PART IV

School of Business and Public Administration

DEPARTMENTS AND FACULTY
OBJECTIVES
CENTER FOR BUSINESS AND ECONOMIC RESEARCH
SPECIAL REQUIREMENTS AND OPTIONS
BACHELOR DEGREE PROGRAMS
TWO-YEAR PROGRAMS
COURSE OFFERINGS
School of Business and Public Administration

DEAN:

Departments and Faculty

DEPARTMENT OF ACCOUNTING AND DATA PROCESSING:
Dr. V. D. Blickenstaff, Chairman
Professor: Blickenstaff
Associate Professors: Underkofler, Carson
Assistant Professors: Gines, Bell
Instructor: Maxson

DEPARTMENT OF BUSINESS EDUCATION AND OFFICE ADMINISTRATION
Dr. M. Clark, Chairman
Associate Professors: Clark, Cornwell, Lee, Johnson
Assistant Professors: Brender, Chandler, Williamson
Instructor: Crumpacker

DEPARTMENT OF ECONOMICS AND PUBLIC ADMINISTRATION
Dr. E. Lamborn, Chairman
Professor: Lamborn
Assistant Professors: Hart, Eastlake, Hopfenbeck, Payne

DEPARTMENT OF GENERAL BUSINESS
Dr. C. Phillips, Chairman
Professors: Young, Phillips
Associate Professors: Miller, Wilson, Knowlton, Scudder, White.
Assistant Professors: Tipton, Allen, Daflucas, Lane, Wolfe
Instructors: Lemmon, Byers

OBJECTIVES

The broad scope of offerings within the School of Business and Public Administration requires and embraces a variety of objectives. In general, the school seeks to prepare young men and women for positions of responsibility in business and government units and to provide training to assist all students in becoming responsible members of the democratic society and the economic system in which we live.

More specific objectives would include:

1. The preparation of graduates for management training entrance into business oriented fields, providing a rather broad background of liberal and occupational oriented courses.

2. The preparation of graduates for entrance positions in specialized occupations such as sales, accounting, or office management.

3. The training of business oriented workers for positions requiring less than the normal 4-year course of study through specialized curricula.

4. The preparation of non-business students as well as business students for assumption of citizenship responsibilities in their future relationships with the business world.

5. The preparation of graduates for positions with governmental units in administration and police science.

6. The preparation of graduates for entrance into graduate schools of business or public administration.

CENTER FOR BUSINESS AND ECONOMIC RESEARCH

A Center of Business and Economic Research has been established within the School of Business and Public Administration to support and further
research opportunities for students and faculty. The research takes a variety of forms, to be utilized by both the community at large and specific clients. Faculty and upper division students are used in part-time capacities as the need arises.

SPECIAL REQUIREMENTS AND OPTIONS

Typing Ability All applicants for the Bachelor's degree in any business or public administration curriculum must either pass a proficiency test in typing or successfully complete a course in typewriting. Tests will be given each semester at a time and place indicated by the School of Business and Public Administration.

Bachelor of Arts or Bachelor of Science Degrees Students enrolled in a curriculum leading to the Bachelor of Business Administration degree may, at their option, qualify for the B.A. or B.S. degree by using elective hours to complete additional requirements in the humanities, social sciences, and science. Advisors should be consulted about these additional requirements.

Students enrolled in the General Business curriculum or Public Administration curriculum will qualify for the B.A. degree by following the outline shown in the catalog. These majors may not qualify for the B.B.A. degree.

Advanced Placement Students with a background in material covered by a specific course because of training in high school, business college, or work experience, may request direct placement in higher level courses of that area. Any credit hours saved by such placement may be used as electives.

Two-year Programs Specialized curricula in Mid-Management, Fashion Merchandising, Secretarial Science, Police Science, and Medical Secretarial areas are offered in addition to the baccalaureate programs. Most students enrolled in such programs plan to leave college at the end of two years after earning a diploma or the A.S. degree. Credits earned in such courses may be later applied toward the Bachelor's degree but students should understand that they may be required more than an additional 64 hours of credit to meet all requirements for the Bachelor's degree.

### Bachelor Degree Programs

**ACCOUNTING MAJOR**

**Bachelor of Business Administration Program**

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<th>Junior Year:</th>
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<td>General Psychology</td>
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<td>Intro. to Data Proc.</td>
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*Chosen from Introduction to Music, Art, Drama, Humanities, or Philosophy.
BUSINESS EDUCATION MAJOR (Secretarial Option)

Bachelor of Business Administration Program

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<th>Junior Year:</th>
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<td>Sec. Sch. Methods</td>
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<td>Business Math/Machines</td>
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<td>Speech for Teachers</td>
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<td>Beginning and Intermediate Shorthand**</td>
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**May be waived if advanced placement is granted because of prior work, but at least two credits of typing at the intermediate level or above is required.
### ECONOMICS MAJOR

**Bachelor of Arts Program**

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<tr>
<th>Freshman Year:</th>
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<td>Hist. of Econ. Thought</td>
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<td>Income and Employment</td>
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**Sophomore Year:**

- Principles of Economics | 3 | 3
- Humanities Elective* | 3 | 3
- Literature | 3 | 3
- Elective in Science | 4 | —
- Principles of Accounting | 3 | 3
- P. E. | 1 | 1
- Elective | — | 3

|                | 17 | 16 |                |              |              |

**Senior Year:**

- Econometrics | 3 | 3
- Business Cycles | 3 | —
- Upper Division Electives in Business | 6 | 8
- Electives | 4 | 3
- Money and Banking | — | 3

|                | 15 | 15 |                |              |              |

### GENERAL BUSINESS MAJOR

**Bachelor of Arts Program**

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<th>Junior Year:</th>
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**Sophomore Year:**

- Principles of Economics | 3 | 3
- Principles of Accounting | 3 | 3
- Literature | 3 | 3
- History | 3 | 3
- Elective in Science | 4 | —
- Area II Elective | — | 3

|                | 15 | 15 |                |              |              |

**Senior Year:**

- Business Comm. | 3 | —
- Human Relations | — | 3
- Principles of Management | 3 | —
- Intro. to Data Proc. | — | 3
- Seminar in Bus. Admin. | — | 2
- Electives | 8 | 5
- Area of Emphasis | 3 | 3

|                | 17 | 16 |                |              |              |

### AREAS OF EMPHASIS (Each General Business major chooses one option)

(a) **Management**—12 credits chosen from Business Policies, Labor Relations, Personnel Management, Quantitative Analysis, and Government & Business.

(b) **Finance**—12 credits chosen from Investment Management, Financial Management, Real Estate Finance, Public Finance, & Money and Banking.

(c) **Data Processing**—12 credits chosen from Programming Techniques, Fortran, Cobol, and Data Processing Applications.

(d) **Aviation Management**—15 credits chosen from Aviation Ground School, Private Pilot Flight Lab, Principles of Transportation, Airport Management, and Airline-Air Cargo Management.

*Chosen from introduction to Art, Music, Drama, or Humanities.*
## INDUSTRIAL BUSINESS MAJOR

**Bachelor of Business Administration Program**

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*Chosen from Introduction to Music, Art, Drama, Humanities or Philosophy.

**MARKETING MAJOR**

**Bachelor of Business Administration Program**

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**Must include one course selected from Psychology 341, 431, Sociology 321, 421, 425, or Anthropology 202.**
## OFFICE ADMINISTRATION MAJOR

**Bachelor of Business Administration Program**

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| Sophomore Year:         |          |          |                                        |          |          |
| Principles of Economics | 3        | 3        |                                        |          |          |
| Beginning and Intermediate Typing** | 2 | 2 |                                        |          |          |
| Beginning and Intermediate Shorthand** | 4 | 4 |                                        |          |          |
| History                 | 3        |          |                                        |          |          |
| Fundamentals of Speech  | 3        |          |                                        |          |          |
| Physical Ed.            | 1        | 1        |                                        |          |          |
| Literature              | 3        | 3        |                                        |          |          |
|                         | 16       | 16       |                                        |          |          |

| Senior Year:            |          |          |                                        |          |          |
| Human Relations         | 3        |          |                                        |          |          |
| Business Comm.          |          |          |                                        |          |          |
| Office Proc. & Equip.   | 4        |          |                                        |          |          |
| Secretarial Procedures  |          |          |                                        |          |          |
| Business Statistics     | 3        |          |                                        |          |          |
| Intro. to Data Processing|          |          |                                        |          |          |
| Seminar in Business Adminstration | 2 |          |                                        |          |          |
| Business Mathematics/ Machines |          |          |                                        |          |          |
| Office Management       | 3        |          |                                        |          |          |
| Upper Division Electives| 3        |          |                                        |          |          |
|                         | 16       | 16       |                                        |          |          |

## PUBLIC ADMINISTRATION MAJOR

**Bachelor of Arts Program**

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| Sophomore Year:         |          |          |                                        |          |          |
| Principles of Economics | 3        | 3        |                                        |          |          |
| Science Elective        | 4        |          |                                        |          |          |
| Fundamentals of Speech  | 3        |          |                                        |          |          |
| Literature              | 3        | 3        |                                        |          |          |
| Federal Government      | 3        |          |                                        |          |          |
| State & Local Govt.     | 3        |          |                                        |          |          |
| Principles of Accounting| 3        | 3        |                                        |          |          |
|                         | 16       | 15       |                                        | 15       | 15       |

*Chosen from Introduction to Music, Art, Drama, Humanities or Philosophy.

**May be waived if advanced placement is granted because of prior work but at least two credits of typing at the intermediate level or above is required.
# CRIMINOLOGY MAJOR

## Bachelor of Arts Program

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<td>Administration of Justice</td>
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<td>State &amp; Local Government</td>
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<td>Police Organization</td>
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<td>General Psychology</td>
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<td>Introduction to Sociology</td>
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<td>Criminal Law</td>
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## TWO YEAR PROGRAMS

### FASHION MERCHANDISING—MID-MANAGEMENT

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<td>Costume Design</td>
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<td>Retail Selling</td>
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<td>Professional Speech</td>
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<td>Clothing</td>
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<td>Business Math/Machines</td>
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<td>Retail Buying</td>
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<td>Clothing Selection</td>
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<td>Report Writing</td>
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<td>Work Experience</td>
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<td>Principles of Advertising</td>
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<td>Principles of Retailing</td>
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*Chosen from Introduction to Music, Art or Drama or Humanities.

**Specialized courses in auxiliary services, administration, training and education, juvenile delinquency, or crime records, on advice of criminology counselor.

***Recommend inclusion of Prin. of Management, Intro. to Data Processing, Constitutional Law, Human Relations, and Prin. of Interviewing.

†Students who meet all listed courses under 2-year programs will be awarded the Associate of Science degree. Diplomas will not be awarded for partial completion of requirements.
### SECRETARIAL SCIENCE

**Freshman Year:**  
1st Semester | 2nd Semester |  
--- | --- |  
Beginning Shorthand and Inter. Shorthand | 4 | 4  
Beginning Typing and Intermediate Typing | 2 | 2  
English Composition | 3 | 3  
Business Math/Machines | 4 | —  
Business English | 3 | —  
Introduction to Business | 3 | —  
Principles of Accounting | 3 | —  
Physical Ed. | 1 | 1  

**Sophomore Year:**  
1st Semester | 2nd Semester |  
--- | --- |  
Advanced Shorthand and Dictation | 4 | 4  
Advanced Typing and Production Typing | 2 | 2  
Office Proc. & Equip. | 4 | —  
Secretarial Procedures | — | 4  
Principles of Economics or Applied Psychology | — | 3  
Secretarial Writing | — | 2  
Electives | 3 | 3  

**Total Credits:** 17 16

### MARKETING—MID-MANAGEMENT

**Freshman Year:**  
1st Semester | 2nd Semester |  
--- | --- |  
English Composition | 3 | 3  
Introduction to Business | 3 | —  
Business Math/Machines | 4 | —  
Retail Selling | 3 | —  
Principles of Advertising | 3 | —  
Merchandise Analysis | — | 3  
Mid-Management | — | —  
Work Experience | 2 | 2  
Elements of Management | 3 | —  
Professional Speech | — | —  
Communication | 2 | —  
Physical Ed. | 1 | 1  

**Sophomore Year:**  
1st Semester | 2nd Semester |  
--- | --- |  
Introduction to Marketing | 3 | —  
Principles of Retailing | — | 3  
Principles of Economics | 3 | —  
Principles of Accounting | 3 | —  
Business Psychology | — | 3  
Report Writing | — | 3  
Supervision of Personnel | — | 3  
Retail Buying | 3 | —  
Credit & Collections | — | 2  
Mid-Management | — | —  
Work Experience | 2 | 2  
Elective | 1 | —  

**Total Credits:** 17 16

### CRIMINOLOGY

**Freshman Year:**  
1st Semester | 2nd Semester |  
--- | --- |  
English Composition | 3 | 3  
Physical Education (Judo) | 1 | —  
First Aid | — | 2  
History Sequence | 3 | 3  
Federal Government | 3 | —  
State & Local Govt. | — | 3  
General Psychology | 3 | —  
Introduction to Sociology | — | 3  
Fundamentals of Speech | 3 | —  
Law Enforcement in Modern Society | — | 3  

