

*For you:*

- ADVANCEMENT
- ENRICHMENT
- A DEGREE

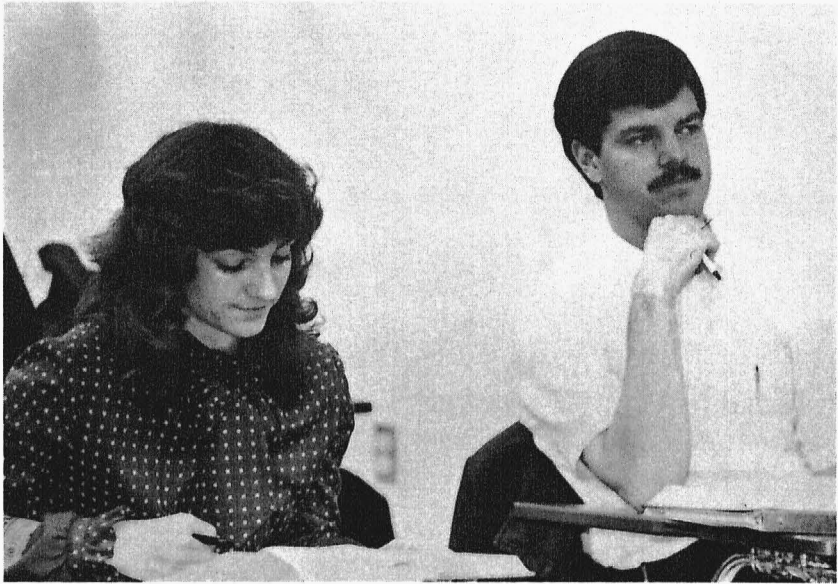
William Jewell

College

EVENING DIVISION

1986-87





## **CERTIFICATE PROGRAM**

PARALEGALISM

## **BACHELOR DEGREES**

ACCOUNTING

BUSINESS MANAGEMENT

ECONOMICS

PSYCHOLOGY

SOCIOLOGY

SYSTEMS AND DATA PROCESSING

# **EVENING DIVISION CALENDAR 1986-87**

## **FIRST SEMESTER:**

**September 2-December 22**

**July 1-August 29**

Registration 8:30 a.m.-4:30 p.m.,  
Room T31, Brown Hall or by PHONE,  
781-3806, ext. 250

**August 30 (Saturday)**

Registration 9-11 a.m.

**September 2 (Tuesday)**

Classes begin

**September 16**

Close of registration

**November 25-30**

Thanksgiving holidays

**December 1**

Classes resume

**December 16-22**

Final examinations

**December 23**

Christmas holidays begin

## **SECOND SEMESTER:**

**January 26-May 16**

**December 1-January 23**

Registration 8:30 a.m.-4:30 p.m.,  
Room T31, Brown Hall or by PHONE,  
781-3806, ext. 250

**January 24 (Saturday)**

Registration 9-11 a.m.

**January 26**

Classes begin

**February 9**

Close of registration

**March 16-22**

Spring Vacation

**March 23**

Classes resume

**May 11-16**

Final examinations

**May 17**

Baccalaureate and Commencement

## **INTER-TERM SHORT COURSES:**

**January 12**

Inter-term courses begin

**January 23**

Inter-term courses end

## **1987 SUMMER SCHOOL:**

**June 1-July 24**

**April 1-May 29**

Registration 8:30 a.m.-4:30 p.m.,  
Room T31, Brown Hall or by PHONE,  
781-3806, ext. 250

**May 30 (Saturday)**

Registration 9-11 a.m.

**June 1**

Classes begin

**July 24**

Summer School ends

**PHONE REGISTRATION: 781-3806, ext. 250**

# **GENERAL INFORMATION ABOUT THE EVENING DIVISION THE MAST CENTER FOR CONTINUING EDUCATION**

## **PURPOSE OF THE PROGRAM**

The Evening Division of William Jewell College provides college level courses for those individuals who cannot pursue an educational program in the regular session of the college. For the most part, the evening curriculum represents an extension of the regular day offerings of the college. One of the objectives of the program, however, is to provide certain additional specialized courses and training opportunities of interest and value to adults in the community. A second objective is to encourage and provide leadership for the cultural and intellectual life of the Kansas City metropolitan area.

In addition to the Evening Division, the Mast Center for Continuing Education provides non-credit educational programs. Short courses and seminars are provided for adults and businesses. Educational offerings for the William Jewell Business Associates, a group of area businesses, are provided in this way. Also, an active "Young Achiever" program offers workshops and classes for youngsters.

## **ACCREDITATION**

William Jewell College is fully accredited by the North Central Association of Colleges and Secondary Schools. The following departments are also accredited: education, by the Missouri Department of Elementary and Secondary Education; music, by the National Association of Schools of Music; nursing, by the Missouri State Board of Nursing and the National League for Nursing. Degree credits earned in the Evening Division may be counted toward William Jewell degree programs or may be transferred to other accredited institutions of higher learning.

## **ADMISSION REQUIREMENTS**

Any student registering for the Evening Division must have a high school diploma, have been out of high school for three years, or have the recommendation of his/her high school counselor. Students seeking a degree must submit transcripts from all institutions of higher learning attended previously and request the transcripts be evaluated. Students who have been dismissed for academic or other reasons from an institution of higher education must notify the Evening Division Director.

## **REGISTRATION**

Admission into the Evening Division and registration for classes occur at the same time. There is no preregistration, and official registration may be completed as soon as the new class schedules are announced and during the time periods indicated for registration in the Evening Division calendar. Students may register in person or by phone, 781-3806, ext. 250.

A counselor is available to speak with students by appointment from 10 a.m. to 6 p.m., Monday through Thursday, to discuss problems related to transfer credits, degree and certificate requirements, scheduling and career planning. The normal load for working persons is 4-8 semester hours, one or two nights per week.

The Evening Division maintains office hours from 8:30 a.m. to 4:30 p.m. Monday through Friday. In addition, when classes are meeting, the office is open Monday through Thursday evenings from 4:30 p.m. to 8:30 p.m. Saturday office hours are from 8 a.m. to 10 a.m.



## STUDENT SERVICES AND ACTIVITIES

**LIBRARY:** All students in the Evening Division may use the facilities of the Charles F. Curry Library. Books may be checked out with the student identification card, obtained in the Evening Division office.

**COLLEGE UNION:** Textbooks and supplies may be purchased at the bookstore located downstairs in the Yates College Union.

The services of the college placement office in the union are available to evening college graduates.

Evening students may also use the food service provided in the "Cage" in the union.

**MEDIA RESOURCE CENTER:** The Media Resource Center, a division of Curry Library, is located in Room 207 of Pillsbury Music Center. Evening students have access to the college record and tape libraries as well as filmstrips, slides and other audiovisual materials. One feature of special interest is the tape copying service provided in the resource center.

**FINANCIAL AID:** Financial aid is available to evening students. Enquiries for more information should be directed to the financial aid office at extension 221.

## VETERANS

All courses in the William Jewell Evening Division are approved for veterans' benefits provided the applicant meets eligibility requirements under the law and adheres to college policy of regular attendance or proper withdrawal.

## TUITION—FEES

Tuition for the semester is payable at the time of registration. A student is not officially registered until financial obligations have been arranged through the business office. The college is equipped to honor both Visa and MasterCard. Deferred payment plans may be arranged by the Business Office, in which case a deferred payment charge is assessed.

Tuition per semester hour .....	\$65.00
Deferred payment charge per semester .....	7.50/12.50
Late registration fee, app. after 1st meeting of class .....	10.00
Late payment charge .....	15.00
Graduation fee .....	40.00
Certificate fee .....	10.00
Final exam. makeup .....	10.00
Transcript of credit (after first copy) .....	2.00
Returned check .....	10.00
Course fees (non-refundable) .....	TBA

## FALL AND SPRING REFUND POLICY

Tuition is refundable for other than disciplinary reasons as follows:

- 80% within the first two weeks
- 60% in the third week
- 40% in the fourth week
- 20% in the fifth week

**NOTE:** No refunds are made unless the student has presented a written withdrawal request to the director of the Evening Division. Notification of the teacher does not constitute a drop or an official withdrawal. Cash refunds will be made upon request of the Business Office.

## COURSE, CREDIT, GRADE INFORMATION

**Credit:** The amount of credit for each course is indicated on current brochures. Students are responsible for checking their own records to see that all the general requirements for a degree program have been met and to be sure that they do not repeat a course. Juniors and seniors should check degree requirements with the Evening Division director before each registration.

