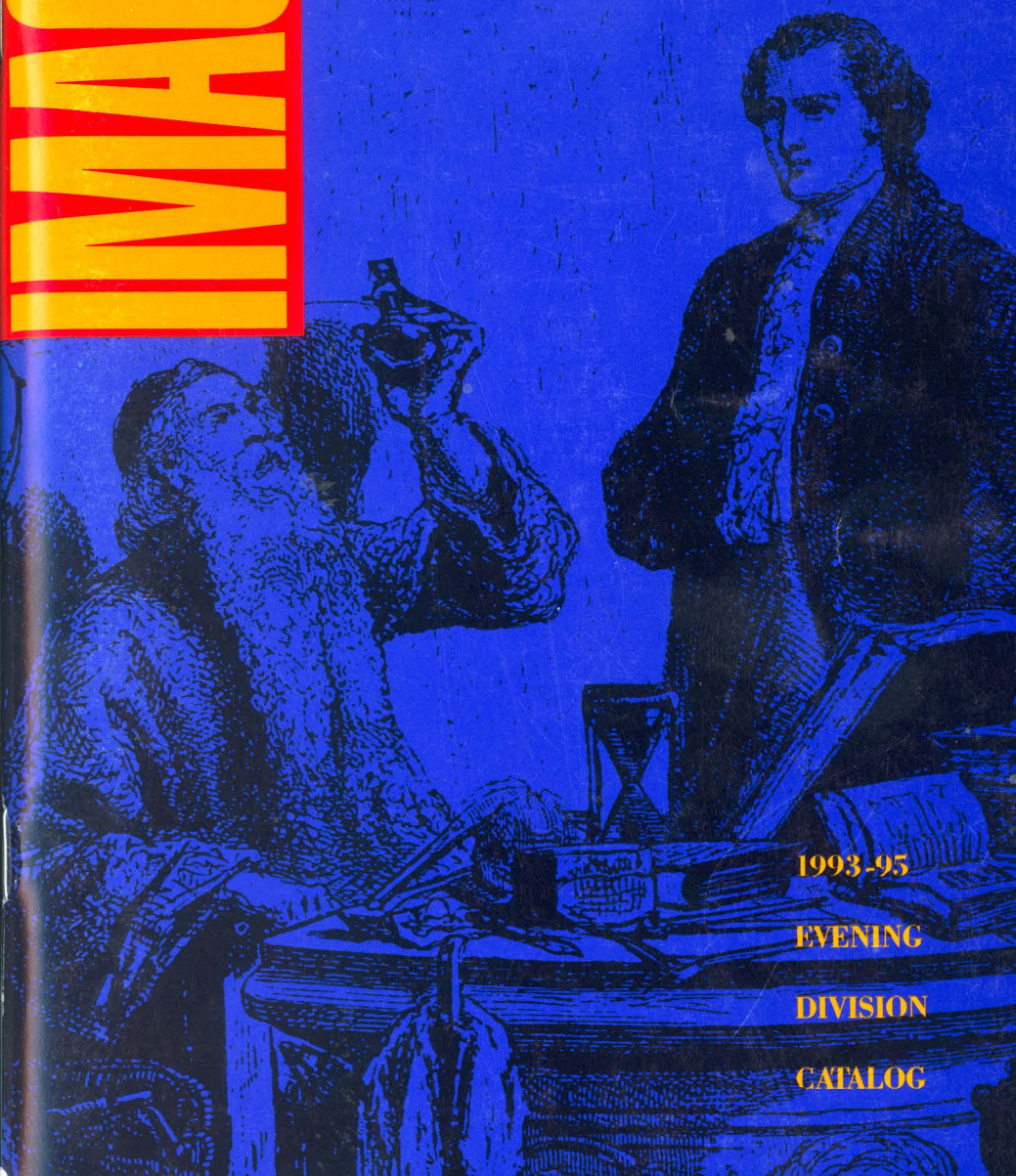


IMAGINE

WILLIAM JEWELL COLLEGE



1993-95
EVENING
DIVISION
CATALOG

WILLIAM JEWELL COLLEGE

**The G. Wayne Mast Center for Continuing Education
1993-95 Evening Division Catalog**

William Jewell College / Liberty, MO 64068

781-7700 Ext. 5399





Dear Adult Student:

You are invited to join our six to seven hundred adults who study with us each semester. About half our students are studying for a degree while the others are taking courses because of a personal or career interest.