**Sophomore Year:**  
1st Semester | 2nd Semester |  
--- | --- |  
Physical Ed. (Self-Defense; Defensive Tactics) | 1 | 1  
Literature | 3 | 3  
Humanities Elective* | — | 3  
Laboratory Science or Mathematics Sequence | 4 | 4  
Patrol & Communications | 3 | —  
Crime Records | 3 | —  
Law of Crim. Evidence | 3 | —  
Traffic Control & Reg'l'n | — | 3  
Criminal Investigation | — | 3  

**Total Credits:** 16 17

### MEDICAL SECRETARY

**Freshman Year:**  
1st Semester | 2nd Semester |  
--- | --- |  
English Composition | 3 | 3  
Physical Ed. | 1 | 1  
Business Math/Machines | 4 | —  
Human Physiology and Anatomy | — | 4  
Beg. & Int. Typing | 2 | 2  
Beg. & Int. Shorthand | 4 | 4  
Business English | 3 | —  
Intro. to Business | — | 3  

**Sophomore Year:**  
1st Semester | 2nd Semester |  
--- | --- |  
Microbiology | 3 | —  
Medical Terminology | 3 | —  
Secretarial Transcription | 4 | —  
Medical Office Procedures | 3 | —  
Office Proc. & Equip. | 4 | —  
Prin. of Accounting | 3 | —  
Adv. Typing & Prod. Typ. | 2 | 2  
Elective | — | 2  

**Total Credits:** 17 17

*Chosen from Intro. to Art, Music, or Drama or Humanities.
COURSE OFFERINGS

AC ACCOUNTING

Lower Division

101-102 Principles of Accounting—3 credits Each semester
A study of the function of accounting in the business world. A logical
development of the subject through the use of the Balance Sheet, the Profit
and Loss, and other statements. Subsidiary ledgers, voucher system, payroll
accounting, and income tax accounting are included.

201-202 Intermediate Accounting—3 credits Each semester
A rapid review of basic accounting principles and procedures, followed
by problems relating to the valuation and presentation of property, liability,
and corporate proprietorship items, and the measurement of profit and loss.
Analytical accounting procedures, and the preparation of advanced working
sheets and comprehensive corporate financial statements; development of spe-
cial reports, ratios and other analyses. Prerequisite: AC-102 or the equivalent.

Upper Division

301 Cost Accounting—3 credits First semester
Theory of cost accounting and cost control, including job order process,
direct and standard costs, budgeting and break-even analyses. Emphasis on
cost determination as a tool of management. Prerequisite: AC-202.

305 Advanced Accounting—3 credits Second semester
Specialized problems in partnership and corporation accounting. Consign-
ment and installment sales; fiduciaries; actuarial principles for use in ac-
counting. Prerequisite: AC-202.

360 Governmental Accounting—2 credits First semester
Accounting theory applicable to institutions, governmental units, and po-
litical subdivisions. Emphasis placed on variations in accounting procedure
used by government. Prerequisite: AC-102.

380 Consolidations and Mergers—2 credits Second semester
A study of the accounting procedures employed by the consolidated or
merged firm. Prerequisite: AC-202.

401 Individual Income Tax—3 credits First semester
The theory and application of the Federal income tax to individuals in-
cluding an introduction to Social Security and Federal Unemployment taxes.

402 Corporate Taxation—3 credits Second semester
The theory and application of the Federal income tax to corporations
organized for profit, and an introduction to partnership, trust, and estate and
gift taxation. Prerequisite: AC-202 and AC-401.

405 Auditing—3 credits First semester
Procedures and standards involved in making audits and examinations of
accounting records of business enterprises. Ethics, elements of public account-
ning, preparation and presentation of reports. Prerequisite: AC-202.

440 Accounting Theory—3 credits Second semester
A specialized course to provide a frame of reference for advanced ac-
counting students in theory of income, in asset valuation, and in the history
of accounting thought. Recommended for those students planning on the CPA
examination. Prerequisite: AC-202.

450 Data Processing for the Accountant—2 credits Second semester
A study of the basic accounting procedures applicable to electronic data
processing. The design, implementation, and evaluation of accounting systems
utilizing the computer will be considered. Prerequisite: AC-202 and DP-311.

490 C.P.A. Problems—3 credits Second semester
Selected problems and theory to prepare students for C.P.A. examina-

A hyphen between course numbers indicates that the first numbered course is a prerequisite
to the second numbered course; a comma between course numbers indicates either course may
be taken independently of the other.
AV AVIATION MANAGEMENT

Lower Division

*AV 101 Aviation Ground School—3 credits Either semester
Survey of basic aerodynamics, meteorology, navigation, and Federal Aviation Agency regulations. At termination, the student will take the FAA Private Pilot examination. An orientation of the historical development of aviation and the development of scientific laws and basic theory of flight.

*AV 121 Private Pilot Flight Laboratory—1 credit Either semester
Training to include at least 16 clock hours of flight time. In addition, the course will include ground-time to familiarize and train the student in airplane equipment, preflight, take-off and landings, and other requirements as established by the Federal Aviation Agency.

*AV 122 Private Pilot Flight Laboratory—2 credits Either semester
Exceeds the minimum flight-hours necessary to satisfy the FAA for completion of the private pilot certificate. Students must have logged a minimum of 45 hours including 15 hours of dual instruction, 15 hours of oral instruction, and satisfactorily completed the flight examination administered by a FAA flight examiner. Prerequisite: AV 121 and successful completion of FAA written examination for Private Pilot Certificate.

Upper Division

AV 331 Airport Management—3 credits First semester
Selection and use of ground facilities connected with the aviation industry. Covers construction and communication facilities, cargo and passenger handling procedures and policies, flight-deck and maintenance crew services, operation and maintenance of public facilities. Prerequisite: AC 102.

AV 351 Airline and Air Cargo Management—3 credits Second semester
The functions of management in airline operations. Air carrier familiarization, effect of federal regulations, market analysis, and unit organization. Includes implications of decision-making in the areas of industrial, financial, and economic phases of aviation management.

BE BUSINESS EDUCATION

Upper Division

401 Methods in Business Education—3 credits First semester
Methods and materials of instruction in business subjects. Application of principles of learning and teaching to business education. Must be taken in the semester immediately preceding student teaching.

421 Business Curriculum and Problems—3 credits Second semester
A seminar type class dealing with current problems and issues facing business teachers in the fields of curriculum, research, and class content. Individual research and presentation is emphasized.

471 Business Student Teaching—6 credits Second semester
Supervised teaching in public schools under the direction of qualified, selected business instructors. Prerequisite: permission of director.

DP DATA PROCESSING

Lower Division

101 Principles of Data Processing—2 credits Either semester
An introduction to basic methods, techniques, and systems of punched card and electronic data processing, including a basic introduction to programming and the development of data processing functions as applied in present systems. (Night school only).

225 Introduction to Programming—2 credits Either semester
A study of the general concepts, logic, and techniques of computer programming, including arrays, lists, searching, sorting, files, subroutines, strings, and input/output control systems. Prerequisite: DP 101. (Night school only).

*Flight lab fees in addition to other tuition and fees will be charged.
Upper Division

311 Introduction to Data Processing—3 credits
Either semester
A general interest course to acquaint students with the fundamentals
and principles upon which data processing is based. The logic and reasoning
processes utilized in data processing are also explored. Special industry re-
ports and computer programs will be prepared by all students. Intended for
upper division business administration students.

320 Programming Techniques—3 credits
First semester
A survey of programming systems used in computer processing and an
introduction to the latest computer systems. General concepts, logic, and
techniques of computer programming including flow charting, coding, input,
processing, and output. Major areas of concern include computer operating
systems, file maintenance methods, sequential access methods, direct access
methods, and systems design and analysis. Prerequisite: DP 311.

340 Programming Systems—FORTRAN—3 credits
Second semester
FORTRAN IV programming language that gives the student the capa-
bility of writing highly sophisticated programs pertaining to business data
processing problems. Specific areas covered include input-output descriptions,
arithmetic functions, sub-programming, and array manipulation. Prere-
quisite: GB 305 and DP 311.

360 Programming Systems—COBOL—3 credits
First semester
COBOL programming language that gives the student the capability
of writing highly sophisticated programs pertaining to business data
processing problems. Specific areas covered include the identification division,
the environment division, the data division, the procedure division, sequential
file handling, direct access file handling, and standard documentation pro-
cedures. Prerequisite: GB 340.

405 Data Processing Applications—3 credits
Second semester
An in-depth study of current business computer applications, informa-
tion retrieval, the function of data processing in the business organization,
feasibility study concepts, and data base considerations. Students apply
FORTRAN and COBOL language knowledge to current business data process-
ing problems. Prerequisite: GB 360.

EC ECONOMICS

Lower Division

201-202 Principles of Economics—3 credits
Each semester
Macroeconomics: Contemporary economic problems; money and banking
growth; monetary and fiscal policies for full employment; business cycles;
determination of national income, saving and investment. Microeconomic
analysis; basic assumptions, vocabulary, and structure of the economy; busi-
ness organization and operation, factors of production, specialization; nature
of supply and demand, the price system; distribution of income—wages, in-
terest, rent, and profits.

Upper Division

301 Money and Banking—3 credits
Second semester
The role of money, credit, and banking in the U.S. economy. It emphasizes
monetary theory as an analytical and policy tool for the exploration and solu-
tion of national economic problems. Prerequisite: EC-201.

303 Price Theory—3 credits
First semester
An analysis of the price mechanism and the determination of resource
allocation, output composition, income distribution, and welfare economics in
a market economy. Prerequisite: EC-202.

305 Income and Employment—3 credits
Second semester
Techniques and problems of measuring and evaluating overall economic
activity. Emphasis on government spending and taxing policy as a means of
altering and improving national economic performance. Prerequisite: EC-201.

311 History of Economic Thought—3 credits
First semester
Study of the origin and development of economic theories that have
influenced western civilization. Particular attention will be given to the
period since 1750. Prerequisite: EC 201-202.
315 Comparative Economic Systems—3 credits
A study of the economic efficiency of political systems and a comparison with the goals and efficiency of the free enterprise capitalistic system. Prerequisite: EC 201-202.

405 Business Cycles & Forecasting—3 credits
Business cycles, their history, nature and causes. Forecasting and control of the business cycle. Instability in aggregate economic activity, and the rate of growth of the economy. Prerequisite: EC 305.

421-422 Econometrics—3 credits
Study and application of the principal mathematical equations used in economics. Designed to acquaint the student with a mathematical approach to economic theory. Prerequisite: Math 106 or equivalent and permission of the instructor.

FI FINANCE

Lower Division

107 Personal Finance—3 credits
Aid in meeting the growing complexity of finance as the consumer encounters it; How to avoid financial entanglements, installment buying, borrowing money, owning or renting a home, investing and speculating in securities, everyday legal problems, dealing with illness, death, personal taxes, family budgets, check writing, and financial planning.

109 Stocks and Bonds—2 credits
Elementary security analysis; sources of investment information; objectives of an investment program; history of the New York Stock Exchange; characteristics of various types of bonds and stocks; economic, industrial, and company factors influencing an investment program; brokerage office and floor procedures; economic factors relating to the 1960's roll of venture capital in our economic system; procedures used in incorporating and underwriting; study of balance sheets and income statements.

Upper Division

301 Corporate Finance—3 credits
A study of American corporations, their methods of capitalization, control, consolidation, and growth. An analysis of the decision making process with regards to capital budgeting, cost of capital, leasing vs. ownership, dividend policy, liquidity vs. profitability, and the tax consequences of these decisions. Prerequisites: GB-101 and AC-102.

350 Investment Management—3 credits
An analysis of the setting for investments, analysis of risk and return, aggressive vs. defensive policies, programmed investment strategies, and the philosophies of portfolio management from the standpoint of banks, insurance companies, pension funds, and other financial institutions. Prerequisite: AC-102. Recommended: FI-301.

425 Financial Management—3 credits
Exploration of the social and economic implications of the financial process. Analysis of specific management policies as they relate to financial decision. Diversified readings, case work, and a financial management computer game are utilized. Prerequisite: FI 301.

GB GENERAL BUSINESS

Lower Division

101 Introduction to Business—3 credits
A survey course designed to acquaint the student with the many phases of business. Serves as an introduction to the specialized fields of business organization, accounting, insurance, marketing, banking, transportation, and industrial relations. Special emphasis is placed on business vocabulary.

201 Fundamentals of Real Estate—3 credits
Essentials of real estate practice; listings, sales, financing, land descriptions, real estate investments, brokerage, advertising, market analysis and fundamentals arising from real estate transactions.
Upper Division

301-302 Business Law—3 credits Each semester
First semester—Nature and classification of the law, history of jurisprudence, real and personal property, and torts, contracts and agency.
Second semester—Sales, security transactions and commercial paper, business organization including partnerships, corporations, trusts, and estates.