Application for graduation fee should be paid at the time of registration for the fall semester by those students who expect to complete the requirements for their degree by the end of the first semester, second semester, or summer session.

**Non-Credit:** Some courses are offered on a non-credit basis. Sometimes these may be short courses or seminars, but they may be of any length. No degree credit is available to any student in a non-credit course.

**Transfer Credit:** Students may transfer credit from other institutions of higher learning. The last 30 hours of any degree offered by William Jewell must also be taken at William Jewell.

**Advanced Placement and Credit:** Credit and advanced placement are granted to evening students through the College Level Examination Program (CLEP) and departmental examination. A freshman entering William Jewell College directly from high school may not take the CLEP general examination for credit; however, he may take as many subject exams for credit as he wishes. Entering freshmen who have delayed college entrance by as much as three years since high school graduation may take both CLEP general and subject exams for credit.

The college imposes no limit on the amount of credit a student may earn by "testing out," although one-year residency is required for a degree from William Jewell College. Credit earned by examination is recorded on the student's transcript without a letter grade and with the notation "credit by examination."

**Courses:** (1) Degree courses: Courses numbered 100-499 carry credit toward degrees if the student has satisfied admission requirements. (2) Non-degree courses: Courses numbered 001-099 carry no credit. These courses are designed primarily for the interest and personal benefit of the students. These courses are open to all adults. Some non-credit courses may apply toward certain certificate requirements.

**Drop/Adds:** Students may change registration within the first two weeks of classes by means of drop/add cards, which can be obtained in the Evening Division office.

**Grading and Grade Points:** (1) Grades are indicated by the letters A, B, C, D (ranging from 100% down to 60%), F, W, WP, WF. F-failure; W-withdrew; WP-withdrew passing; WF-withdrew failing. (2) Each grade has a grade point value as follows: A, 4 grade points per credit hour; B, 3 grade points per credit hour; C, 2 grade points per credit hour; D, 1 grade point per credit hour; F, 0 grade points per credit hour. For graduation, the total number of grade points must be twice the number of hours attempted (or an average of C).

**Incomplete Work:** The mark "I" (for incomplete) may be given in any regular course in which, owing to extenuating circumstances such as serious injury or lengthy illness, a student has been unable to complete the requirements of the course. The student must complete the requirements of the course within the succeeding semester. Failure to do so, without a written contract between instructor and student and approval of the dean, will result in a grade of F.

**Auditors:** Individuals interested in taking regular courses without receiving college credit may enroll as auditors. Such individuals are required to pay the regular tuition fees but may choose not to do the prescribed assignments or participate in the testing procedures. After the second week of classes, an audit enrollment may not be changed to a credit enrollment or vice versa.

**Class Attendance:** A careful record of attendance is maintained by the instructor and the Evening Division office. The student is responsible for maintaining regular attendance and for making up all work missed during absence. An instructor may choose to drop a student for excessive absenteeism.

**Credit for Independent Study:** In some cases advanced students may be permitted or encouraged to take a regular course on an independent study basis. Application for independent study must be made in the Evening Division prior to initiation of the study.

**Cancellation of a Class:** Any class may be cancelled after the first or second meeting because of insufficient enrollment. A student may change to another course without additional cost, or have his/her full tuition refunded.

**Course on Request:** Any regular college course not scheduled for a particular semester may be given if requested by ten or more persons who subsequently enroll, provided that the director of the Evening Division is able to arrange for a qualified instructor.

**Honors:** To make the honor roll for a given semester, the student must make a grade point average for that semester of 3.5 in the Evening Division with a course load of eight or more semester hours with no incompletes and no grades lower than C.

Graduating seniors with as many as 3.9 grade points for each hour attempted will be graduated Summa Cum Laude, and this is cited with the degree. A student who completes the work for a degree with 3.75 grade points is graduated Magna Cum Laude, and this is cited with the degree.

Additional information regarding the honors program challenges may be obtained by checking with the director of the Evening Division.

For complete course listings, requirements, and other information, refer to the regular day college catalog.

## CALENDAR

William Jewell employs a 4-1-4 calendar. In this arrangement evening students normally attend classes two evenings per week, taking 6-8 hours, during the two semesters extending from September to December and from February to May. The January period between the semesters is known as the "Inter-Term," when two "short" courses may be taken.

## SUMMER SCHOOL

In addition to the 4-1-4 academic year, the college operates a summer school of eight weeks. Regular courses and special workshops are offered during the summer.

## SATURDAY CLASSES

Regular and special courses are offered on Saturday mornings on a demand basis. Contact the Evening Division each semester for a listing of the Saturday classes.

## DEGREE PROGRAMS

Students attending the Evening Division may work for the Bachelor of Science degree (124 semester hours) or the Bachelor of Arts degree (124 semester hours). Degree students fulfill those degree requirements designated under the catalog in use at the time they first enrolled if they enroll each subsequent fall and spring semester. All degree students must pass English 100 by their third semester at William Jewell. Those students who transfer a college-level English composition course must pass the William Jewell writing proficiency examination by their third semester.

## THE AMERICAN INSTITUTE OF BANKING

William Jewell College and the Kansas City Chapter of the American Institute of Banking (A.I.B.) are academically affiliated. Under terms of the affiliation, students may enroll in and complete certain A.I.B. courses and receive William Jewell credit for those courses. Further information is available from the Evening Division office or from headquarters of the Kansas City chapter of A.I.B.

### OFFICERS AND STAFF

**J. Gordon Kingsley, Jr.**, B.A., M.A., B.D., Th.D.  
*President*

**Jim E. Tanner**, B.A., M.A., Ph.D.  
*Dean of the College*

**Susan Armstrong**  
*Director of Financial Aid*

**J. Stephan Schwegler**, B.A., M.A., Ed.D.  
*Director, Continuing Education*

**Judy Minor**  
*Director, Business Associates*

**Ann Martin**  
*Director, Community Education*



## GENERAL REQUIREMENTS FOR BACHELOR OF SCIENCE DEGREE

<b>Basic</b> .....	14 hours
English 100 .....	4 hours
Communication 100 .....	4 hours
Religion .....	4 hours
Phys. Ed. 100 .....	2 hours
<b>Humanities</b> .....	8 hours
English 255 .....	4 hours
Philosophy 202 or 231 .....	4 hours
<b>Math/Lab Sciences</b> .....	8 hours
Biology, Geology or equivalent .....	4 hours
Mathematics .....	4 hours
<b>Social Sciences</b> .....	12 hours
History .....	12 hours
Psychology .....	from two
Sociology .....	separate
Economics .....	areas
<b>Major courses</b> .....	45-60 hours
<b>Electives</b> .....	22 hours
<b>TOTAL</b> 124 hours	

For the B.S. in management or accounting, students may not count toward their degree more than 60 hours in BA and AC courses. All students must receive a grade of "C" or better in all required major courses.

## MAJOR COURSES FOR BACHELOR OF SCIENCE: ACCOUNTING, ECONOMICS, MANAGEMENT

<b>Required for all majors</b> .....	30 hours
CS 120/130 .....	4 hours
BA 318 .....	4 hours
AC 211 .....	4 hours
AC 212 .....	4 hours
EC 201 .....	3 hours
EC 202 .....	3 hours
BA 326 .....	4 hours
MATH 145 .....	4 hours

It is highly recommended, and in some cases required, that students complete AC 211, AC 212, EC 201 and EC 202 before taking 300-level courses in management, accounting, and economics.

<b>Accounting Major</b> .....	38 hours
AC 311 .....	4 hours
AC 312 .....	4 hours
AC 335 .....	3 hours
AC 341 .....	4 hours
AC 411 .....	4 hours
AC 431 .....	4 hours
BA 231 .....	3 hours
BA 232 .....	3 hours
BA 301 .....	4 hours
BA 315 .....	4 hours

<b>Economics Major</b> .....	32 hours
AC 341 .....	4 hours
BA 301 .....	4 hours
BA 305 .....	4 hours
BA 315 .....	4 hours
EC 308 .....	4 hours
EC 322 .....	4 hours
EC 402 .....	4 hours
EC 404 .....	4 hours
<b>Management Major</b> .....	38 hours
AC 341/335 .....	4 hours
BA 231 .....	3 hours
BA 232 .....	3 hours
BA 301 .....	4 hours
BA 305 .....	4 hours
BA 315 .....	4 hours
BA 321 .....	4 hours
BA 406 .....	4 hours
EC 308 .....	4 hours
EC 322 .....	4 hours

### MAJOR COURSES FOR BACHELOR OF SCIENCE: SYSTEMS AND DATA PROCESSING

CS 120 .....	2 hours
CS 130 .....	2 hours
CS 215 .....	4 hours
CS 235 .....	4 hours
CS 265 .....	4 hours
CS 320 .....	4 hours
CS 325 .....	4 hours
AC 211/212 .....	8 hours
AC 341 a & b .....	4 hours
BA 321 a & b .....	4 hours
BA 318 .....	4 hours
BA 326 .....	4 hours

Four hours of electives by taking one of the following: BA 301, BA 305, BA 315, EC 308.