You will find your classes challenging. Most adults take one or two classes a semester to allow them to study and work. Most students are able to complete 20-25 hours a year going for twelve months a year. You can plan your program of study over a long period of time because the schedule of classes in this catalog stays essentially the same from year to year.

Our degree and certificate programs at William Jewell include:

CERTIFICATE PROGRAM IN

PARALEGALISM

BACHELOR DEGREES

ACCOUNTING

BUSINESS ADMINISTRATION

ECONOMICS

PSYCHOLOGY

SOCIOLOGY

SYSTEMS AND DATA PROCESSING

You will find our bookstore, library, and computer center open at night when you need them. For your convenience we offer enrollment by phone. Please call our counselor—Kay Minor—or me if you would like more information or would like to make an evening or day appointment.

Sincerely yours,

STEVE SCHWEGLER

Associate Dean/Continuing Education

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GENERAL INFORMATION

The Evening Division of William Jewell College provides courses and degree programs for adults who wish to study at night. William Jewell, founded by the Baptists of Missouri in 1849, is open to all qualified men and women. Racial, experiential, and philosophical differences enrich the college community by creating an interplay of ideas and different points of view.

The Evening Division degree programs, like the day programs, are grounded in the liberal arts. Those degree programs, therefore, require a number of courses which are, in total, designed to expose students to a variety of disciplines, a breadth of knowledge, skills of critical thinking, and a comprehensive understanding of our culture and times. Education in the liberal arts at a college like William Jewell differs from the specialized and more narrow training which is offered in some other programs. William Jewell seeks to develop the capacity of the mind to learn over a lifetime rather than seeking to impart skills which are often only immediately applicable to an always changing technological society.

ADMISSION REQUIREMENTS

Any student registering for the Evening Division must have a high school diploma, 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. Students who have less than a 2.0 cumulative grade point average must begin their studies on a probationary basis

REGISTRATION

Admission into the Evening Division and registration for class occur at the same time. There is no preregistration, and offi-

cial registration may be completed during the same time periods indicated for registration in the Evening Division calendar. Students may register in person or by phone, 781-7700, ext. 5399.

A counselor is available to speak with students by appointment from 8:30 a.m. to 7 p.m., Monday through Thursday, to discuss transfer credits, degree and certificate requirements, scheduling and career planning. You should speak with an Evening Division counselor prior to undertaking degree studies. The normal load for working persons is 4-8 semester hours, one or two nights per week. You should plan for one to two hours of homework per week for each class hour.

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.

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.

CAREER DEVELOPMENT AND PLACEMENT: The Office of Career Development and Placement is located on the third floor of Yates College Union. This Office handles position referrals for alumni and seniors in all fields. In addition, emphasis is placed on vocational guidance and counseling and on working with individual students (freshmen through senior) in exploring possibilities of career endeavors. Throughout the year, the office augments students' employment searches with interviews, resource materials and career programs.

COLLEGE UNION: Textbooks and supplies may be purchased at the bookstore located downstairs in the Yates College Union. The bookstore is open in the evenings at the beginning of each semester and on Wednesday evening throughout the semester.

Evening Students may also use the food service provided in the “Cage” in the union. The Cage is open evenings.

COUNSELING AND TESTING: For many courses, students may get the names of tutors from this office at extension 5246. Students pay the tutor a small hourly fee. Information on CLEP and other exams is also available.

FINANCIAL AID: While the cost of quality education is substantial today, any student possessing the necessary academic skills and motivation should not be denied an opportunity to attend college for lack of financial resources. Many students attending William Jewell College receive some form of financial assistance.