305 Business Statistics—3 credits Either semester
Collecting and tabulating data; statistical tables and charts; ratios, percentages, and relatives; averages; dispersion; probability and normal distribution; sampling; analysis of business change; correlation and analysis of relationship; and related topics. Prerequisite: Mathematics 106 or equivalent.

320 Principles of Insurance—3 credits Second semester
A balanced presentation of the principles of insurance and policy analysis together with a discussion of the fundamental legal principles involved in insurance contracts. Company practices in relation to insurance management are stressed as is the field of regulation on both the theoretical and practical applications.

325 Principles of Transportation—3 credits Second semester
Economics of transportation services and rates. History and pattern of regulations. Explanations of various forms in common use in freight and passenger transportation and an introduction to governmental controls and service and management problems of industrial traffic managers.

331 Appraisal of Real Estate—3 credits First semester
The nature, purpose, and functions of appraising, appraising as a profession, the nature of real property and value, the appraisal process and economic trends. The techniques involved in determining the value of real estate. Prerequisite: GB 201.

332 Real Estate Finance—3 credits Second semester
An examination of the intricacies of the real estate mortgage markets, the source of mortgage funds, instruments of mortgage debt, the federal government and mortgage markets, the lending decision, management of portfolio risk, and financing of specific types of real property. Prerequisite: GB 201.

340 Labor Relations—3 credits First semester
A comprehensive study of the negotiation and administration of today's labor-management issues. Presents the historical, structural, and legal environment and examines the contents of labor contracts. Emphasis is placed on the basic phases of labor relations and how they affect American business.

366 Quantitative Analysis for Business Decisions—3 credits Second semester
Quantitative techniques including "normal distribution" and other related probability distributions as applied to sampling theory and quality control. Also includes discussions of payoff tables, expected values, bidding models, queuing theory and linear programming. Examination of PERT and CPM as well as simulation, regression analysis and inventory models. Prerequisite: GB 305.

411 Government and Business—3 credits Second semester
A study of the extent of government involvement in business at both the national and state levels. Includes study of anti-trust, food and drug, labor, civil rights, and other legislation and administration. A survey of governmental powers pertaining to the involvement of government in business affairs is also included.

450 Business Policies—3 credits Either semester
The utilization of complex situational cases, role playing, in-depth research, and a business simulation exercise to achieve integration of specialized functional knowledge.

496 Independent Study—1-4 credits Either semester
A course for mature students who are ready to undertake individual investigations. One to four credits per semester with a maximum of 9 credits to count towards the degree, 6 credits in any one academic year. Restrictions: Permission of the instructor, Department Chairman and Dean of the School in writing; Cumulative GPA of 2.75; senior standing (96 credits); registration only at regularly scheduled time. Students must make application well in advance of enrollment.
498 Seminar in Business Administration—2 credits Either semester
   Current problems and trends in the business community. Analysis of change affecting the current business structure. Emphasis on student research and reports. Prerequisite: Senior standing.

PA PUBLIC ADMINISTRATION

Upper Division

301 Introduction to Public Administration—3 credits First semester
   Theory, administrative organization, functions, and problems of public governmental units. Prerequisite: PO-101.

310 Public Finance—3 credits Second semester

320 Public Personnel Administration—3 credits Second semester
   Civil service system analysis and techniques involved in the selection and management of public employees. Prerequisite: MG-301.

401 Constitutional Law—3 credits First semester
   Case study of the American constitutional system and its concepts as revealed in judicial decisions. Prerequisite: PO-101.

410 Administrative Law—3 credits Second semester
   Powers, procedures, and controls of administrative units. The balance of private rights and public interest. Elements of the administration of governmental enterprises. Prerequisite: PO-101.

MG MANAGEMENT

Upper Division

301 Principles of Management—3 credits Either semester
   Basic functions and principles of management with emphasis on relationships between workers and management; the planning, organizing, and controlling of personnel; decision making procedures and techniques.

305 Personnel Management—3 credits Second semester
   Principles of organizing, directing, motivating and coordinating the work force of a business organization.

401 Human Relations—3 credits Either semester

MK MARKETING

Lower Division

205 Principles of Salesmanship—3 credits First semester
   A comprehensive presentation of the principles of modern selling, prefaced by a brief history of salesmanship and a justification of its position of importance in present-day distribution. The psychological aspects of selling are fully treated. Selling presented as both an art and a science. Time is devoted in class to actual selling of various articles by the students, a practical application of the principles taught.

207 Principles of Advertising—3 credits Second semester
   History, objectives and policies of advertising; a study of media, regulation of advertising; coordination of advertising with other merchandising factors. Preparation of copy, illustrations and layout of advertising. Guest lectures are utilized to give the student a comprehensive picture of the advertising field.

Upper Division

301 Principles of Marketing—3 credits Either semester
   Description and analysis of the marketing processes. Methods, policies, and problems involved in the distribution process with an evaluation of marketing institutions and middle men according to the functions they perform. A survey of industrial and consumer markets and their relationship to both production and distribution.
305 Advertising Management—3 credits First semester
Management approach to advertising and its relationship to other dimensions of marketing strategy. Emphasis on managerial implications of decision making in advertising themes, media selection, campaigns, budgetary considerations, measuring effectiveness, and integration with other parts of the marketing task. Pre-or co-requisite: MK-301.

315 Market Research—3 credits Second semester
Consideration of the theory and use of research for particular marketing problems; methodology of planning and conducting research studies in various marketing situations; selected applications of marketing research. Prerequisite: MK-301.

405 Marketing Management—3 credits First semester
Management techniques in the solution of problems of systems of distribution, administration of marketing channels, advertising in the firm’s total marketing effort, administration of customer service policies, design of a physical distribution system, and composition of a marketing mix. Prerequisite: MK-301.

421 Sales Administration—3 credits Second semester
Management and administration of a sales organization, including recruiting, hiring, training, and supervising; establishment of territories; use of analytical tools as means of improving the effectiveness of salesmen. Prerequisite: MK-301.

425 Marketing Strategy—3 credits Second semester
The case study approach as applied to marketing problems. Emphasis is placed on problem definition, recognition of alternative solutions, and defense of a “best” solution. Prerequisites: MK-301 and MK-405.

MM MARKETING, MID-MANAGEMENT

Lower Division

100 Mid-Management Work Experience—2 credits Each semester
Open to students enrolled in the Mid-Management program only. The student may earn 2 semester hours’ credit for a maximum of four semesters or a total of 8 semester hours’ credit. This provides actual experience in the retail, wholesale, or service business field as a paid employee. The student, the employer, and the program coordinator develop an individual program for each student. The student is evaluated by both the employer and the program coordinator.

101 Retail Selling—3 credits Either semester
A basic course in personal selling techniques as applied in working situations in the modern retail store; analysis of customer’s behavior, personality, and motivation. Methods of creating customer attention, interest, desire, and action.

102 Merchandise Analysis—3 credits Second semester
A study dealing with what the product is and what the product does for the customer. Provides methods and practice in obtaining product information used by buyers, sales people, and advertising personnel. Major classes of textiles and non-textiles are surveyed.

105 Elements of Management—3 credits First semester
A study of the functions of business management: planning, organizing, staffing, directing and controlling. Special consideration is given to the concept of organizational authority and responsibility.

201 Introduction to Marketing—3 credits First semester
The study of activities by which goods and services flow from the producer to the ultimate consumer. This study includes methods, policies, and evaluation of the various marketing institutions according to the functions performed.

202 Principles of Retailing—3 credits Second semester
Comparison of small-and-large-scale retailers. Problems of store ownership, organization, location, equipment, merchandising, planning and control. Expense and cost reduction and sales promotion are considered.
205 Business Psychology—3 credits  
First semester  
The study of the application of psychological principles to business. The dynamics of behavior, public opinion research, persuasion, aptitudes, abilities, skills, and their relationship to the working environment.

206 Supervision of Personnel—3 credits  
Second semester  
Economics of supervision, social and philosophical implications, training functions of the supervisor. Individual and organizational needs in regard to human relations are major points of study.

209 Report Writing—3 credits  
First semester  
Prepares the student to write reports for business situations. Emphasis is placed on the actual preparation of reports, research methods, and the readability of the finished product.

213 Credit and Collections—2 credits  
Second semester  
A survey of the credit field including history, types, credit information, and the function of the credit department. Collection methods and procedures are given significant treatment.

215 Retail Buying—3 credits  
First semester  
Considers the buyer's duties, techniques, and procedures of purchasing for resale, pricing of goods, and the interpreting of consumer demand.

OA OFFICE ADMINISTRATION

Lower Division

101 Beginning Shorthand—4 credits  
First semester  
A beginning course in Gregg shorthand. Emphasis is placed on theory, writing skill, vocabulary development. Credit will not be given to students who have completed one or more years of shorthand in high school. Recommended credit or current enrollment in OA-118. Prerequisite: demonstrated proficiency in typing or current enrollment in typing.

105 Beginning Typing—2 credits  
First semester  
Theory and keyboard operations on the typewriter; for personal or business use. Credit will not be given to students who have completed one or more years of typing in high school.

107 Intermediate Typing—2 credits  
Either semester  
Review of typing fundamentals for the development of speed and accuracy. Credit will not be given to students who have completed two years of high school typing.

115 Business Mathematics/Machines—4 credits  
Either semester  
Fundamental operations of arithmetic in concrete relation to business usage. Decimals, fractions, percentages, interest, discounts, markup, installment buying, depreciation, and graphs are considered, as well as some interpretation of financial papers. The student receives instruction on the ten-key printing calculator, the rotary calculator, and the electronic calculator.

118 Business English—3 credits  
Either semester  
Emphasis on building a foundation in grammar, punctuation, vocabulary, and spelling through continued practical application. Effectiveness and correctness of expression will be demonstrated in written assignments which will include summaries of articles and business letters. Prerequisite: Passing score on English Placement Test.

121 Intermediate Shorthand—4 credits  
Either semester  
Review of shorthand theory with much work in dictation and transcription to improve speed and accuracy. Credit will not be given to students who have completed two years of high school shorthand. Prerequisite: OA-101 or advanced placement from high school work.

201 Advanced Shorthand—4 credits  
Either semester  
Emphasis on the building of a broad shorthand vocabulary and the development of high speed in dictation with rapid transcription. Prerequisite: OA-121 or advanced placement from high school work.
209 Advanced Typing—2 credits
Continued study of typewriting procedures to develop speed and accuracy in office applications. Prerequisite: OA 107 or advanced placement from high school work.

211 Production Typing—2 credits
Advanced work in the use of business forms, letters, legal documents, and tabulation on the typewriter. Prerequisite: OA-209.

221 Secretarial Transcription—4 credits
Advanced instruction in office transcription. Opportunities for special transcription practice of a medical or legal nature will be provided. Prerequisite: OA-209.

240 Secretarial Writing—2 credits
An intensive course for secretarial students in letter writing, preparation of summaries and publicity releases. Punctuation and correct usage will be reviewed as needed. Prerequisite: OA 118.

**Upper Division**

307 Office Procedures and Equipment—4 credits
A study of common office activities including records management and the use of transcribing machines, duplicating machines, and various other business machines and appliances.

308 Secretarial Procedures—4 credits
Instruction in the duties and responsibilities of the executive secretary utilizing the case study and project approach. The course will emphasize the student's ability to evaluate a job situation, make decisions, and carry them out. Typing and shorthand skills are required.

315 Medical Office Procedures—3 credits
A study of medical receptionist duties, special records, and filing systems, legal aspects of medical work, management of the medical office, and responsibilities of the medical assistant. Credit will not be given to students who have completed OA 308.

317 Office Management—3 credits
A study of organization and management of an office, including personnel problems, records, ratings, the allocations of functions and responsibilities, and office supervision.

328 Business Communication—3 credits
Effective communication of written and oral ideas is stressed. Special emphasis is placed on psychology of letter writing as a management tool and on report writing and methods of interpreting reports. The course includes an introduction to office dictation. Typing ability is required.

**CR CRIMINOLOGY**

**Lower Division**

201 Law Enforcement in Modern Society—3 credits
A study of philosophy, history, objectives, and the functions of law enforcement as an institution; institutional relationship to society; general overview of the administration of justice.

215 Patrol and Communications—3 credits
A lecture course dealing with the patrol function as the fundamental police operation; including organization, administration, and distribution. Communications is viewed as the nervous system of the organization. Prerequisite: CR-201.

223 Crime Records—3 credits
Planned to provide an understanding of a system of recording criminal activities designed to facilitate administration of criminology and to fulfill the needs of law and society. Prerequisite: CR-201.
251 Criminal Investigation—3 credits  
Second semester
Designed to acquaint the student with investigation as it involves the application of the investigative process in criminology, discovery and preservation of evidence, investigative report organization and content of investigative reports, and evidentiary proof of the elements of crime. Prerequisite: CR-201.