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**TOTAL** 52 hours

### GENERAL REQUIREMENTS FOR BACHELOR OF ARTS DEGREE

<b>Basic</b> .....	26 hours
English 100 .....	4 hours
Communication 100 .....	4 hours
Religion .....	4 hours
Phys. Ed. 100 .....	2 hours
Foreign Language .....	12 hours
<b>Humanities</b> .....	12 hours
English 255 .....	4 hours
Philosophy 202 .....	4 hours
Philosophy 231 .....	4 hours

<b>Mathematics/Lab Science</b> .....	12 hours
Biology, Geology or equivalent .....	4 hours
Mathematics .....	4 hours
Electives .....	4 hours
<b>Social Science</b> .....	12 hours
History .....	12 hours
Psychology .....	from two
Sociology .....	separate areas
<b>Major Courses</b> .....	40 hours
<b>Electives</b> .....	22 hours
<b>TOTAL</b>	124 hours

### MAJOR COURSES FOR BACHELOR OF ARTS: ECONOMICS

<b>Major Courses</b> .....	30 hours
EC 201 .....	3 hours
EC 202 .....	3 hours
EC 308 .....	4 hours
EC 322 .....	4 hours
EC 402 .....	4 hours
EC 404 .....	4 hours
Forecasting .....	4 hours
Math 199 .....	4 hours

### MAJOR COURSES FOR BACHELOR OF ARTS: PSYCHOLOGY

Total 32 hours

PSY 211 .....	3 hours
PSY 303 .....	3 hours
BA 318 (Statistics) .....	4 hours
PSY 320 .....	3 hours
PSY 322 .....	3 hours
PSY 422 .....	3 hours

**TOTAL** 19 hours

#### Thirteen hours of electives chosen from:

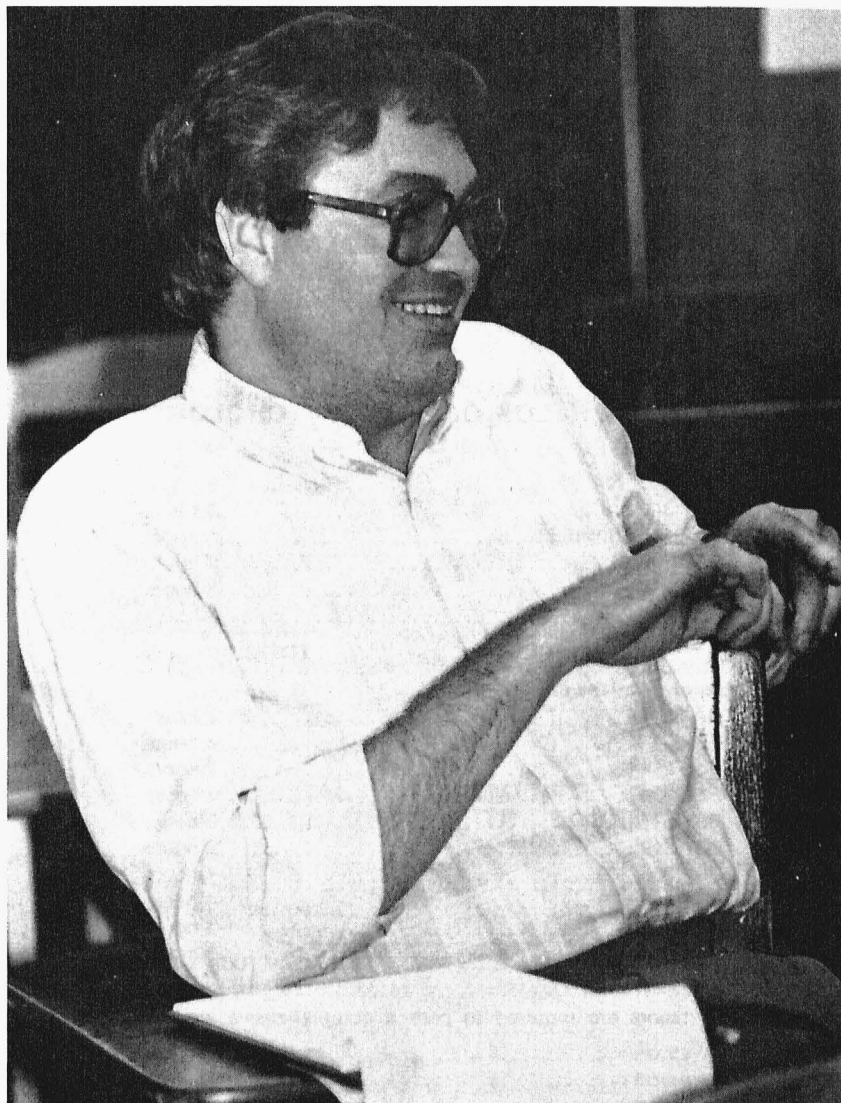
BA 321 .....	2 + 2 hours
ED 234 .....	4 hours
PSY 214 .....	2 hours
PSY 304 .....	3 hours
PSY 317 .....	3 hours
PSY 319 .....	2 hours
PSY 308-309 .....	1-4 hours
PSY 408-409 .....	1-4 hours
PSY 421 .....	1-4 hours
SOC 315 .....	3 hours
SOC 319 .....	3 hours

Psychology majors are required to pass a comprehensive examination in their senior year.

# **MAJOR COURSES FOR BACHELOR OF ARTS: SOCIOLOGY**

SOC 211 .....	3 hours
SOC 315 .....	3 hours
SOC 322 .....	3 hours
SOC 326 .....	3 hours
SOC 332 .....	3 hours
SOC 338 .....	3 hours
SOC 351 .....	3 hours
SOC 412 .....	3 hours

**TOTAL 24 hours**





## COURSE DESCRIPTIONS

The following courses are regularly offered in the Evening Division. In addition, other courses listed in the William Jewell College Catalog are offered.

### ACCOUNTING

**211 Principles of Accounting** 6:00 M & W  
4 cr. hrs., each semester

The measurement of financial information, the accounting cycle and preparation of statements, notes and interest, analysis of financial statements.

**212 Principles of Accounting II** 6:00 M & W  
4 cr. hrs., each semester

Organization for planning and control, systems of cost accumulation, comprehensive budgeting, measuring and reporting performance, reporting the effect of price changes. Continuation of AC 211.

**311 Intermediate Accounting I** 6:00 M & W  
4 cr. hrs., 1st semester annually

Theory, financial statements, temporary investments, receivables, inventories, non-current assets. Prerequisite: AC 212.

**312 Intermediate Accounting II** 6:00 M & W  
4 cr. hrs., 2nd semester

Current and long-term liabilities, paid-in capital, retained earnings, financial statement analysis, funds flow. Continuation of AC 311.

**335 Income Tax—Individual** 6:00 M  
3 cr. hrs., 1st semester

Laws and regulations, determination of taxable income, deductions, exclusions, making and filing returns. Completion of AC 211 highly recommended.

**336 Income Tax—Corporate** 6:00 M  
3 cr. hrs., 2nd semester

Federal taxation of partnerships, corporations, estates, trusts, gifts and inheritance. Prerequisite: AC 335.

**341a Managerial Cost Accounting** 6:00 Tu  
2 cr. hrs., 1st semester

Analysis and control of production and distribution costs, selection and use of cost control systems, budgeting and analytical processes. Prerequisite: AC 212.

**341b Managerial Cost Accounting** 6:00 Tu  
2 cr. hrs., 2nd semester

A continuation of AC 341a.

**360 Independent Studies in Accounting** Arranged  
1-3 cr. hrs.

**409 CPA Review Course** TBA  
4 cr. hrs., annually, begins July

An extended review for the November State Board examination. Offered in four separate sections: A—Auditing; B—Accounting Theory; C—Business Law; D—Accounting Practice and Problems.

**411 Advanced Accounting** 8:00 M & W  
4 cr. hrs., 1st semester

Accounting for partnerships, joint ventures, installment sales, consignments, home and branch offices, consolidated statements. Prerequisite: AC 312.