Eligibility for evening students for financial assistance is determined on the basis of need. Students seeking financial assistance must complete the William Jewell College packet of student financial planning.

Students receiving financial aid typically must be enrolled in a minimum of six hours per semester. Beginning in 1993-94, some students may qualify for aid if enrolled in fewer than six hours per semester. Forfeiture of aid may result if a student withdraws from a class(es). A minimum of 2.0 cumulative grade average must be maintained for aid eligibility and progress must be made toward a degree. For more information on application and eligibility, please call extension 5143.

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 the financial obligations have been arranged through the business office. The college is equipped to honor Discover, Visa and MasterCard. Payment plans may be arranged by the Business Office, in which case a finance charge is assessed. Tardy payment arrangements will result in registration cancellation.

Tuition per semester hour, 1993-1994	\$130.00
Parking fee per semester	10.00
Finance Charge	1% Month
Senior Citizen Tuition	100.00
Late payment charge	35.00
Late registration fee	35.00
Graduation fee	50.00
Application fee for graduates	30.00
Transcript of credit	2.00
Returned check	15.00
Course lab fees (non-refundable)	TBA

FALL AND SPRING REFUND POLICY

Tuition for the 15 week semester 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 withdrawn through the Evening Division office. Notification of the teacher does not constitute an official withdrawal. Cash refunds will be made upon request to the Business Office. The refund schedule for courses offered for fewer than 15 weeks is accelerated over the one above.

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 or counselor before each registration.

Application for graduation should be made in the term prior to completion. Application cards are available in the Evening Division Office. A "Course Summary", which is your graduation checklist for courses, will be completed by the registrar, upon your request at the Evening Division, when a student has earned 80-90 hours.

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 be able to transfer credit from other institutions of higher learning. The last 30 hours of any degree offered by William Jewell must be taken at William Jewell. Twelve of those thirty hours must be in the student's major. **When a student is of junior year standing (having completed 64 credits), that student must take work at a four year school for it to be transferable to William Jewell.** Students should, at the earliest possible time, consult with an Evening Division counselor regarding credit transfer-

ability and degree requirements. In order to assure transfer of credit for courses taken at another college after enrollment at William Jewell, an "Approval for Study" form must be completed. The College registrar makes final decisions on transfer of credit.

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 examination, although the last thirty credit hours must be completed at 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." A recording fee is assessed.

COURSES: Courses numbered 100-499 carry credit toward degrees if the student has satisfied admission requirements. Up to four credit hours of courses numbered below 100 and taken at William Jewell may be applied to a degree at the College. A syllabus is provided for each course and reflects requirements and grading policies. Requirements and policies outlined in the syllabus may, when circumstances warrant, be changed by the instructor during the course.

DROP/ADDS: Students may add to their registration within the first two weeks of classes by means of drop/add cards, which can be obtained in the Evening Division office. Unless otherwise stipulated by the professor, students may withdraw

from a class up until and including the last day of regularly scheduled classes, prior to final exams, for the semester or summer term. Students remaining in classes after that day must be assigned a passing or failing grade based on their performance in the course.

GRADING : Grades are indicated by the letters A, B, C, D, F - Failure, W - withdrew, NR - not reported. For graduation, students must have an average of C. Students must sign up for a pass/fail option within the first two weeks of the semester. Only elective courses and non-repeated courses may be taken pass/fail. Students receive grade notification by mail after completion of each term. The College will not release grades over the phone.

INCOMPLETE WORK: The mark "I" (for incomplete) may be given in any 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 semester classes, an audit enrollment may not be changed to a credit enrollment or vice versa. Courses in studio art and physical activity may not be audited.

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.

CREDIT FOR INDEPENDENT STUDY: In some cases advanced students may be permitted to take a 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 canceled due to 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.

DAY SCHOOL ENROLLMENT: Evening students may enroll for one day class without completing the admission process. That class is charged at the day rate.

OTHER: For complete course listings, requirements, and other information, refer to the day college catalog which is available from the admissions office.