251 Traffic Control and Regulation—3 credits  
Second semester
Details of control as it is accomplished via traffic enforcement, engineering, education, and vehicle traffic law. Prerequisite: CR-201.

275 Law of Criminal Evidence—3 credits  
First semester
Presentation of the laws and rules of evidence, burden of proof, exclusionary rule, presumption, opinion evidence, and leading court cases involving the presentation and acceptability of evidence. Witness examination procedures and related legal problems are presented. Prerequisite: CR 201.

Upper Division

301 Administration of Justice—3 credits  
First semester

321 Criminal Law—3 credits  
Second semester
An analysis of the Law of Arrest, Search, and Seizure, and criminal law that effects the enforcement of the tolerance limits of society.

*340 Principles of Interviewing—3 credits  
First semester
Familiarization with the elements of the interviewing process for criminology personnel. Included are both the counseling and interrogative aspects with a view to promoting effective and productive relationships within any interviewing situation. Prerequisite: P-101.

351 Police Organization and Management—3 credits  
First semester
The principles of organization and management that are applied to law enforcement administration. Prerequisite: CR-201.

*380 Introduction to Criminalistics—3 credits  
Second semester
Introduction to theory and application of physical science to the field and laboratory investigation of crime. Applicable to both advanced field investigations and laboratory techniques. Prerequisite: CR-201. (Alternate years).

420 Private and Industrial Security—3 credits  
First semester
Philosophy and techniques of operation in the areas of security organization and management, investigations, physical plant and personnel security, and legal and jurisdictional limitations.

*435 Vice and Organized Crime—3 credits  
Second semester
The history, cause, nature, and control of vice and organized crime are studied. Prerequisite: CR-201.

*451 Comparative Law Enforcement Administration—3 credits  
Second semester
An analysis and comparison of law enforcement systems at the Federal, State, and local levels, and International systems. Prerequisite: CR-201. (Alternate years).

*Limited to Criminology majors.
PART V

School of Education

DEAN: GERALD R. WALLACE, Ed.D.
DEPARTMENTS AND FACULTY
ADMISSION
ELEMENTARY EDUCATION
SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS
SECONDARY STUDENT TEACHING
PLACEMENT
CENTER FOR COUNSELING, GUIDANCE AND TESTING
READING EDUCATION CENTER
LIBRARY SCIENCE TEACHING MINOR
PHYSICAL EDUCATION
PSYCHOLOGY
COURSE OFFERINGS
School of Education

DEAN: Gerald R. Wallace, Ed.D.

Departments and Faculty

CENTER FOR COUNSELING, GUIDANCE, AND TESTING

Dr. D. Torbet, Director

Professor: D. Torbet

Counselors: A. DeLaurier

DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND RECREATION

Dr. G. Cooper, Chairman

Professors: G. Cooper, L. Smith

Associate Professor: B. Bowman

Assistant Professors: J. Atkins, J. Boyles, D. Connor, R. Lewis

Instructors: P. Bowman, W. Jones, M. Satterfield


Director of Athletics: L. Smith

DEPARTMENT OF PSYCHOLOGY: Dr. J. Phillips, Chairman

Professors: J. Phillips, D. Smith, D. Torbet

Associate Professor: W. Sickles

Assistant Professors: W. Barsness, D. Heacock, W. Larson

DEPARTMENT OF TEACHER EDUCATION AND LIBRARY SCIENCE:

Professors: J. Barnes, R. Bullington, A. Chatburn, W. Hendry, M. Jackson, G. Wallace

Associate Professors: W. Kirtland, A. McDonald, V. Young (Director of Secondary Education)

Assistant Professors: P. Bieter, C. Burth (Director of Elementary Education), M. Fairchild, K. Lyle Hill, J. Jensen

Educational Media Services: A. Barnes (Librarian), P. Orlovich

READING EDUCATION CENTER: W. Kirtland, Director
School of Education

The School of Education offers majors in Elementary Education; Physical Education for Men, Secondary Education Option; Physical Education for Women, Secondary Education Option; and Psychology, Liberal Arts Option. It offers course work of both professional and academic nature to students in these and in other major curricula throughout the College. The academic course work is designed to develop ability in and appreciation of scientific thinking about behavior. Professional training is directed primarily toward the mastery of skills that are needed by teachers in the elementary and secondary schools.

TEACHER EDUCATION

In addition to its course offerings, and closely related to its professional training programs, is the integrative and supervisory function of the Department of Teacher Education in the total preparation of elementary and secondary school teachers and librarians. The following paragraphs explicate that function, and every prospective teacher should read them carefully:

The Department of Teacher Education is responsible for planning and conducting the Teacher Education Program, which includes the preparation of school librarians as well as of elementary and secondary teachers. The programs are outlined in accordance with the aims and general graduation requirements of Boise State College and the certification requirements of the Idaho State Board of Education. The Department of Teacher Education has an institution-wide commitment to the preparation of teachers, a commitment that is implemented in close cooperation with the subject-matter departments.

As a foundation for high-quality professional work, prospective teachers are provided with a well-rounded general education in the humanities and in the social and natural sciences. Each student also receives special preparation for the particular kind of educational work he plans to do.

Admission to School of Education

1. Students preparing to teach must apply for admission to the School of Education during the sophomore year. This application will be secured and processed as a part of the TE 201, Foundations of Education course (required for certification). Transfers who have completed an equivalent course in Foundations at another institution will secure the application for admission from the Dean's office. The form is entitled, "Admission to the School of Education."

2. General requirements for admission to the School of Education for elementary or secondary candidates shall be determined and implemented by the Department of Teacher Education. These requirements shall include:
   A. Filing of the "Admission to the School of Education" application.
   B. A minimum grade of "C" in TE-201 or its equivalent.
   C. A satisfactory test score in a prepared "English Qualification Examination." This examination will be prepared and administered by the Department of Teacher Education. The test will be a part of the course work of TE-201, Foundations of Education, given in the sophomore year. Students who fail this entrance examination will be required to make at least a "C" grade in English, in a course to be assigned by the Department of Teacher Education and to satisfactorily pass a second qualifying examination. Transfer students who have already taken the Foundations course at another institution will take the qualifying examination and will be subject to the above regulations.
   D. "Pass" by the Foundations of Education instructor in oral communication.
   E. Approval by the Student Personnel Services.
Admission to Student Teaching

1. An application for a specific student-teaching assignment must be filed with the Department of Teacher Education by February 15 of the junior year. Application forms may be secured from the Director of Elementary Education or the Director of Secondary Education.

2. General requirements for admission to student teaching for elementary or secondary candidates include:
   A. A grade point average of 2.25 in the major and minor teaching fields and in the education courses completed. A minimum 2.0 G.P.A. must be maintained in the remaining courses.
   B. Recommendation by the major faculty advisor. The approving faculty signature must be secured by the candidate on the application for admission to student teaching.
   C. Senior status.

3. Specific requirements—Elementary
   A minimum of “C” in each of the following courses:
   1. English composition
   2. General Psychology, P-101
   3. Educational Psychology, P-325
   4. Foundations of Education, TE-201
   5. Science sequence (two semester course in the same subject)

4. Specific requirements—Secondary
   A minimum of “C” in each of the following courses:
   1. English composition
   2. General Psychology, P-101
   3. Educational Psychology, P-325, or Adolescent Psychology, P-312
   4. Foundations of Education, TE-201
   5. Secondary School Methods, TE-381
   Approximately 30 semester credits in the major teaching field; 20 semester credits in the minor field.

5. Student teachers are expected to do responsible teaching, participate in co-curricular activities, maintain close contact with faculty and students in the public schools, and participate in seminars and conferences with their college supervisors.

6. Students who transfer to Boise State College must complete at least 6-9 semester hours in Education at the institution before being placed in student teaching.

ELEMENTARY EDUCATION

Students preparing to teach in the elementary grades will major in Elementary Education and complete a program of studies approved by the Chairman of the Department of Teacher Education and consisting of general and professional education courses.

Requirements for the Bachelor of Arts in Elementary Education:

1. General College graduation requirements to include:
   English Composition 101 and 102 .......................... 6
   Mathematics for Elementary Teachers .............................. 6
   Laboratory Science to include both Biological and Physical Science ........................................ 12
   History of Western Civilization ................................ 6
   U.S. History .................................................. 6
   Federal Government ............................................ 3
   General Psychology .............................................. 3
   Child Psychology .................................................. 3
   Geography ..................................................... 3
   Social Science chosen from: Economics, Sociology, or Anthropology ........................................ 3
   Humanities or Introduction to Art, or Music or Drama ............................................. 6
   Music Fundamentals ............................................. 2
**ELECTIVE EDUCATION**

**Bachelor of Arts Program**  
(Suggested Program)

<table>
<thead>
<tr>
<th>Freshman Year:</th>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory Science (Biological or Physical Science)</td>
<td>4</td>
<td>4</td>
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<tr>
<td>History of Western Civilization</td>
<td>3</td>
<td>3</td>
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<tr>
<td>General Psychology</td>
<td>3</td>
<td>-</td>
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<tr>
<td>Physical Education Activities</td>
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<td>1</td>
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<tr>
<td>Electives</td>
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<td>4</td>
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<td><strong>Sophomore Year:</strong></td>
<td>16</td>
<td>15</td>
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<tr>
<td>Introduction to Humanities or (two of the following: Introduction to Music, Introduction to Art, Introduction to Drama)</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Second Laboratory Science</td>
<td>4</td>
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<tr>
<td>Fundamentals of Math for Elementary Teachers</td>
<td>3</td>
<td>3</td>
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<td>Survey of American Literature</td>
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<td>U.S. History</td>
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<td>Geography</td>
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<td>Foundations of Education</td>
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<td>Electives</td>
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<td><strong>Junior Year:</strong></td>
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<td>Literature</td>
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<td>Federal Government</td>
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<td>Educational Psychology</td>
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<td>Elementary School Physical Education</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Speech for Teachers</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective (Economics, Sociology or Anthropology)</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Music Fundamentals</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Public School Music</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Electives U. D.</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td><strong>Senior Year:</strong></td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Speech Analysis and Improvement (Elective)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Children's Literature</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>Audio Visual Aids</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Elementary School Art Methods</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Curriculum &amp; Methods</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Elementary School Student Teaching</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Electives U. D.</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>-</td>
<td>16</td>
<td>16</td>
</tr>
</tbody>
</table>

Departure from this program must be approved by the Chairman of the Department of Teacher Education.
SECONDARY EDUCATION

The Department of Teacher Education serves as consultant in the establishment of "secondary education options" within each of several subject-matter areas. (See the Secondary Certification Options in the School of Business and Public Administration; the School of Arts and Sciences; and the Physical Education Department in the School of Education.) The Department of Teacher Education does not offer degrees "in secondary education."

Students preparing to teach in junior or senior high school should major in the subject-matter fields in which they plan to teach. Each student must complete the required professional education courses and the necessary subject matter major under the direction of an advisor in his major department.

Idaho offers two approaches to certification. One consists of the traditional teaching major and teaching minor, while the other consist of a composite teaching major. The following subjects are approved as teaching majors and must be accompanied by an approved teaching minor: Biology, Earth Science, Chemistry, History, Mathematics. The following fields are approved as composite majors and do not require a teaching minor: Art, Business, English, Music, Physical Education, Social Science, Speech-Drama. It is sometimes desirable from the point of view of employment for the student to have a minor for a second teaching field in addition to the composite major where possible. In any case, specific requirements for each major are summarized under the subject-matter heading.

CERTIFICATION REQUIREMENTS FOR SECONDARY EDUCATION

Idaho requires a total of twenty semester credit hours "in the philosophical, psychological, and methodological foundations of education, which must include not less than six semester credit hours of secondary student teaching."

These requirements are translated into the following required Boise State College courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE-201 Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>P-312 Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>P-325 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>TE-381 Secondary School Methods</td>
<td>3</td>
</tr>
<tr>
<td>TE-481 Secondary Student Teaching</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

In addition to these required courses, a student may choose from the following courses (if they are appropriate to his teaching field) to complete the required twenty semester credit hours. (A student may wish to take more than the minimum twenty credit hours.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-312 Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>P-325 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>TE-356 Audio-Visual Aids in Education</td>
<td>2</td>
</tr>
<tr>
<td>TE-371 Guidance for the Classroom Teacher</td>
<td>2</td>
</tr>
<tr>
<td>AR-351 Secondary School Art Methods</td>
<td>3</td>
</tr>
<tr>
<td>BE-401 Methods in Business Education</td>
<td>2</td>
</tr>
<tr>
<td>BE-421 Business Curriculum and Problems</td>
<td>3</td>
</tr>
<tr>
<td>E-318 Methods of Teaching Secondary School English</td>
<td>3</td>
</tr>
<tr>
<td>M-490 Mathematics in Secondary Schools</td>
<td>3</td>
</tr>
<tr>
<td>MU-259-260 String Instrumental Techniques and Methods</td>
<td>1</td>
</tr>
<tr>
<td>MU-301 Percussion Techniques and Methods</td>
<td>1</td>
</tr>
<tr>
<td>MU-359-360 Brass Instrument Techniques and Methods</td>
<td>1</td>
</tr>
<tr>
<td>MU-363-364 Woodwind Instrumental Techniques and Methods</td>
<td>1</td>
</tr>
<tr>
<td>MU-385-386 Choral Methods and Materials</td>
<td>1</td>
</tr>
<tr>
<td>MU-371 Public School Music</td>
<td>2</td>
</tr>
<tr>
<td>PE-461 Secondary School Health and Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>SP-311 Speech for Teachers</td>
<td>3</td>
</tr>
</tbody>
</table>
Each certified secondary school teacher must have one of the following options:

1. A major teaching field of at least 30 semester credit hours, and a minor teaching field of at least 20 semester credit hours.