**421a Governmental Accounting**

8:00 Tu

2 cr. hrs., 1st semester

Concepts peculiar to the planning and administration of public and quasi-public organizations, such as governmental units and institutions such as hospitals and colleges. Prerequisite: AC 312.

**421b Governmental Accounting**

8:00 Tu

2 cr. hrs., 2nd semester

A continuation of AC 421a.

**431 Auditing**

8:00 M &amp; W

4 cr. hrs., 2nd semester

Examination of financial condition and accounting procedures by public accountants and internal auditors; professional ethics; auditing standards; working papers and reports. Students are required to take the AICPA test. Prerequisite: AC 411, and Statistics. CS 120/130 highly recommended.

**460 Independent Studies in Accounting**

Arranged

1-3 cr. hrs.

**ART****125/255/325 Drawing/Painting**

9:30 a.m. Sat.

3 cr. hrs., each semester

Basic and advanced drawing and painting techniques.

Lab Fee Extra.

**149b Basic Photography**

6:00 Tu &amp; Th

3 cr. hrs., each semester

Covers proper development, exposure, and printing of black and white negatives and the basic development of skills and understanding to enhance design, composition, and visual communication in the medium.

Lab Fee Extra.

**149e Calligraphy**

6:00 M

2 cr. hrs., each semester

To encourage the student to attempt to acquire an "italic" hand as well as learn two or three basic letter styles, resulting in an appreciation of letters and their form and a creative and inventive approach to joining letters into words.

Lab Fee Extra.

**249b Color Photography**

8:00 Tu &amp; Th

3 cr. hrs., TBA

This course will cover the basics of color theory as applied to photographic processes in use today. The course will be practical in application and will cover film selection, exposure, color balance in printing and composition to final presentation. Prerequisite: Art 149b.

Lab Fee Extra.

**249m Multi-Image Presentations**

TBA

3 cr. hrs., TBA

This course will provide an overview of the planning, production, and presentation phases of productions. Classes will concentrate on script writing, slide editing, audio track preparation, and slide programming. A finished presentation will be required.

Lab Fee Extra.

## BIOLOGY

### **107 General Biology**

6:00 Tu & Th

4 cr. hrs., 2nd semester

To provide a comprehensive introduction to the field of biology for the non-major. To provide guidelines for the student to follow when information is needed in the field.

Lab Fee Extra.

### **241 Anatomy**

6:00 M & W

4 cr. hrs., 1st semester

The study of the gross structural organization of representative vertebrate species. Prerequisite: Biology 151 or equivalent.

Lab Fee Extra.

### **350 Horticulture**

6:00 M & W

4 cr. hrs., 1st semester, alternate years

Methods and practices in cultivation of houseplants.

## COMMUNICATION

### **100 Communication Theory and Practice**

6:00 M & W

4 cr. hrs., 1st semester

A study of the theory of communication, including small group discussion and problems of audience adaptation. Preparation and presentation of various forms of speech activity, with uses of recording and video equipment.

### **354 Recording Studio Techniques**

6:00 M

3 cr. hrs., each semester

See course description for Music 354.

### **403f Intro/Public Relations**

8:00 W

2 cr. hrs., each semester

Covers the history of public relations and its function in the organization. Students develop skills in press relations, advertising, writing, copyfitting, layout and design through lecture and participation.

## COMPUTER STUDIES

### **120 BASIC Programming**

6:00 Tu & Th

2 cr. hrs., each semester, 2nd 7 weeks

Elements of BASIC to enable the computer user to write and solve beginning to intermediate computer programs.

Lab Fee Extra.

### **130 Introduction to Computers**

6:00 Tu & Th

2 cr. hrs., each semester, 1st 7 weeks

An overview of computer information systems. Introduces computer hardware, software, procedures, systems and resources needed to function in a computer-oriented society.

### **215 COBOL—Programming and Applications**

8:00 Tu & Th

4 cr. hrs., 2nd semester

Introduction to the application of computing in business using COBOL and a structured approach to programming. Prerequisites: CS 120/130 recommended but not required.

**235 Systems Analysis**

6:00 Tu &amp; Th

4 cr. hrs., 1st semester

An introduction to the role of the systems analyst in analyzing and designing a data processing system. Knowledge of BASIC and COBOL is assumed. Prerequisite: CS 215.

**265 Management Information Systems**

8:00 Tu &amp; Th

4 cr. hrs., 1st semester

Data processing characteristics of the financial and business systems automated by most commercial and manufacturing firms. Emphasis on the interaction and relations of the systems to one another and on the importance of system controls. Prerequisites: CS 130 and AC 211 and 212.

**320 Data Structures**

6:00 M &amp; W

4 cr. hrs., 2nd semester

The models used to represent data-objects in memory, including sets, lists, arrays, strings, linked lists, graphs, trees. Also, methods of manipulating the structures: searching, sorting, hash coding, pointers. Prerequisite: CS 215.

**325 File Management/Data Base Systems**

6:00 Tu &amp; Th

4 cr. hrs., 2nd semester

Survey of the design and capabilities of data base and data management systems. Experience techniques of data organization in a data base environment employing the query language of a typical data base management system. Prerequisite: CS 215.

## ECONOMICS

**199 Consumer Economics**

6:00 M

2 cr. hrs., 1st semester

This course aims to furnish the tools which will help to develop wiser consumers and managers of personal and household finances in our complex society.

**201 Principles of Microeconomics**

6:00 M or W

3 cr. hrs., each semester

The theory of the consumer, the costs of production, the theory of the firm, monopoly and competition are discussed.

**202 Principles of Macroeconomics**

6:00 M or W

3 cr. hrs., each semester

National income accounts, commercial banking, the Federal Reserve System, and government policies for achieving stable prices and full employment are discussed.

**308a Managerial Economics**

8:00 Tu

2 cr. hrs., 1st semester

A study of theoretical and analytical tools of economics that are useful in managerial decision making. Prerequisite: EC 201.

**308b Managerial Economics**

8:00 Tu

2 cr. hrs., 2nd semester

A continuation of EC 308a.

**320a Industrial Organization**

8:00 W

2 cr. hrs., 1st semester

An analysis of the organization and operation of several industries based upon economic theory and antitrust laws. Includes evaluation of theory and laws. Prerequisite: Ec 201, 202.

**320b Industrial Organization**

8:00 W

2 cr. hrs., 2nd semester

A continuation of EC 320a.

<b>322a Labor Relations</b>	8:00 Th
2 cr. hrs., 1st semester	
The growth and development of formal relationships between employers and employees with emphasis on theory of wages, labor law, and collective bargaining.	
<b>322b Labor Relations</b>	8:00 Th
2 cr. hrs., 2nd semester	
A continuation of EC 322a.	
<b>360 Independent Studies in Economics</b>	Arranged
1-3 cr. hrs.	
<b>402a Money and Banking</b>	6:00 M
2 cr. hrs., 1st semester	
History and structure of the banking system, objectives and instruments of monetary policy, current monetary issues and problems. Prerequisite: EC 202 or consent of the instructor.	
<b>402b Money and Banking</b>	6:00 M
2 cr. hrs., 2nd semester	
A continuation of EC 402a.	
<b>404a International Economics</b>	6:00 Th
2 cr. hrs., 1st semester	
An introduction to the theory, policy and problems of international economics, emphasizing trade and finance. Prerequisite: EC 202.	
<b>404b International Economics</b>	6:00 Th
2 cr. hrs., 2nd semester	
A continuation of EC 404a.	
<b>460 Independent Studies in Economics</b>	Arranged
1-3 cr. hrs.	

## EDUCATION

<b>234 Exceptional Child</b>	6:00 M & W
4 cr. hrs., 1st semester	
A study of the abilities and disabilities of children commonly classified as exceptional. Topics emphasized include: inter- and intra-individual differences, appropriate instructional procedures, and a consideration of educational and psychological handicaps.	
<b>304 World Geography</b>	8:00 M & W
4 cr. hrs., 2nd semester	
Globes, maps and geographic quantitative material are used in a topical study to analyze the distribution, variation, and interaction of certain world phenomena. A regional study applying to the concepts and understandings of the topical study to point out differences, similarities and interrelationships of the world.	

## ENGLISH

<b>100 Freshman Composition</b>	6:00/8:00 M & W
4 cr. hrs., 1st semester	Final exam Saturday
Required of all degree-seeking students. The student will develop a clear, logical, and organized style of writing. Those students who transfer a college-level English composition course must pass the English Proficiency Exam at William Jewell by their third semester at the college.	

