	1

**SECOND YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
Course	Hours	Course	Hours
Literature 213 .....	3	Literature 223 .....	3
History 213 .....	3	History 223 .....	3
Sociology 213 .....	3	Political Science 203 .....	3
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1
Geography 113 .....	3	Science .....	4
Science .....	4	Electives .....	2
Electives .....	2		

PRE-PHARMACY.

**FIRST YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Chemistry 114 .....	4	Chemistry 124 .....	4
Biology 114 .....	4	Biology 124 .....	4
Mathematics 123 .....	3	Mathematics 173 .....	3
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1

**SECOND YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
Course	Hours	Course	Hours
Chemistry 205 .....	5	Chemistry 213 .....	5
Physics 215 .....	5	Physics 225 .....	5
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1
Sociology 213 .....	3	Psychology 103 .....	3
Political Science .....	3	History .....	3

# HOME ECONOMICS.

## FIRST YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
English 113 .....	3	English 123 .....	3
Political Science .....	3	Psychology 103 .....	3
Home Ec. 113, Foods .....	3	Home Ec. 123, Nutrition .....	3
Biology 114 .....	4	Biology 124 .....	4
Physical Education .....	1	Physical Education .....	1
Bible .....	1	Bible .....	1
Electives .....	2	Electives .....	2

## SECOND YEAR

First Semester		Second Semester	
Course	Hours	Course	Hours
Chemistry 114 .....	4	Chemistry 124 .....	4
History .....	3	Sociology 233 .....	3
Physical Education .....	1	Physical Education .....	1
Home Ec. 213 .....	3	Bible .....	1
Home Ec. 223 .....	3	French 123 .....	3
French 113 .....	3	Home Ec. 233 .....	3
Bible .....	1	Home Ec. 132 .....	2

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(Address)

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(Date)

Dean,  
York College,  
York, Nebraska.

Dear Sir:

Please send me the forms which I must have in making application for admission to York College.

I hope to enter  
(Approximate Date)

I graduated from ....., Date .....  
(Name of High School)

I expect to graduate from ....., Date .....  
(Name of High School)

Very truly yours,

(Mr., Miss) .....

.....  
(Mailing Address)

I have.....I do not have.....a catalog.