(OR) 2. A single teaching field of at least 45 semester credit hours.

Following is a list of the teaching areas for which Idaho endorses certificates, regardless if the area is a major or a minor teaching field. Included in the teaching fields listed below is the specifically required minimum course content for each field. (Reproduced from the Idaho SDE pamphlet published May, 1969.)

**English**
Not less than six semester credit hours in composition and not less than six semester credit hours in American and English Literature. The remainder may be distributed in the related fields of speech, drama, and journalism.

**Speech-Drama**
Credits spread over both fields with not less than six semester credit hours in each. For separate endorsement in speech or drama, not less than fifteen semester credit hours in the field to be endorsed.

**Journalism**
Not less than fifteen semester credit hours in journalism and the remainder, if any, to be chosen from English.

**Social Studies**
Not less than six semester credit hours in American History and not less than three semester credit hours in American Government. In addition, work in two of the following fields to be represented: world history, geography, sociology and economics.

**American Government**
Not less than six semester credit hours in American Government, six semester credit hours in American History and three semester credit hours of comparative government.

**American History**
Not less than nine semester credit hours in American History and not less than three semester credit hours in American Government. The remaining work is to be in history and political science.

**Biological Science**
Credits distributed in the areas of botany and zoology, including at least six semester credit hours in each. Some work in physiology is recommended.

**Physical Science**
At least eight semester credit hours in chemistry and eight semester credit hours in physics.

**General Science**
Credits to include work in each of the following fields: physical, biological and earth science.

**Mathematics**
Credits to include work in algebra, geometry and trigonometry.

**Physical Education**
Credits distributed to include work in anatomy or physiology and health education.

**Secretarial Science**
Six semester credit hours in shorthand and at least one course in intermediate or advanced typewriting. The other credits are to be distributed in business courses which ensure knowledge of office machines, business and office practices and procedures.

**Bookkeeping**
Credits in business subjects, including at least one course in intermediate or advanced typewriting and not less than six semester credit hours of accounting with additional work in business law and business administration.
Business Education
Credits to include work in each of the following fields: typewriting, shorthand, accounting and office machines. Additional work may be selected from business law, business administration, retail merchandising, economics and office procedures.

Driver Education
An Idaho Driver Education teacher shall:
Have four semester credit hours which shall consist of not less than two semester credit hours in basic driver education for teachers and followed by not less than two semester hours in courses such as the following: Advanced driver education, general safety education, traffic engineering, driving simulator education, and highway transportation.
Have three years of satisfactory driving experience immediately preceding the time of teaching, as evidenced by the State Department of Law Enforcement, Traffic Safety Division.
This change given above was effective for all teachers of driver education in the State of Idaho on September 1, 1968.

Music
Credits to include work in theory and harmony, applied music (voice, piano, organ, band and orchestra instruments), History and Appreciation, Conducting, and music methods and materials.

Arts and Crafts
Credits to include work in four of the following areas: woodworking, drafting, ceramics, leather work, plastic, the graphic arts and art metal.

SECONDARY STUDENT TEACHING
Secondary Education Student Teaching for 1970-71
Student teaching will be given in 4 blocks of nine weeks each, all day. The first nine weeks will accommodate physical education majors, summer school candidates, transfers from other institutions and, if necessary, those who will graduate in December. The second nine weeks block will be reserved for history and social science majors, mathematics majors, and, if necessary, for students who will graduate in December. Business Education and English majors will student teach the third nine weeks block (first nine weeks of second semester); the fourth block of nine weeks will service all science, music, art, speech and drama, and foreign language majors for the student teaching assignment. Permission for any deviation to the above placement of major fields must be granted by the Dean of the School of Education.

Concentrated Course Blocks, 1970-71
The student will take a group of subjects (8-9 semester hours) during the balance of the semester, complementing the assigned student teaching block. Scheduling of the CCB will be done by the advisors in the major subject department as follows:

Scheduling by Departments

Art
CCB No. 3
Student Teaching No. 4 (6 credits)
CCB Choices: (8-9 credits)
Audio-Visual Aids, TE-356 (2)
Educational Psychology, P-325 (3)
Secondary School Methods, TE-381 (3)

Business
CCB No. 4
Student Teaching No. 3 (6 credits)
CCB Choices: (8-9 credits)
Audio-Visual Aids, TE-356 (2)
Educational Psychology, P-325 (3)
Speech for Teachers, Sp.-311 (3)
Business Curriculum & Problems, BE-421 (3)

Note: BE-401 Methods in Business Education (3) is to be taken the semester preceding student teaching.
Education

English
CCB No. 4
Student Teaching No. 3 (6 credits)
CCB Choices: (8-9 credits)
    Audio-Visual Aids, TE-356 (2)
    Educational Psychology, P-325 (3)
    Speech for Teachers, Sp.-311 (3)
    Secondary School Methods, TE-381 (3)

Note: E-318, Methods of Teaching Secondary School English (3) is to be taken the semester preceding student teaching.

Foreign Languages
CCB No. 3
Student Teaching No. 4 (6 credits)
CCB Choices: (8 credits)
    Audio-Visual Aids, TE-356 (2)
    Educational Psychology, P-325 (3)
    Secondary School Methods, TE-381 (3)

History
CCB No. 1
Student Teaching No. 2 (6 credits)
CCB Choices: (8-9 credits)
    Audio-Visual Aids, TE-356 (2)
    Educational Psychology, P-325 (3)
    Speech for Teachers, Sp.-311 (3)
    Secondary School Methods, TE-381 (3)
    History—The National Era, 1815-1848, HY-353 (3)

Mathematics
CCB No. 1
Student Teaching No. 2 (6 credits)
CCB Choices: (8-9 credits)
    Audio-Visual Aids, TE-356 (2)
    Educational Psychology, P-325 (3)
    Speech for Teachers, Sp.-311 (3)
    Secondary School Methods, TE-381 (3)
    Foundations of Geometry, M-311 (3)
    Mathematics in Secondary Schools, M-490 (3)

Music
CCB No. 4
Student Teaching No. 3 (6 credits)
CCB Choices: (8-9 credits)
    Audio-Visual Aids, TE-356 (2)
    Educational Psychology, P-325 (3)
    Secondary School Methods, TE-381 (3)
(Music courses to be arranged)

Physical Education
CCB No. 2
Student Teaching No. 1 (6 credits)
CCB Choices: (8-9 credits)
    Audio-Visual Aids, TE-356 (2)
    Educational Psychology, P-325 (3)
    Gymnastics, Apparatus, Fitness Techniques, PE-336 (2)
    Tests and Measurements, PE-455 (2)
    Secondary School Health and P.E., PE-461 (2)

Note: Secondary School Methods, TE-381 (3) is to be taken the semester preceding student teaching.

Sciences
CCB No. 3
Student Teaching No. 4 (6 credits)
CCB Choices: (8 credits)
    Audio-Visual Aids, TE-356 (2)
    Educational Psychology, P-325 (3)
    Secondary School Methods, TE-381 (3)
Social Science

CCI No. 1
Student Teaching No. 2 (6 credits)
CCI Choices: (8-9 credits)
Audio-Visual Aids, TE-356 (2)
Educational Psychology, P-325 (3)
Speech for Teachers, SP.-311 (3)
Secondary School Methods, TE-381 (3)
History—The National Era, 1815-1848, HY-353 (3)

Speech

CCI No. 3
Student Teaching No. 4 (6 credits)
CCI Choices: (8 credits)
Audio-Visual Aids, TE-356 (2)
Educational Psychology, P-325 (3)
Secondary School Methods, TE-381 (3)

Note: Transfers from other institutions to Boise State College will need to be integrated as possible into a schedule. Ordinarily, they should be assigned to Student Teaching No. 1 and CCB No. 2.

Placement

A Teacher Placement Service is maintained by the College Placement office, which is administered by the Dean of Student Personnel Services.

Center for Counseling, Guidance, and Testing

The Center provides special services for students with problems in educational, vocational and personal areas. The Center is especially designed for students with specific reading problems. Other services include professional testing and counseling.

Reading Education Center

This Center provides special services for college and public school students with specific problems in reading.

Faculty members, public school teachers and parents may seek assistance from the Reading Education Center for students who need diagnosis followed by planned instruction for improvement.

MINOR OPTION

LIBRARY SCIENCE TEACHING MINOR

In addition to general certification requirements, the training required for teacher librarians, at any grade level, shall be not less than 24 semester credit hours in the general field of educational media, 12 of which must be in the areas of material selection, organization and administration, cataloguing and classification, and reference and bibliography. Students must be able to type.

Up to six semester credit hours in the subject areas listed below may be substituted for an equal number of hours in the field of educational media, for the purpose of meeting the requirements for the endorsement:

Philosophy of Education
Educational Administration
Curriculum Design or Development
Pedagogy or Methods of Instruction
Educational Psychology, or Theory of Learning
Child or Adolescent Psychology
Communications
Graphic Arts

A student wishing to become a professional librarian by continuing in a graduate school of librarianship should consult with the library staff, or
with the library science instructor, for guidance in planning his undergraduate program. These basic courses which follow, however, will give suitable academic training for librarians in small public libraries of the area, who are unable to afford graduate library schools:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Use of Libraries</td>
<td>2</td>
</tr>
<tr>
<td>*Library Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>*Reference and Bibliography</td>
<td>3</td>
</tr>
<tr>
<td>*Basic Book Selection</td>
<td>3</td>
</tr>
<tr>
<td>*Cataloging and Classification</td>
<td>3</td>
</tr>
<tr>
<td>**Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>Audio Visual Aids in Education</td>
<td>2</td>
</tr>
<tr>
<td>Literature for the Adolescent</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>20-22</td>
</tr>
</tbody>
</table>

*Basic requirements.
**For all elementary education majors.

PHYSICAL EDUCATION

The School of Education, through its Department of Health, Physical Education and Recreation, offers a major and a minor in physical education with specialization in secondary school physical education.

The Physical Education Department, in cooperation with the School of Education, offers courses in physical education, health education, recreation, and athletic coaching. Students who complete a four-year teacher-training program are eligible to receive the Standard Secondary School Certificate issued by the State of Idaho.

The Physical Education curriculum, Secondary Education Option, leading to a Bachelor of Science Degree, is designed to familiarize the student with all aspects of physical education. The 128 semester hours required for the Bachelor of Science Degree include the College graduation requirements, professional courses in Physical Education and the requirements for Idaho teachers certificate.

Required Physical Education: All students except veterans, married women 21 years of age or older and men 35 years of age or older are required to have two semester credits of physical education. The two semester credits shall be selected from the program of activity courses (one credit courses). The Physical Education requirement must be completed during the first two semesters of residence unless special arrangements are made through the chairman of the Department of Health, Physical Education and Recreation. Varsity competition courses will fulfill the Physical Education requirements providing the participant completes the sport. No course may be repeated for credit.

Elective Physical Education: The Physical Education Department encourages participation in the elective program of activities. The program is designed to develop skills and interests in activities that will provide for the recreation and fitness needs of students. A maximum of six semesters of elective activities for credit will be allowed and may be counted towards graduation. No course may be repeated for credit. Elective activities are: Beginning Swimming, Self-Defense, Judo, Badminton, Volleyball, Basketball, Tennis, Field Hockey, Softball, Soccer, Rugby, Archery, Golf, Fencing, Beginning Gymnastics, Track and Field, Handball, Recreational Dance, Activities for Fitness, Weight Training, Drill Team, Bowling, Skiing, Advanced Swimming, Senior Life Saving, Water Safety Instruction, Advanced Gymnastics, Advanced Self-Defense, and Advanced Judo.