FIRST SEMESTER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	SATURDAY
6:00 p.m.	*AC 211, Prin/Acc I *AC 311, Int/Acc **AC 335, Inc Tax/Ind ART 149e, Callig **BA 110, Intro/Law & Paralegal *COMM 100, Speech COMM 354, Rec Studio EC 199, Cons Econ *EC 202, Prin/Macro EC 402a, Money & Bank *ED 234, Excep Child *ENG 100, Fresh Comp *GEO 201, Earth Science *MATH 145, Coll Math MU 150a, Aud & Perf Arts ***PE 124, Scuba Diving (1st 7 wks) PSY 97, Study Skills PSY 322, His/Systems *SPAN 111, Elem Span I	*AC 212, Prin/Acc II AC 341a, Mgr/Cost Acc *ART 149b, Basic Photo **BA 126, Domestic Rel **BA 221, Prin/Insur **BA 231, Bus Law I *BA 240, Prin/Real Est BA 263a, Investments BA 301a, Personnel Adm *BA 318, Bus Stat *CS 120, BASIC Prog (2nd 7 wks) *CS 130, Intro/Compu (1st 7 wks) *CS 235, Sys Analysis **PSY 303, Abnor Psy REL 205c, Evangelism	*AC 211, Prin/Acc I *AC 311, Int/Acc I **BA 120, Estate/Probate *COMM 100, Speech **EC 201, Prin/Micro *ED 234, Excep Child *ENG 100, Fresh Comp *GEO 201, Earth Science *MATH 145, Coll Math **PSY 211, Intro/Psy PSY 304, Soc Psy **SOC 412, Adv Soc *SPAN 111, Elem Span I	*AC 212, Prin/Acc II *ART 149b, Basic Photo **BA 114, Legal Res **BA 232, Bus Law II *BA 240 Prin/Real Est **BA 246, App/Real Est BA 305a, Marketing BA 308a, Mkt Chan Anal *BA 318, Bus Stat BA 321a, Org & Mgmt **BA 331a, Wage & Sal *CS 120, BASIC Prog (2nd 7 wks) *CS 130, Intro/Compu (1st 7 wks) *CS 235, Sys Analysis EC 404a, Intl Econ PSY 214, Pers Adj REL 325, Hist of Baptists **SOC 322, Criminol	ART 125/225/325, Draw/Paint 9:30 a.m. BA 401a, Rdgs/Mgmt 9-10:40 a.m. PE 128, Beg Tennis (1st 7 wks) 8:30-10:10 a.m. SOC 211, Intro/Soc 8-10:40 a.m.
8:00 p.m.	*AC 411, Adv/Acc BA 307a, Mkt Res BA 315a, Fin Mgmt *ENG 100, Fresh Comp MATH 99, Basic Algebra *PHIL 202, Ethics	AC 421a, Govt Acc *ART 249b, Color Photo BA 260a, Cons Beh BA 262a, Org, Mgmt, Sm Bus *CS 265, Mgmt Info Sys EC 308a, Mgr Econ *HIST 222, U.S. Hist *REL 116, Orig of Chris	*AC 411, Adv/Acc BA 406a, Bus/Prob/Pol COMM 403f, Intro PR *ENG 100, Fresh Comp *PHIL 202, Ethics PE 100, Orient/PE	*ART 249b, Color Photo BA 261a, Sales Mgmt BA 306a, Mkt Issues *CS 265, Mgmt Info Sys EC 322a, Labor Rel *HIST 222, U.S. Hist *REL 116, Orig of Chris	

\*\*Meets 2 nights per week

\*\*Meets 6:00-8:40

\*\*\*Meets 6:00-9:40

SECOND SEMESTER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	SATURDAY
6:00 p.m.	*AC 212, Prin/Acc II *AC 312, Int/Acc II **AC 336, Income Tax Corp ART 149e, Callig **BA 110, Intro/Law & Paralegal *CS 320, Data Struct **EC 201, Prin/Micro EC 402b, Money & Bank ENG 110, Int Comp *MATH 145, Coll Math MU 150b, Aud & Perf Arts ***PE 124, Scuba Diving (2nd 7 wks) *PHIL 231, Logic *SPAN 112, Elem Span II	*AC 211, Prin/Acc I AC 341b, Mgr/Cost/Acc *ART 149b, Basic Photo **BA 124, Crim Law **BA 232, Bus Law II *BA 240, Prin/Real Est **BA 244, Mktg/Real Est BA 263b, Investments BA 301b, Personnel Adm *BA 326, QBA *BIO 107, Intro Bio *CS 120, BASIC Prog (2nd 7 wks) *CS 130, Intro/Compu (1st 7 wks) *CS 325, File Mgmt **PSY 211, Intro/Psy PSY 320, Exp Psy	*AC 212, Prin/Acc II *AC 312, Int/Acc II **BA 112, Bus Org (Paralegal) *CS 320, Data Struct **EC 202, Prin/Macro *MATH 145, Coll Math *PHIL 231, Logic **SOC 319, Meth/Soc Res *SPAN 112, Elem Span II	*AC 211, Prin/Acc I *ART 149b, Basic Photo **BA 116, Litig/Trial Prac **BA 231, Bus Law I *BA 240, Prin/Real Est BA 305b, Marketing BA 308b, Mkt Chan Anal BA 321b, Org & Mgmt *BA 326, QBA BA 331b, Wage & Salary **BA 242, Law/Real Est *BIO 107, Intro Bio *CS 120, BASIC Prog (2nd 7 wks) *CS 130, Intro/Compu (1st 7 wks) *CS 325, File Mgmt EC 404b, Intl Econ PSY 214, Pers Adj	ART 125/225/325, Draw/Paint 9:30 a.m.-12 BA 401b, Rdgs/Mgmt 10:00-11:40 a.m. PE 128, Tennis (½ credit) 8:30-10:10 a.m. SOC 326, Mar & Family 8:00-10:40 a.m.
8:00 p.m.	*AC 431, Auditing BA 315b, Fin Mgmt BA 307b, Mkt Research *ED 304, World Geog *ENG 255, Intro/Lit *MATH 199, Calculus I	AC 421b, Govt Acc *ART 249b, Color Photo BA 260b, Cons Behav BA 262b, Org, Mgmt, Sm Bus *CS 215, COBOL Prog EC 308b, Manage Econ *HIST 221, Early U.S. Hist *REL 115, Heb Heritage	*AC 431, Auditing BA 406b, Bus/Prob/Pol COMM 403f, Intro/PR *ED 304, World Geog *ENG 255, Intro/Lit *MATH 199, Calculus PE 100, Orient/PE	*ART 249b, Color Photo BA 261b, Sales Mgmt BA 306b, Mkt Issues *CS 215, COBOL Prog EC 322b, Labor Rel *HIST 221, Early U.S. Hist *REL 115, Heb Heritage	

\*Meets 2 nights per week

\*\*Meets 6:00-8:40

\*\*\*Meets 6:00-9:40

**110 Intermediate Composition**

6:00 M

2 cr. hrs., each semester

Introduces the student who has successfully completed a basic composition course to the principal theoretical problems in the composing process.

**255 Studies in Literature**

8:00 M &amp; W

4 cr. hrs., 2nd semester

A literary study especially for non-English majors and for fulfilling the literature requirement for graduation. Prerequisite: English 100 or passing grade on college English Proficiency Exam if transferring a college-level English composition course.

**GEOLOGY****201 Earth Science**

6:00 M &amp; W

4 cr. hrs., 1st semester

This audio-tutorial taught course gives the student the opportunity to learn about a variety of topics including: the solar system, weather, rocks, minerals, glaciers and streams.

Lab Fee Extra.

**HISTORY****221 History of the U.S.: Colonial and Early National Periods**

8:00 Tu &amp; Th

4 cr. hrs., 2nd semester

A balanced emphasis on the political, social and economic forces which shaped national life up to 1865.

**222 History of the United States**

8:00 Tu &amp; Th

4 cr. hrs., 1st semester

A survey of American history. Emphasis is on the period since 1900.

**325 History of the Baptists**

6:00 Th

2 cr. hrs., 1st semester

A study of the history of the Baptists, with special emphasis on their development in England and America. Attention will be given to their distinctive doctrines, policy and organization, mission endeavors, denominational crises and relationship to the larger Christian community. (College-level English composition skills with a college course in history or religion is recommended.) Also listed as Religion 325.

**LANGUAGE: MODERN****111 Elementary Spanish I**

6:00 M &amp; W

4 cr. hrs., 1st semester

This first course starts with pronunciation and moves into the essentials of grammar. There is practice in conversation, composition and reading.

**112 Elementary Spanish II**

6:00 M &amp; W

4 cr. hrs., 2nd semester

A continuation of the study of essentials of grammar with further practice in conversation, composition and reading.