The Gymnasium and all of its facilities are available for student and faculty use. Intramural activities are conducted throughout the year and the Physical Education Major's Club offers opportunities in a wide variety of activities.
REQUIREMENTS FOR PHYS. ED. MAJOR
Bachelor of Science Degree

I. Secondary Education Option

A. Program for Men.

1. General College and Degree Requirements to include:
   General Biology ........................................... 8
   Human Anatomy and Physiology .......................... 4
   *Kinesiology ............................................. 3
   *Physiology of Exercise .................................. 3
   General Psychology ....................................... 3
   Sociology (elective) ...................................... 3

2. Physical Education Requirements ........................... *33 credits
   Introduction to Physical Education ..................... 2
   First Aid .................................................. 2
   Personal and Public Health ................................ 2
   Elementary School Physical Education or Correctives . 2
   Team Sports Techniques .................................. 2
   Individual and Dual Sports Techniques .................. 2
   Gymnastics, Apparatus, and Fitness Techniques ......... 2
   Organization and Administration of P.E. ................. 3
   Tests and Measurements .................................. 2
   Secondary School Health and Physical Education ...... 2
   Physical Education Activities (elective) ............... 6
   (Includes Gymnastics and courses selected from the elective activities program)

3. Physical Education Electives ................................. 6 credits
   (The following courses are especially recommended)
   Introduction to Recreation ................................ 2
   Elementary School Health ................................ 2
   High Organized Games .................................... 2
   Treatment and Care of Athletic Injuries ................. 2

4. A minimum of 15 credits in electives outside the major field ..................... 15 credits

5. Education requirements for State Certification for Secondary Education ............ 20 credits

B. Program for Women

1. General College and degree requirements to include:
   General Biology ........................................... 8
   Human Physiology and Anatomy ........................... 4
   *Kinesiology ............................................. 3
   *Physiology of Exercise .................................. 3
   General Psychology ....................................... 3
   Sociology (elective) ...................................... 3

2. Physical Education Requirements ........................... *35 credits
   Introduction to Physical Education ..................... 2
   First Aid .................................................. 2
   Personal and Public Health ................................ 2
   Elementary Physical Education ......................... 2
   Team Sport Techniques .................................. 2
   Individual and Dual Sports Technique ................... 2
   Gymnastics, Apparatus, and Fitness Techniques ....... 2

*The subjects (Kinesiology, Physiology of Exercise, and Required Physical Education) are included in the General College degree requirements and therefore are not listed in the Physical Education requirements.
Organization and Administration of P.E. 3
Tests and Measurements 2
Secondary School Health and Physical Education 2
Dance Techniques 2
Physical Education Electives 6
(to include Gymnastics and 5 courses selected from the activity program)

3. Physical Education electives 6
(The following courses are especially recommended)
Introduction to Recreation 2
Elementary School Health 2
Developmental and Adapted Physical Education 2
High Organized Games 2
Treatment and Care of Athletic Injuries 2

4. A minimum of 15 credits in electives outside the major field 15 credits

5. Education Requirements for State Certification for Secondary Education 20 credits

II. Physical Education Minor
A. Program for Men
1. Under program I-A above.
   a. Physical Education courses required 25 credits
      Introduction to Physical Education 2
      First Aid 2
      Team Sports Techniques 2
      Individual and Dual Sports Techniques 2
      Gymnastics, Apparatus, and Fitness Tech. 2
      Personal and Public Health 2
      Organization and Administration of P.E. 3
      Physical Education Activities electives 4
      (Includes Gymnastics, and three courses selected from: Swimming, Soccer, Tennis-Badminton, Body-Conditioning, Archery-Golf)

2. Physical Education Electives 6

B. Coaching (Men)
1. Under program I-A above.
   a. Physical Education courses required 24 credits
      Introduction to Physical Education 2
      First Aid 2
      Sport Officiating 4
      Coaching Methods 6
      Care and Treatment of Athletic Injuries 2

2. Physical Education electives 8

C. Program for Women
1. Under program I-B above.
   a. Physical Education courses required 25 credits
      Introduction to Physical Education 2
      First Aid 2
      Team Sports Techniques 2
      Individual and Dual Sports Techniques 2
      Gymnastics, Apparatus, and Fitness Tech. 2
      Personal and Public Health 2
      Organization and Administration of P.E. 3
      Physical Education electives 4
      (Gymnastics, 3 courses selected from Swimming, Folk and Square Dance, Tennis-Badminton, Field Hockey - Trimnastics, Basketball - Volleyball, Archery - Golf)

2. Physical Education electives 6
### PHYSICAL EDUCATION MAJOR

**Bachelor of Science Degree**

(Suggested Program)

1. **Secondary Education Option**
   
   **A. Program for Men**

<table>
<thead>
<tr>
<th>Freshman year</th>
<th>1st</th>
<th>2nd</th>
<th>Junior year</th>
<th>1st</th>
<th>2nd</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
<td>3</td>
<td>Kinesiology</td>
<td>3</td>
<td>—</td>
</tr>
<tr>
<td>General Biology</td>
<td>4</td>
<td>4</td>
<td>Physiology of Exercise</td>
<td>—</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
<td>3</td>
<td>Education Electives</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Phys. Ed.</td>
<td>2</td>
<td>—</td>
<td>Physical Ed. Electives</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Physical Ed. Activities (elective)</td>
<td>—</td>
<td>2</td>
<td>Secondary School Methods —</td>
<td>3</td>
<td>—</td>
</tr>
<tr>
<td>First Aid</td>
<td>2</td>
<td>—</td>
<td>Adolescent or Educational Psychology</td>
<td>—</td>
<td>3</td>
</tr>
<tr>
<td>Basic Physical Education</td>
<td>1</td>
<td>1</td>
<td>Elementary School</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Area I Electives</td>
<td>—</td>
<td>3</td>
<td>Physical Education</td>
<td>2</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Electives</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Sophomore year:**

   | Literature       | 3    | 3    | Second Student Teaching | 6    | —    |
   | Anatomy and Physiology | 4    | —    | Secondary School | —    | —    |
   | General Psychology | 3    | —    | Health and P.E. | 2    | —    |
   | Area II Electives | —    | 3    | Tests and Measurements | 2    | —    |
   | Personal & Public Health | 2    | —    | Team Sports Techniques | —    | 2    |
   | Area I Electives | 3    | 3    | Individual and Dual | —    | —    |
   | Foundations of Education | —    | 3    | Sports Tech. | —    | 2    |
   | Physical Education Activities (elective) | 2    | —    | Gymnastics, App. and Fitness Tech. | —    | 2    |
   | Area III Electives | 4    | 4    | Organization and Administration of P.E. | —    | 3    |
   |                    | 17   | 17   | Electives       | 2    | 10   |

   **Senior year:**

   | Literature       | 3    | 3    |
   | Anatomy and Physiology | 4    | —    |
   | General Psychology | 3    | —    |
   | Area II Electives | —    | 3    |
   | Personal & Public Health | 2    | —    |
   | Area I Electives | 3    | 3    |
   | Foundations of Education | —    | 3    |
   | Physical Education Activities (elective) | —    | 2    |
   | Area III Electives | 4    | 4    |

   **PHYSICAL EDUCATION MAJOR**

**Bachelor of Science Degree**

(Suggested Program)

2. **Secondary Education Option**

   **A. Program for Women**

<table>
<thead>
<tr>
<th>Freshman year</th>
<th>1st</th>
<th>2nd</th>
<th>Sophomore year</th>
<th>1st</th>
<th>2nd</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
<td>3</td>
<td>Literature</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>General Biology</td>
<td>4</td>
<td>4</td>
<td>Anatomy and Physiology</td>
<td>4</td>
<td>—</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
<td>3</td>
<td>General Psychology</td>
<td>3</td>
<td>—</td>
</tr>
<tr>
<td>Introduction to Physical Education</td>
<td>2</td>
<td>—</td>
<td>Area II Electives</td>
<td>—</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Activities (elective)</td>
<td>—</td>
<td>2</td>
<td>Personal &amp; Public Health</td>
<td>2</td>
<td>—</td>
</tr>
<tr>
<td>First Aid</td>
<td>2</td>
<td>—</td>
<td>Area I Electives</td>
<td>—</td>
<td>3</td>
</tr>
<tr>
<td>Required Physical Ed.</td>
<td>1</td>
<td>1</td>
<td>Foundations of Education</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Area I Electives</td>
<td>—</td>
<td>3</td>
<td>Physical Education</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>16</td>
<td>Activities (elective)</td>
<td>2</td>
<td>—</td>
</tr>
</tbody>
</table>

   | Area III Electives | 4    | 4    |

   | 17   | 17   |

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Boise State College

PHYSICAL EDUCATION MAJOR

Bachelor of Science Degree

(Suggested Program)
### Education

**Junior year:**
- **1st Sem.**
  - Kinesiology: 3
  - Physiology of Exercise: 3
  - Education Electives: 3
  - Physical Education Elect: 4
  - Secondary School Meth.: 3
  - Adolescent or Educational Psychology: 3
  - Elementary School Physical Education: 2
  - Dance Techniques: 2
  - Electives: 4

- **2nd Sem.**
  - Physiology of Exercise: 3
  - Education Electives: 3
  - Physical Education Elect.: 4
  - Secondary School Meth.: 3
  - Adolescent or Educational Psychology: 3
  - Elementary School Physical Education: 2
  - Dance Techniques: 2
  - Electives: 4

**Senior year:**
- **1st Sem.**
  - Secondary Student Teach: 6
  - Secondary School Health and P.E.: 2
  - Tests and Measurements: 2
  - Team Sports Techniques: 2
  - Individual and Dual Sports Tech.: 2
  - Gymnastics, App., and Fitness Tech.: 2
  - Organization and Administration of P.E.: 2
  - Electives: 10

- **2nd Sem.**
  - Electives: 2

### PSYCHOLOGY

The School of Education, through its Department of Psychology, confers a baccalaureate degree in psychology. Because of the core requirements for all candidates, it is regarded as a degree in general psychology; but considerable latitude is allowed within the framework set by those requirements, as at least twelve hours of each student's course work in psychology are "elective."

The student should be aware, however, that even the elective courses function as parts of a total program designed to produce a graduate with a strong background in basic psychology, and under no circumstances should he regard successful completion of that program as a preparation to perform psychological services of any kind. Rather, he should think of it as (1) a demonstration of educational attainment, like any other successful academic experience, and (2) preparation for more specialized training in professional or academic psychology or in some related field.

Every psychology major, whether or not he is planning to enter graduate school, must sit for the Graduate Record Examinations at some time during his senior year.

### REQUIREMENTS FOR PSYCHOLOGY MAJOR

**Bachelor of Arts or Bachelor of Science**

**I. Lower division (68-70 credits)**

<table>
<thead>
<tr>
<th>Area I</th>
<th>Area II</th>
<th>12 credits</th>
</tr>
</thead>
</table>

- **Area I**
  - History sequence: 6
  - "Single Area II field other than History."
  - General Psychology, 101-102: 6
  - Third Area II field: 3
  - Any Area II field: 9

- **Area III**
  - Fundamentals of Mathematics 105-106: 8
  - Introduction to Physical Science, Introduction to Chemistry, or Gen. Chemistry: 8-10
  - General Biology B-101-102 or Advanced General Biology B-203-204: 8-10

<table>
<thead>
<tr>
<th>Area</th>
<th>6 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition, 101-102</td>
<td></td>
</tr>
</tbody>
</table>

**II. Upper Division (40 credits)**

<table>
<thead>
<tr>
<th>Area</th>
<th>25 credits</th>
</tr>
</thead>
</table>

- **Psychology**
  - Statistical Methods: 3
  - Experimental Psychology: 4
III. Free electives (18-20 credits)

NOTE: In both degree programs, "in addition to the [prescribed] degree requirements, a minimum of 15 credit hours is required . . . in electives outside of the major field." Because a psychology major takes 12 (at least) hours more than the minimal requirements in natural science, this means that 3 (at most) of his "free electives" must be outside of his major department.

Suggested Program*

Freshman Year:
**English Composition ........................................... 3
**Fundamental Concepts in Mathematics .................... 4
**Principles of Physical Science, Intro. to Chemistry or General Chemistry ............ 4 or 5
**History sequence ............................................. 3
Physical Anthropology .................................... 3
Cultural Anthropology .................................... 3

17 or 18 17 or 18

Sophomore Year:
**General Psychology .......................................... 3
**General Biology or Advanced General Biology ............ 4 or 5
**Introduction to Humanities ................................. 3
**Literature
  Introduction to Sociology .................................. 3
  Social Problems ............................................. 3
  Physical Education ......................................... 1

17 or 18 17 or 18

Junior Year:
**Statistical Methods ......................................... 3
**Experimental Psychology
  Federal Government ......................................... 3
  State and Local Government ................................ 3
  Child Psychology ............................................ 3
  Adolescent Psychology ....................................... 3
  Abnormal Psychology ........................................ 3
**Psychological Measurement .................................. 3
Free Electives .................................................... 2

15 15

Senior Year:
  Physiological Psychology .................................... 3
  Personality ..................................................... 3
  Social Psychology ............................................ 3
**Psychological Systems ........................................ 3
Upper-division Electives ...................................... 3
Free Electives .................................................... 6

15 15

*This program was designed as a model for a PROFESSIONAL ORIENTATION in psychology; however, it will serve an ACADEMIC ORIENTATION also if courses in LEARNING and PERCEPTION are added as electives or are substituted for two of the non-asterisked upper-division psychology courses listed here.

**Substitution not allowed.
## COURSE OFFERINGS

**PE PHYSICAL EDUCATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester/Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Introduction to Physical Education (co-ed)</td>
<td>2</td>
<td>First semester</td>
</tr>
<tr>
<td></td>
<td>Designed to give the prospective physical education teacher early training and understanding of what is involved in the profession.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>Introduction to Recreation (co-ed)</td>
<td>2</td>
<td>Second semester</td>
</tr>
<tr>
<td></td>
<td>Designed to acquaint the student with the growth and development of community recreation and the role of community recreation in our present day society.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>First Aid (co-ed)</td>
<td>2</td>
<td>Each semester</td>
</tr>
<tr>
<td></td>
<td>Prevention and treatment of common injuries. Course leads to Standard Red Cross First Aid Certificate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>121</td>
<td>Personal and Public Health (co-ed)</td>
<td>2</td>
<td>Either semester</td>
</tr>
<tr>
<td></td>
<td>This course deals with phases of health in which the student can aid in conserving the health of himself, his family and the community. It is concerned with such subjects as nutrition, degenerative diseases, health needs and services, alcohol, family living and the local health department.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>152</td>
<td>Beginning Swimming (W)</td>
<td>1</td>
<td>Each semester</td>
</tr>
<tr>
<td></td>
<td>Teach basic skills, floating, bobbing and basic swimming techniques, American crawl, side stroke, back stroke. For students that don't know how to swim.</td>
<td></td>
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</tr>
<tr>
<td>155</td>
<td>Drill Team Clinic—1 credit</td>
<td>1</td>
<td>Summer Session</td>
</tr>
<tr>
<td></td>
<td>A workshop designed to teach how to organize, operate and control a girl's marching and dancing team, to create football drills, basketball shows, and parades.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>157-158</td>
<td>Drill Team (W)</td>
<td>1</td>
<td>Either semester</td>
</tr>
<tr>
<td></td>
<td>Drills composed of dance steps and arranged in various formation and maneuvers for half-time presentation at football and basketball games. One hour daily. By instructor's permission.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>159</td>
<td>Self-Defense (W)</td>
<td>1</td>
<td>Each semester</td>
</tr>
<tr>
<td></td>
<td>The defensive arts are presented in the form of Aikido, teaching coordination of the mind and body, and on-aggressive application of the natural laws of gravity and force.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>161</td>
<td>Badminton (W)</td>
<td>1</td>
<td>Either semester</td>
</tr>
<tr>
<td></td>
<td>A general introduction to rules and fundamentals of Badminton.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>162</td>
<td>Badminton (M)</td>
<td>1</td>
<td>Either semester</td>
</tr>
<tr>
<td></td>
<td>A general introduction to rules and fundamentals of Badminton.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>163</td>
<td>Volleyball (W)</td>
<td>1</td>
<td>Either semester</td>
</tr>
<tr>
<td></td>
<td>A course in the fundamentals and team strategy of volleyball. Also designed for the improvement of skill.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>164</td>
<td>Volleyball (M)</td>
<td>1</td>
<td>Either semester</td>
</tr>
<tr>
<td></td>
<td>General rules and participation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>165</td>
<td>Basketball (W)</td>
<td>1</td>
<td>Second semester</td>
</tr>
<tr>
<td></td>
<td>A course in the fundamentals and team strategy of basketball. Also designed for the improvement of skill.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>166, 167</td>
<td>Varsity Participation (M)</td>
<td>1</td>
<td>Either semester</td>
</tr>
<tr>
<td></td>
<td>Includes Football, Basketball, Wrestling, Baseball, Track and Cross Country.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>168</td>
<td>Basketball (M)</td>
<td>1</td>
<td>Second semester</td>
</tr>
<tr>
<td></td>
<td>General rules and participation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>169</td>
<td>Tennis (W)</td>
<td>1</td>
<td>Either semester</td>
</tr>
<tr>
<td>170</td>
<td>Tennis (M)</td>
<td>1</td>
<td>Either semester</td>
</tr>
<tr>
<td></td>
<td>An introductory course to provide training and special skills and rules in tennis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>171</td>
<td>Field Hockey (W)</td>
<td>1</td>
<td>Either semester</td>
</tr>
<tr>
<td></td>
<td>A course in the fundamentals and team strategy of field hockey. Also designed for the improvement of skill.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>172</td>
<td>Softball (W)</td>
<td>1</td>
<td>Second semester</td>
</tr>
<tr>
<td>173</td>
<td>Soccer (M)</td>
<td>1</td>
<td>First semester</td>
</tr>
<tr>
<td>174</td>
<td>Judo (M)</td>
<td>1</td>
<td>Each semester</td>
</tr>
<tr>
<td>175</td>
<td>Self-Defense (M)</td>
<td>1</td>
<td>Each semester</td>
</tr>
</tbody>
</table>
178 **Beginning Swimming (M)** 1 credit  
Teach basic skills, floating, bobbing and basic swimming techniques, American crawl, side stroke, back stroke. For students that do not know how to swim.

179 **Rugby (M)** 1 credit  
First semester

180 **Archery (co-ed)** 1 credit  
Either semester

181 **Golf (co-ed)** 1 credit  
Either semester

182 **Track and Field (W)** 1 credit  
Second semester

A course in the fundamentals, theory, and practice of running, hurdles, shot put, discus, standing broad jump, running broad jump, and high jump.

183 **Handball and Court Games (M)** 1 credit  
Either semester

Techniques and skills of handball and paddleball with special emphasis on playing procedures.

184 **Recreational Dance (co-ed)** 1 credit  
Either semester

A course in the fundamentals of dance designed to increase the knowledge and skill of the student. The course will include folk, square, round, mixers, and basic social dances.

185 **Activities for Fitness (W)** 1 credit  
Either semester

Emphasis on body mechanics to increase physical fitness. Poise, coordination, improvement of posture through exercises also are stressed.

186 **Activities for Fitness (M)** 1 credit  
Either semester

Techniques and skills for individual fitness, with emphasis on drills and general physical conditioning programs for individual needs.

187 **Tap Dancing (coed Elective)**—1 credit  
Either semester

188 **Social Dancing (coed Elective)**—1 credit  
Either semester

189 **Folk & Square Dancing (coed Elective)**—1 credit  
Either semester

190 **Bowling (coed Elective)**—1 credit  
Each semester

191 **Skiing and Mountaineering (coed Elective)**—1 credit  
Second semester

192 **Defensive Tactics (coed Elective)**—1 credit  
Either semester

193 **Touch Football (M)** 1 credit (Elective)  
First semester

203, 204 **Sports Officiating (co-ed)**—2 credits  
Each semester

205 **Advanced Swimmings (co-ed)** 1 credit  
Either semester

286 **Advanced Gymnastics (M)** 1 credit  
Either semester

Special emphasis is placed on developing combination and routines on the different types of apparatus. (Prerequisite: Beginning Gymnastics or instructors permission.)

209 **Advanced Self-Defense (M)** 1 credit  
Either semester

210 **Advanced Judo (M)** 1 credit  
Either semester

253 **Beginning Gymnastics (W)** 1 credit  
Either semester

271 **Soccer (M)**—1 credit (Elective)  
Either semester

273 **Beginning Gymnastics (M)** 1 credit  
Either semester

277 **Body Conditioning (M)** 1 credit  
Either semester

281 **Advanced Swimming (co-ed)** 1 credit  
Either semester

To teach the advanced pupil about Senior Life Saving, the 9 basic styles of swimming. The student should be of sound physical condition and have better than average swimming ability. (Prerequisite Senior Life Saving or permission of instructor.)

282 **Senior Life Saving (co-ed)** 1 credit  
Either semester

To provide the swimmer with additional strokes and self rescue techniques that will make him a better participant in the sport of swimming.

283 **Water Safety Instruction (co-ed)** 1 credit  
Either semester

This course is divided into two sessions of eight weeks each. First session—teaching the beginning swimmer. Second session—teaching the advanced swimmer and introduction to S.C.U.B.A. (Prerequisite Advanced Swimming or Senior Life Saving or permission of instructor.)

286 **Fencing (co-ed)** 1 credit  
Either semester

### Upper Division

319 **Techniques and Methods of Coaching Football**—2 credits  
Fall semester

Details of teaching individual fundamentals, offensive and defensive play, strategy, and conditioning of players. Prerequisite: Junior standing or instructor's permission.

320 **Techniques and Methods of Coaching Wrestling**—2 credits  
Each semester

Offense and defense in wrestling, equipment and training; meets and tournaments; wrestling styles; and conditioning and facilities. Prerequisite: Junior standing or instructor permission.
323 Techniques and Methods of Coaching Basketball—2 credits
Spring semester
Methods of coaching offense and defense, styles of play; and basketball strategy. Prerequisite: Junior standing or instructor's permission.

324 Techniques and Methods of Coaching Baseball—2 credits Spring semester
Baseball fundamentals including batting, fielding, conditioning and training. Prerequisite: Junior standing or instructor's permission.

327 Techniques and Methods of Coaching Track and Field—2 credits
Spring semester
The theory and methods of coaching the various events in track and field and the planning of meets. Prerequisite: Junior standing or instructor's permission.

328 Care and Treatment of Athletic Injuries—2 credits Each semester
The care, prevention, and treatment of athletic injuries. The study and practice of modern athletic training methods. Prerequisite: Junior standing or instructor's permission.

336 Gymnastics, Apparatus, Fitness Techniques (Co-ed)—2 credits, CCBII
Either semester
Techniques and skills of gymnastics and apparatus. Agility drills and general physical conditioning including safety precautions, equipment and measurement. Prerequisite: Lower division Gymnastics or instructor's permission. One hour lecture and one two-hour lab.

337 Team Sports Techniques (Co-ed)—2 credits Either semester
A consideration of Basic techniques of team sports including skills, rules, and strategies with special emphasis on teaching procedures. One one-hour lecture and one two-hour lab.

341 Dance Techniques (Co-ed)—2 credits Either semester
Fundamentals and advanced techniques in Ethnic Folk and American Square Dances with additional Social Dance techniques. Prerequisite: Folk and Square Dance and Social Dance. 1 hour lecture and 1 two-hour lab.

342 Individual and Dual Sports Techniques (Co-ed)—2 credits
Either semester
Techniques and skills in a variety of individual and dual sports in physical education and community recreation programs. One hour lecture and one two-hour lab.

351 Kinesiology (Co-ed)—3 credits First semester
A study of the range, quality, and capacities of movement of the human body, analysis of muscular movement in sports activities. Prerequisite: Human Physiology and Anatomy Z-107.

355 Physiology of Exercise (Co-ed)—3 credits Second semester
The effects of muscular exercise and physical conditioning on the circulatory, respiratory, and other physiological processes. Prerequisite: Kinesiology PE-351.

361 Elementary School Physical Education (Co-ed)—2 credits Either semester
The study of the physical needs of elementary school children combined with the selection and planning of activities; methods and procedures in the presentation of the physical education program. One hour lecture. One hour lab per week.

363 Elementary School Health Education (Co-ed)—2 credits Second semester
A survey of methods and techniques in presenting Health materials. Emphasis on available source materials and the organization of teaching health units for elementary schools. Two hours per week.

451 Correctives (Co-ed)—2 credits Second semester
Survey of common deviations of posture, functional disturbances and crippling conditions found in school children. Consideration of the extent and limitations of the teacher's responsibility for correction or improvement of physical defects. Prerequisite: Junior standing or instructor's permission.

455 Tests and Measurements (Co-ed)—2 credits, CCBII Second semester
Testing procedures and standard tests used in physical education activities, the evaluation of physical education activities; physical makeup of examinations and importance of evaluating programs in physical education. Prerequisite: Junior standing or instructor's permission.
457 Organization and Administration of Physical Education
(Co-ed)—3 credits
First semester
Study of departmental organization, instructional and recreational programs, supervision of instruction, physical plant, and finance. Prerequisite: Junior standing or instructor's permission.

461 Secondary School Health and Physical Education
(Co-ed)—2 credits, CCBII
Either semester
Designed to give prospective secondary teachers a foundation in school health education and physical education. Healthful school living and instructional programming is emphasized. Prerequisite: Junior standing or instructor's permission.

471 High Organized Games (W)—2 credits
Either semester
Special emphasis is placed on officiating; prevention and care of athletic injuries; selection and maintenance of equipment for the respective games. One hour lecture and one two-hour lab.

P PSYCHOLOGY

Lower Division

101 General Psychology—3 credits
Each semester
The first half of an introductory course in psychology. General Psychology 101 and 102 are more concerned with theory and terminology than are the other beginning courses listed in this section. Emphasis in the first semester will be on growth and development, individual differences, motivation, emotion, adjustment, learning perception, and thinking. Recommended preparation: one year of college-level science.

102 General Psychology—3 credits
Second semester
A fresh look at the traditional problems of psychology. Whereas the approach in the first semester is eclectic, in this semester class work will be concerned primarily with understanding the point of view of a single prominent psychological theorist. Selected supplemental readings will be available. Prerequisite: General Psychology P-101.