**211 Intermediate Spanish I**

TBA

4 cr. hrs., 1st semester

Review of grammar, further practice in conversation and composition, reading from representative Spanish and Latin-American authors. Fall semester only.



## MANAGEMENT

### **BA 221 Principles of Insurance**

6:00 Tu

3 cr. hrs., 1st semester

This course deals with insurance principles and the economic interrelationships that are basic to sound risk management for an individual or a company. Coverage will include types of insurance risk, loss prevention, insurance contracts, annuities, and retirement insurance, and insurance regulation and operation.

### **BA 231 Business Law I**

6:00 Tu

3 cr. hrs., each semester

Contracts, agency, employment, negotiable instruments.

### **BA 232 Business Law II**

6:00 Tu

3 cr. hrs., each semester

Corporations, partnerships, sales, bailments, real and personal property.

### **BA 240 Principles of Real Estate**

6:00 Tu & Th

4 cr. hrs., each semester

A study of the basic concepts in real estate: history, listing, selling, financing, truth-in-lending, contracts, valuation, taxes, ownership, title insurance, land description and measurement, real estate mathematics. This is a prep course for passing the Missouri Real Estate Examination.

### **BA 242 Real Estate Law**

6:00 Th

3 cr. hrs., 2nd semester

Primary topics are laws relating to real property and the common types of real estate transactions and conveyances. Emphasis on drafting various instruments such as deeds, contracts, leases, deeds of trust, etc. Study activities include projects relating to the subject matter and practice in retrieving and recording information.

### **BA 244 Real Estate Marketing**

6:00 Tu

3 cr. hrs., 2nd semester

Course provides home builders and sales personnel with a fundamental knowledge of housing marketing concepts; consumer behavior patterns selecting a market segment; developing market strategy, including advertising strategy; implementing an efficient marketing management technique; structuring a marketing budget; analyzing effect of consumerism and developing a successful customer service package.

### **BA 246 Real Estate Basic Appraisal Principles**

6:00 Th

3 cr. hrs., 1st semester

A comprehensive study of the principles and concepts underlying the income approach to value. Market comparative method and techniques of income capitalization are identified and explored. In addition, the course covers the mathematics of yield capitalization wherein the discounting processes are applied to various patterns of income and to future values.

### **BA 260a Consumer Behavior**

8:00 Tu

2 cr. hrs., 1st semester

Behavior science concepts including: motivation, perception, learning, personality, attitudes, culture, social class, reference groups, and communication. Application of behavioral concepts to marketing management and research problems including diffusion of innovation, cognitive dissonance, brand loyalty, attitude change, and comprehensive consumer decision models.

### **BA 260b Consumer Behavior**

8:00 Tu

2 cr. hrs., 2nd semester

A continuation of BA 260a.

**BA 261a Sales Management**

8:00 Th

2 cr. hrs., 1st semester

The planning, direction and control of selling activities, including the recruiting, selection, training, supervision, and compensation of the sales force, establishment of goals and measuring performance, coordinating sales activities with advertising and special forms of promotion and other departments of business, and providing aids for distributors.

**BA 261b Sales Management**

8:00 Th

2 cr. hrs., 2nd semester

A continuation of BA 261a.

**BA 262a Organization and Management of a Small Business**

8:00 Tu

2 cr. hrs., 1st semester

This course will emphasize fundamental factors concerned with the establishment and competent operation of a small business: financing and sources of funds, organizing the business and establishment of policies, selection of location, factors in business success, and the future outlook for small business.

**BA 262b Organization and Management of a Small Business**

8:00 Tu

2 cr. hrs., 2nd semester

A continuation of BA 262a.

**BA 263a Investments**

6:00 Tu

2 cr. hrs., 1st semester

A study from the standpoint of the individual of the principles, practices and analysis of investments. The characteristic features of various forms of investment are examined including common and preferred stocks, corporate bonds, government bonds, and mutual funds, as well as the operation of securities markets and procedures involved in the buying and selling of securities.

**BA 263b Investments**

6:00 Tu

2 cr. hrs., 2nd semester

A continuation of BA 263a.

**BA 270a Program Planning and Budgeting**

8:00 M

2 cr. hrs., 1st semester

This course is intended to introduce students to the theories and practical applications of planning theory. Major emphasis is placed on modern PPB techniques such as program justification, monitoring, efficiency audits, and general program review. Although most PPB occurs in government programs and this forms a major portion of the course, attention is also given to the application of these analysis techniques for hospitals and universities. Prerequisites: AC 212 and EC 202.

**BA 270b Program Planning and Budgeting**

8:00 M

2 cr. hrs., 2nd semester

A continuation of BA 270a.

**BA 301a Personnel Administration**

6:00 Tu

2 cr. hrs., 1st semester

An examination of the personnel process beginning with recruitment, examining man in the work environment in its sociological, psychological and behavioral implications.

**BA 301b Personnel Administration**

6:00 Tu

2 cr. hrs., 2nd semester

A continuation of BA 301a.

<b>BA 305a Marketing</b> 2 cr. hrs., 1st semester A study of the basic principles of marketing activity, including the institutions involved in the distribution of goods, situation analysis, market research, product strategy, pricing and promotion strategy.	6:00 Th
<b>BA 305b Marketing</b> 2 cr. hrs., 2nd semester A continuation of BA 305a.	6:00 Th
<b>BA 306a Current Marketing Issues</b> 2 cr. hrs., 1st semester Recent developments in marketing management, wholesaling, retailing, product planning, and consumerism. Opportunity will be provided for examining areas of special interest to individual students.	8:00 Th
<b>BA 306b Current Marketing Issues</b> 2 cr. hrs., 2nd semester A continuation of BA 306a.	8:00 Th
<b>BA 307a Market Research</b> 2 cr. hrs., 1st semester Methods of planning and carrying out market research surveys, including determining market potentials, selection of territories, establishment of quotas, new product studies, methods of testing sales campaigns, dealer reactions and consumer preferences, determination of effective channels of distribution, and evaluation of competitive strength. Students actually conduct market research projects as part of each semester's work. Prerequisite: BA 305.	8:00 M
<b>BA 307b Market Research</b> 2 cr. hrs., 2nd semester A continuation of BA 307a.	8:00 M
<b>BA 308a Marketing Channel Analysis</b> 2 cr. hrs., 1st semester A study covering the principles and problems in retailing and merchandise management, retailing structure, store locations, design and layout, retail personnel management, buying, sources of supply and negotiations for merchandise. Also covered are pricing policies, determining mark-up, controlling mark-down, retail coordination and control of expenses.	6:00 Th
<b>BA 308b Marketing Channel Analysis</b> 2 cr. hrs., 2nd semester A continuation of BA 308a.	6:00 Th
<b>BA 315a Financial Management</b> 2 cr. hrs., 1st semester Forms of organization, financial institutions and instruments, legal aspects of finance, financial administration and decisions.	8:00 M
<b>BA 315b Financial Management</b> 2 cr. hrs., 2nd semester A continuation of BA 315a.	8:00 M
<b>BA 318 Business Statistics</b> 4 cr. hrs., 1st semester An introduction to descriptive and inferential statistics, including measures of central tendency, dispersion, normal and "t" distribution tests of significance, correlation analysis, index numbers and time series analysis (no mathematical background assumed). Prerequisite: EC 202.	6:00 Tu & Th

<b>BA 321a Organization and Management</b> 2 cr. hrs., 1st semester Concepts and structures of organizations, personality, and intra-personal relations, functions and activities requiring management and managerial activities.	6:00 Th
<b>BA 321b Organization and Management</b> 2 cr. hrs., 2nd semester A continuation of BA 321a.	6:00 Th
<b>BA 326 Quantitative Methods in Business Analysis</b> 4 cr. hrs., 2nd semester An introduction to techniques and applications analysis, with emphasis on management decision-making.	6:00 Tu & Th
<b>BA 331a Wage and Salary Administration</b> 2 cr. hrs., 1st semester A study of the development and significance of concepts, models and theories relating to systems of employee compensation in modern business organizations. Will trace the historical development of unionism and collective bargaining in relation to employee compensation systems.	6:00 Th
<b>BA 331b Wage and Salary Administration</b> 2 cr. hrs., 2nd semester A continuation of BA 331a.	6:00 Th
<b>BA 360 Independent Studies in Business Administration</b> 1-3 cr. hrs.	Arranged
<b>BA 401a Readings in Management</b> 2 cr. hrs., 1st semester A reading course designed to increase knowledge of management processes and administrative behavior. Current theories in management science, as well as decision theory, authority, and responsibility will be treated. Prerequisite: BA 321.	10:00 a.m. Sat
<b>BA 401b Readings in Management</b> 2 cr. hrs., 2nd semester A continuation of BA 401a.	10:00 a.m. Sat
<b>BA 406a Business Problems and Policy</b> 2 cr. hrs., 1st semester A course using the case approach designed to enable students to apply knowledge acquired in the major program in solving complex problems. Prerequisite: senior standing.	8:00 W
<b>BA 406b Business Problems and Policy</b> 2 cr. hrs., 2nd semester A continuation of BA 406a.	8:00 W
<b>BA 460 Independent Studies in Business Administration</b> 1-3 cr. hrs.	Arranged

## MATHEMATICS

<b>99 Basic Algebra</b> 2 cr. hrs., 1st semester An introduction to algebra, including the language of algebra, linear and quadratic equations, factoring and polynomials. Math 99 may not be applied towards satisfaction of the general education requirements in mathematics and the natural sciences.	8:00 M
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**145 Introduction to College Mathematics (Algebra)**

6:00 M &amp; W

4 cr. hrs., each semester

Topics will be selected from algebra, trigonometry, analytical geometry, probability, matrices, and limits to give an insight into the nature, role, and scope of mathematics with emphasis on algebra.