105 Applied Psychology—3 credits
Each semester
A study of the application of psychological principals to selected activity areas, such as business, education, military, medicine, law enforcement, etc. The course is designed especially for those students whose majors lie outside the behavioral sciences.

210 Human Growth and Development—3 credits
Each semester
A survey of significant factors in development from conception through adolescence. Consideration is given to normal patterns of maturation and adjustment. Major constitutional and environmental adjustment problems will also be presented. The course is intended for those who wish to study the general factors in child and adolescent development, not for psychology or education majors. Students may not earn credits in this course and in Child Psychology P-311 or Adolescent Psychology P-312.

Upper Division

301 Abnormal Psychology—3 credits
First semester
A descriptive approach to the study of the etiology, development, and dynamics of behavioral disorders, together with a review of current preventive and remedial practices. Prerequisite: General Psychology P-101 and P-102.

305 Statistical Methods—3 credits
First semester
Statistical concepts and methods commonly used in treatment of data in the Social Sciences. Topics covered will include: measures of central tendency and of variability, correlation measures, probability, and simple analysis of variance. Prerequisites: Fundamental Concepts of Mathematics M-105-106.

311 Child Psychology—3 credits
First semester
A study of development and adjustment from conception to adolescence. Consideration will be given to both constitutional and environmental factors, to normal growth patterns, and to problem areas. Students may not earn credits in this course and in Human Growth and Development P-210. Prerequisite: General Psychology P-101.
312 Adolescent Psychology—3 credits Second semester
Chronologically a continuation of Child Psychology P-311; the course will emphasize the special conditions of adolescent growth and adjustment. Consideration will be given to maturational and social patterns, and to behavioral, learning, and other problem areas. Students may not earn credits in this course and in Human Growth and Development P-210. Prerequisite: General Psychology P-101.

321 Experimental Psychology—4 credits Second semester
The application of scientific methodology to the study of behavior. Design of experiments; methods of analysis and interpretation of data; reporting of behavioral research. Two lectures and two two-hour laboratory periods per week. Prerequisite: General Psychology P-101, Statistical Methods P-305 and Fundamental Concepts of Mathematics M-105-106.

325 Educational Psychology—3 credits Each semester
A critical examination of some psychological concepts that have relevance to the process of education. Prerequisite: General Psychology P-101.

341 Perception—3 credits Either semester
A survey of the basic concepts in the psychology of perception, including a review of the findings of present day research on the receptor processes. Prerequisite: General Psychology P-101. Offered alternate years.

351 Personality—3 credits Second semester
A study of the major contemporary theories and concepts of personality. Prerequisite: General Psychology P-101.

421 Psychological Measurement—3 credits Second semester
An introduction to the theory and nature of psychological measurement together with a survey of types of psychological tests currently used. Prerequisite: General Psychology P-101, Fundamental Concepts of Mathematics M-105-106 and Statistical Methods P-305.

425 Physiological Psychology—3 credits Either semester
A survey of classical and current problems, with emphasis on nervous and endocrine systems in the processing of information and the organization of behavior. Examples of sensation, perception, motivation, emotion, and learning will be studied from this point of view. Prerequisites: Mathematics 105-106, Statistics, and Experimental Psychology. Offered alternate years.

431 Social Psychology—3 credits First semester
Social factors affecting individual behavior; formation and change of attitudes; social and cultural effects on individual cognitions; effects of leadership on members of groups and organizations. This course may be used as either Psychology or Sociology credit. Prerequisite: General Psychology P-101 and Introduction to Sociology SO-101.

435 Psychology of Motivation—3 credits Either semester

441 Learning—3 credits Either semester
Fundamental concepts of learning, with emphasis on recent developments in the field. Topics to be covered include: conditioning, rote learning, problem solving, memory, discrimination, and motor skills. Prerequisite: General Psychology P-101, Fundamental Concepts of Mathematics M-105-106, Statistical Methods P-305, and Experimental Psychology P-321. Offered alternate years.

461 Psychological Systems—3 credits Second semester
Major theoretical formulations of the past and present. Prerequisite: Senior standing in Psychology.
TEXTEACHER EDUCATION

Lower Division

108 Developmental Reading—1 credit
Either semester
The course is designed to develop the speed of reading by each individual through the enhancement of improved techniques in vocabulary development, familiarity with subject matter, locating the main idea, recognizing paragraph patterns and types, skimming and scanning, study skills, and test taking. A variety of activities are employed, including the employment of electronic devices.

109 Developmental Reading—1 credit
Either semester
Prerequisite 108 and permission of instructor. A series of readings and conferences are conducted between student and instructor concerning the student's individual reading needs.

201 Foundations of Education—3 credits
Each semester
A general introductory course in education to give the student, as early as possible in his preparation for teaching, some familiarity with the teaching profession. It deals with the work of the teacher; the fundamental social, historical and philosophical background for teaching; current educational problems and practices. It helps students decide whether they should or should not become a teacher. Admission to the Teacher Education Program will be contingent upon meeting certain requirements specified in this course.

Upper Division

351 Elementary Curriculum and Methods—Language Arts—3 credits
First semester
Curriculum, materials and methods of teaching Reading, Literature, English, Spelling, Handwriting. Emphasis is placed upon reading instruction which includes individual and group instruction, reading readiness, beginning reading, word recognition skills, study skills, diagnostic techniques and corrective assistance. Prerequisite: Child Psychology, G.P.A. 2.25. To be taken concurrently with Student Teaching, TE-471.

352 Elementary Curriculum and Methods—Social Studies and Science—3 credits
Second semester
Methods and materials with emphasis upon the unit method of teaching social studies and science. Prerequisite: Elementary Curriculum and Methods, TE-351. To be taken concurrently with Student Teaching, TE-472.

353 Elementary Mathematics Methods—2 credits
Summer
A study of mathematics content, methods of teaching, and materials for instruction. Emphasis is placed upon teaching techniques, evaluation, individual differences, and corrective measures. Prerequisite: Fundamentals of Modern Mathematics for Elementary Teachers, M-103 and 104.

354 Science for Elementary Schools—2 credits
Summer
A study of science concepts and information for elementary teachers as well as a knowledge of objectives, materials, and methods needed by a teacher for preparing learning activities and answering children's questions in a functional elementary science program: Emphasizes the psychological processes and learning activities necessary for the development of an individual's scientific inquiry abilities. Prerequisite: eight hours lab science and Elementary Methods and Curriculum and/or teaching experience.

355 Teaching of Reading—2 credits
Summer
A detailed consideration of the content to be taught and the methods and materials to be used in the teaching of reading from kindergarten through sixth grade. Investigation of recent research coupled with wide library reading and individual research. Prerequisite: Elementary Curriculum and Methods or permission of instructor.

356 Audio-Visual Aids in Education—2 credits
Each semester
Motion pictures, graphic materials, filmstrips, lantern slides, field trips and auditory aids are among the instructional materials studied in this class with practical experience in the operation of the equipment involved.
357 Language Arts Methods—2 credits Summer
A detailed consideration of the scope and nature of an adequate program of instruction in language, spelling and handwriting in kindergarten through sixth grade. An investigation of recent and pertinent research in the language arts and the implications of these research data to modern techniques of teaching. Prerequisite: Elementary Curriculum and Methods and/or teaching experience.

359 Social Studies Methods—2 credits Summer
A study of methods of teaching the social studies in the elementary school with emphasis upon the criteria for the selection of content. A detailed consideration of objectives; construction and use of units, problem solving and methodology including use of concrete experiences, audio-visual materials, group processes, questioning, reading and techniques of evaluation. Prerequisites: Elementary Curriculum and Methods and/or teaching experience.

361 Workshop in Modern Mathematics for Elementary Teachers—3 credits Summer
A workshop in modern or contemporary mathematics, its content and methods. This course will consist of an examination of the content and methodology of a selected mathematics program. Six hours of lecture and four hours of lab per week. The course is limited to experienced teachers.

371 Guidance for the Classroom Teacher—2 credits Either semester
A study of the guidance activities normally carried on by the classroom teacher.

381 Secondary School Methods—3 credits Each semester
A study of the over-all program and objectives of the secondary school, with special attention given to methods and materials of instruction. Application is given to the student’s major and minor teaching areas. Prerequisites: (1) Admission to Teacher Education; (2) Completion of Educational Psychology (P-325) or Adolescent Psychology (P-312); (3) G.P.A. of at least 2.25 in major field, minor field, and education courses. This course should be taken prior to student teaching.

391 Psychology of the Exceptional Child—3 credits First semester
A psychological study of children who deviate from the average mentally, physically, socially, and emotionally to such an extent that special treatment is needed. Problems of identification, diagnosis, treatment, training, and employment are considered. Prerequisite: Educational or Child Psychology.

392 Education of the Exceptional Child—3 credits Second semester
A study of methods, materials, and curriculum for atypical children in regular and special classrooms. Prerequisite: Psychology of the Exceptional Child.

393 Driver Education—2 credits Spring, Summer
This course is designed to aid teachers in the instruction of beginning drivers, and in the use of dual controlled automobiles. It includes the functioning of the vehicle, its proper operation, and traffic control and safety.

394 Advanced Driver Education—2 credits Spring, Summer
A course designed to provide advanced preparation in principles and practices of driver and traffic safety education for teachers, supervisors, and administrators. Prerequisite: TE-393.

455 Corrective Reading in the Elementary School—3 credits Either semester
A study of reading difficulties of elementary school pupils with emphasis upon diagnosis, materials, and methods of teaching. Prerequisite: Elementary Student Teaching, TE-471, or teaching experience and a basic course in the teaching of reading.

470 Elementary Student Teaching—3 credits Either semester
Observation and supervised teaching in the schools of Boise.
168  Boise State College

471 Elementary Student Teaching—4 credits  First semester
Observation and supervised teaching. Prerequisites: Approval of an Application for Student Teaching, Senior standing, and G.P.A. 2.25.
To be taken concurrently with Elementary Curriculum and Methods, TE-351. Application for admission must be filed by February 15 of Junior year with Director of Elementary Education.

472 Elementary Student Teaching—5 credits  Second semester
Observation and supervised teaching. Prerequisite: TE-351. To be taken concurrently with Elementary Curriculum and Methods, TE-352.

481 Secondary Student Teaching—6 credits  Each semester
Supervised student teaching in a public secondary school. This is practical teaching experience in the student's major and/or minor teaching field. Prerequisites: (1) Admission to Teacher Education; (2) Completion of Educational Psychology (P-325) or Adolescent Psychology (P-312); (3) Secondary School Methods (TE-381) must be completed prior to student teaching; (4) Completion of at least 11 semester hours of education and psychology requirements (P-325 and/or P-312); (5) G.P.A. of at least 2.25 in major field, minor field, and education courses; (6) Senior standing; (7) Recommendation of the student's academic advisor; (8) Approval of an official application for student teaching, which must be filed with the Director of Secondary Education by February 15 of the Junior year.

LS LIBRARY SCIENCE

Lower Division

101 Introduction to use of Books and Libraries—2 credits  Either semester
Teaches efficient use of library materials, card catalog, indexes, general reference books, and reference aids in various subject fields. Open to any student but designed primarily for freshman, sophomores, and new students. Recommended for education majors.

Upper Division

301 Library Organization and Administration—3 credits  First semester
An introduction to the development, organization, and management of all types of libraries, with emphasis on the school library and its place in the instructional program.

*311 Reference and Bibliography—3 credits  First semester
Introduction to the principles and techniques of reference work; the evaluation and use of basic reference books, indexes, and bibliographies found in school and small public libraries.

316 Children's Literature—3 credits  Each semester
Emphasis on selection, wide reading, and evaluation of books for children, and reading guidance in relation to both personal and curricular needs. Required of elementary education majors and elementary school librarians, recommended for public librarians, parents and any who work with children.

*321 Basic Book Selection—3 credits  Second semester
Principles and techniques for evaluating and selecting library materials; introduction to reviewing media and to basic tools for selecting and acquiring all types of book and non-book materials. Includes discussions of discarding and weeding, and materials for the slow and gifted reader.

331 Cataloging and Classification—3 credits  Second semester
Introduction to the theory and principles of classification and cataloging of book and non-book materials; practice in using the Dewey Decimal Classification, in preparing catalog cards and in the ordering and use of Wilson and Library of Congress printed cards; assigning of subject headings, and library filing

341 Literature for the Adolescent—3 credits  Second semester
Reading and appraisal of literature appropriate to the needs, interests, and abilities of young people. Intended for librarians, high school teachers and others interested in working with young adults. Prerequisite: 3 credits of Lower Division Literature.

*Especially recommended for secondary teachers.
PART VI

Area Vocational Technical School

DIRECTOR: GILBERT McDONALD MILLER

OBJECTIVES

FACULTY

ADMISSION REQUIREMENTS

VOCATIONAL TWO-YEAR PROGRAMS

TECHNICAL TWO-YEAR PROGRAMS

DISTRIBUTIVE EDUCATION TWO-YEAR PROGRAMS

ONE-YEAR VOCATIONAL-TECHNICAL PROGRAMS