**199 Calculus I**

8:00 M &amp; W

4 cr. hrs., 2nd semester

An introduction to the concepts of limits, continuity, and the derivative. Includes the techniques and applications of the derivatives and differentials of the elementary functions. Prerequisite: three units of high school mathematics.

## MUSIC

**150a The Audience and the Performing Arts**

6:00 M

2 cr. hrs., 1st semester

A survey of the performing arts based on the William Jewell Fine Arts Program. The classes will introduce and critique music, dance, and dramatic performances. (Students must subscribe to the Fine Arts Program.)

**150b The Audience and the Performing Arts**

6:00 M

2 cr. hrs., 2nd semester

A continuation of 150a.

**354 Recording Studio Techniques**

6:00 M

3 cr. hrs., each semester

A study and practical application of recording techniques and development of recording skills. Designed to develop competency in electronic audio recording, especially through "hands-on" use of equipment and software. Also listed as Communication 354.

## PARALEGAL PROGRAM

The paralegal certificate program prepares students to work in this growing area of legal service. The certificate will be awarded upon successful completion of 18 hours of paralegal course work, upon successful completion of CS 120 (BASIC Programming: 2 cr. hrs.) and CS 130 (Introduction to Computers and Data Processing: 2 cr. hrs.), and upon meeting the English proficiency requirement either by passing ENG 100 (Freshman Composition: 4 cr. hrs.) or by transferring in the credit for a successfully completed composition course at another institution of higher education and by passing the WJC Proficiency Test of Writing Skill. Of the 18 hours in paralegal, 12 are required and include BA 110, BA 112, BA 114 and BA 116. Six hours are of the student's own choosing.

Only Evening Division students may enroll in paralegal courses. No more than 18 hours of paralegal course credit may be applied toward a college degree.

It is strongly recommended that paralegal students take BA 110 before attempting other paralegal courses. Certificate students must receive a grade of C or better in courses required for the certificate.

**BA 110 Introduction to Law and Paralegalism**

6:00 M

3 cr. hrs., each semester

An introduction to our legal system, including the nature and significance of the adversary system, the courts, the Constitution, legal ethics, and the sources of law. The course will analyze how the paralegal operates in the system.

**BA 112 Business Organization**

6:00 W

3 cr. hrs., 2nd semester

The study of business organizations with an emphasis on their legal systems. A

survey of the principles of law related to different types of business organizations. Students will survey sole proprietorships, partnerships, and joint ventures.

**BA 114 Legal Research**

6:00 Th

3 cr. hrs., 1st semester

The study of the primary sources of case law and statutes. The method of finding these sources and use of digests, legal encyclopedias, legal treatises, periodicals, casebooks, and loose-leaf services will be covered. The Shepard's Citation system will be introduced.

**BA 116 Litigation and Trial Practice**

6:00 Th

3 cr. hrs., 2nd semester

This course will present civil litigation as the process for resolving disputes through the use of the court systems. This course will cover the stages of preparation involved in the trial of a lawsuit.

**BA 118 Real Estate Law**

TBA

3 cr. hrs., summer

This course covers the ownership, sale, leasing, financing and regulation of land. It includes the study of various instruments used in real estate transactions and ownership and deals with how these are drafted.

**BA 120 Estate Planning and Probate Administration**

6:00 W

3 cr. hrs., 1st semester

This course deals with how and when people transfer their property and who receives that property. It deals with the problems associated with the efficient use and saving of resources.

**BA 122 Income Taxation (AC 335)**

6:00 M

3 cr. hrs., 1st semester

Laws and regulations, determination of taxable income, deductions, exclusions, making and filing tax returns. Completion of AC 211 highly recommended.

**BA 124 Criminal Law**

6:00 Tu

3 cr. hrs., 2nd semester

The course will introduce students to the technical and legal aspects of criminal investigation and trial. It will also include study of the role of criminal law in our society and the role of the various professionals in the justice system.

**BA 126 Domestic Relations**

6:00 Tu

3 cr. hrs., 1st semester

This course analyzes the laws and the role of the paralegal in regard to various domestic and family disputes or complications. This course will review domestic law and develop interviewing techniques.

**BA 128 Legal Writing**

TBA

3 cr. hrs., summer

This course will emphasize the development of clear, concise legal prose and memo writing. Through the study of various types of legal documents and publications, students will learn to identify and write clear and persuasive prose.

## **PHILOSOPHY**

**202 Ethics**

8:00 M & W

4 cr. hrs., 1st semester

An examination of the major theories of value and moral obligation with a view to seeing how they illumine such contemporary issues as abortion, euthanasia, sexual morality, discrimination against minorities, privacy, individual liberty, and violence and war.

## **231 Logic**

6:00 M & W

4 cr. hrs., 2nd semester

A first course in logic designed to aid in the development of critical attitudes, to learn the general methods of inquiry, and to enable the student to formulate independent judgments.

## **PHYSICAL EDUCATION**

### **100 Orientation to Physical Education**

8:00 W

2 cr. hrs., each semester

A consideration of the physiological, psychological, and sociological foundations of physical activity in relation to the total development of the individual. Those students enrolling for only one hour will be required to attend the activity part of the course.

### **PE 124 Scuba Diving**

6:00 M

1 cr. hr., each semester, seven weeks

Provides the student with a dimension of the underwater world. Person learns to handle equipment and to survive in this environment.

Lab Fee Extra.

### **PE 128 Beginning Tennis**

8:30 a.m. Sat

½ cr. hr., each semester

Teaches the basic skills of tennis. Includes scoring and fundamentals necessary to play singles or doubles.

## **PSYCHOLOGY**

### **97 Psychology of Study Skills**

6:00 M

1 cr. hr., 1st semester

A learning skills program designed for the improvement of reading and classroom learning.

### **211 Basic Psychology**

6:00 Tu

3 cr. hrs., each semester

An introduction to the major areas of the field, psychology is viewed as a bio-social science of behavior, and emphasis is placed on the scientific basis of our current understanding of behavior. Prerequisite to all other courses in the department.

### **214 Personal Adjustment**

6:00 Th

2 cr. hrs., 2nd semester

The psychology of personal adjustment, designed to help the student develop and apply an understanding of emotional adjustment and minor personality disturbances of essentially normal individuals. Discussion of preventive and corrective programs and resources.

### **303 Abnormal Psychology**

6:00 Tu

3 cr. hrs., 1st semester

A descriptive and explanatory study of the major personality and behavior disorders of both childhood and adulthood, including psychogenic, psychosomatic, and organic problems. Attention to preventive measures, diagnostic methods and therapeutic procedures.

### **304 Social Psychology**

6:00 W

3 cr. hrs., 1st semester, alternate years

A study of the influence of other people and of society collectively on selected aspects of an individual's behavior and personality, with special attention to the dynamics of group behavior.

### **308-309 Independent Studies**

Arranged

1-4 cr. hrs., (Junior and below)

**317 Personality**

6:00 W

3 cr. hrs., 1st semester, alternate years

A theoretical study of personality and its formation. Different viewpoints about the nature and functioning of personality are compared and evaluated. The study of personality is applied to disorders, with an introduction of research problems in personality to help develop one's rationale.

**319 Introduction to the Principles of Behavior Modification**

TBA

2 cr. hrs., 2nd semester alternate years

An introduction to theory, research and practice in behavior modification. It is intended that this course will function not only to familiarize the student with the field, but also that it will assist in further reading and research. While the emphasis is "academic," the clinical and applied considerations will be an integral part of the course.

**320 Experimental Psychology I**

6:00 Tu

3 cr. hrs., 2nd semester, alternate years

An introduction to the basic experimental methods and procedures used in psychological research, including a review of basic methods of data analysis and experimental design. The basic research literature in learning is studied. Students participate in the design, collection of data, analysis of data, and write-up of the results of experiments conducted with human subjects, goldfish, and rats. Lecture and laboratory. Required of majors. Prerequisites: statistics.

**322 History and Systems**

6:00 M

3 cr. hrs., 1st semester alternate years

The rise and growth of modern psychology in its contemporary expressions. Attention is given to origins, major developments, and present trends in psychological thought. Special notice is paid to international directions. Required of majors. Prerequisites: statistics, PSY 320, PSY 317.

**408-409 Independent Projects for Seniors**

Arranged

1-4 cr. hrs.

**421 Seminar**

TBA

1-4 cr. hrs.

Topics to be announced, prior to registration, in special interest areas not justifying a regularly scheduled course. Enrollment by permission of department only.

**422 Senior Seminar**

TBA

3 cr. hrs.

This class is designed to be an integrative experience for the entire curriculum. Topics are examined which enable the student to see connecting links among the various areas of psychological study. The course also utilizes an interdisciplinary approach to reveal the relationship of psychology to other academic disciplines. Required of all majors; intended as a preparation for comprehensive departmental examinations. Taken senior year. Prerequisites: statistics, PSY 320, PSY 317, PSY 322.

**Psychology majors are required to pass a comprehensive examination in their senior year.**

**RELIGION****116 Origins of Christianity**

8:00 Tu &amp; Th

4 cr. hrs., 1st semester

An introductory survey of the rise of Christianity which explores such issues as: the origin of the New Testament, the Jewish and Greco-Roman background to early



Christianity, the teachings of Jesus, primitive Christian history, the life and teachings of Paul, the church's relationship with the larger world and the birth of the church as an "institution."

**115 Hebrew Heritage of Western Civilization**

8:00 Tu & Th

4 cr. hrs., 2nd semester

The main ideas of the Old Testament Literature are examined with attention to their influence on Western culture. Selections from every section of the Old Testament will be studied.

**325 History of the Baptists**

6:00 Th

2 cr. hrs., 1st semester

See course description for History 325.

## **SOCIOLOGY**

**211 Introduction to Sociology**

8:00 a.m. Sat

3 cr. hrs., 1st semester

The concepts and methods of sociology are examined. Culture, group analysis, social mobility, social power, human ecology, and social institutions are major topics considered.

**315 Social Gerontology**

6:00 Tu

3 cr. hrs., 2nd semester, alternate years

An examination of the effect of aging upon the social structure. Attention is given to the changes in the economic, political, religious, family, and medical systems resulting from the increase of life expectancy.

**322 Criminology**

6:00 Th

3 cr. hrs., 1st semester, alternate years

A study of the nature, causes, and consequences of crime and delinquency, including a consideration of various methods of treatment and prevention.

**326 Marriage and the Family**

8:00 a.m. Sat

3 cr. hrs., 2nd semester

A cross-cultural study of family structure and function, with special attention given to the organization, disorganization and reorganization of the American family.

**332 Cultural Anthropology**

6:00 Th

3 cr. hrs., 2nd semester, alternate years

A systematic introduction to cultural anthropology. Special attention is given to contemporary urban ethnic communities.

**338 Minority Groups**

6:00 Tu

3 cr. hrs., 1st semester, alternate years

A study of racial and ethnic minorities in the United States. Work with Kansas City area racial groups is an integral part of the course.

**351 Methods of Social Research**

6:00 W

3 cr. hrs., 2nd semester, alternate years

A study of the theory of social research, research design, techniques of collecting and processing data, analyzing data, and research reporting. Prerequisite: 12 hours social science or consent of instructor.

**412 Advanced Sociology**

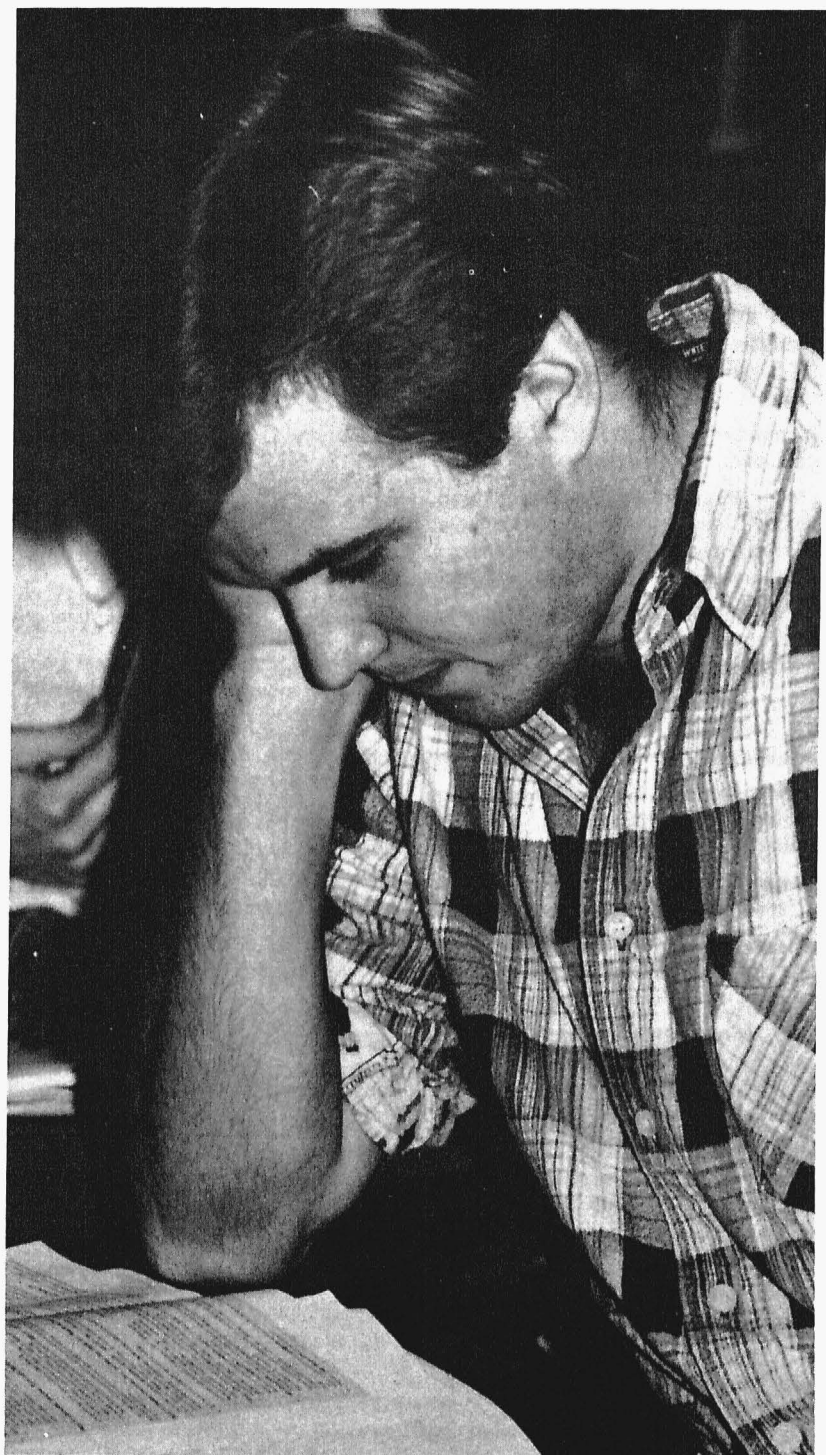
6:00 W

3 cr. hrs., 2nd semester, alternate years

A study of the history and development of social thought, emphasizing concepts and theories of leading sociologists. Prerequisite: SOC 211.

## FACULTY

<b>Robert C. Bonhag</b> , B.A., Franklin and Marshall College; D.M.D., Fairleigh Dickinson University; M.H.A., Duke University. Midwest Research Institute, Director of Management Advisory Services.	<i>Finance</i>
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<b>John W. Cain</b> , B.A., William Jewell College; M.A., University of Missouri-Kansas City. Doctoral Student.	<i>Psychology</i>
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<b>Ken Hensley</b> , B.A., William Jewell College; J.D., University of Missouri. Attorney in Private Practice.	<i>Business Law</i>
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