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 January to May. The January period between the semesters is known as the "Inter-Term," when two "short" courses may be taken. Evening degree students are not required to take inter-term courses. Inter-term courses serve to meet elective hours only.

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.

OVERSEAS STUDY

The College encourages capable evening students to pursue programs of study abroad. Of particular interest may be the study program in Oxford. This program requires an above average academic ability and will entail at least eight weeks (October to December or January to March) of study overseas. The College offers other opportunities for semester or year-long study in Japan, Spain, Germany, and at Cambridge University. For more information contact Dr. Ann Marie Shannon, Associate Dean and Coordinator of Overseas Studies (ext. 5121).

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 with a grade of C or above in place of ENG 100 must pass the William Jewell Proficiency Test of Writing Skill by their third semester or re-take English composition at Jewell. These four credit hours will not apply toward graduation requirements.

All degree students must complete two writing component courses. Writing component courses are designated with a 'w' after the course number.

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 or from headquarters of the Kansas City chapter of A.I.B.

ACCREDITATION

William Jewell College is fully accredited by the North Central Association of Colleges and Secondary Schools.

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

J. Stephan Schwegler, B.A., M.A., Ed.D., Associate Dean,
Continuing Education

Kay Minor, B.S., Counselor, Evening Division

Ann Martin, B.S., Director, Community Education

Tami Lewis Jones, B.A., Coordinator, Business and
Professional Seminars



GENERAL REQUIREMENTS FOR BACHELOR OF SCIENCE DEGREE

<i>Basic</i>	<i>14 hours</i>
English 100	4 hours
Communication 100	4 hours
Religion	4 hours
PED140e/plus one hour activity	2 hours
<i>Humanities</i>	<i>8 hours</i>
English 255w	4 hours
Philosophy 202, 231 or approved equivalent	4 hours
<i>Math/Lab Sciences</i>	<i>8 hours</i>
Biology, Meteorology or equivalent	4 hours
Mathematics or Computer Studies	4 hours
<i>Social Sciences</i>	<i>12 hours</i>
History	12 hours
Psychology	from two
Sociology	separate
Economics	areas
<i>Major Courses</i>	<i>45-60 hours</i>
<i>Electives</i>	<i>22 hours</i>
<u>Total 124 hours</u>	

For the B.S. in Business Administration or Accounting, students may not count toward their degree more than 60 hours in BUS and ACC courses. All students must receive a grade of "C" or better in all required major courses.

**MAJOR COURSES FOR BACHELOR OF SCIENCE:
ACCOUNTING, BUSINESS**

***Required for both majors* 28 hours**

ACC 201 Principles of Accounting I	3 hours
ACC 202 Principles of Accounting II	3 hours
ECO 201 Microeconomics	3 hours
ECO 202 Macroeconomics	3 hours
BUS 318 Business Statistics	4 hours
BUS 326 Quantitative Business Analysis	4 hours
CST 120/130 or CST 155 (BASIC /Micros/Bus. Systems)	4 hours
MAT 145 College Algebra	4 hours

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

***Accounting Major* 37 hours**

ACC 215 Managerial Cost Accounting	3 hours
ACC 311 Intermediate Accounting I	4 hours
ACC 312 Intermediate Accounting II	4 hours
ACC 335 Income Tax-Individual	3 hours
ACC 411 Advanced Accounting	4 hours
ACC 421 Governmental Accounting	3 hours
ACC 431w Auditing	4 hours
BUS 231 Business Law I	3 hours
BUS 232 Business Law II	3 hours
BUS 301 Personnel Management	3 hours
BUS 315 Financial Management	3 hours

<i>Business Major</i>	<i>30 hours</i>
ACC 215 Managerial Cost Accounting	3 hours
BUS 201 Organization & Management	3 hours
BUS 231 Business Law I	3 hours
BUS 232 Business Law II	3 hours
BUS 301 Personnel Management	3 hours
BUS 305 Marketing	3 hours
BUS 315 Financial Management	3 hours
BUS 406w Business Problems & Policy	3 hours
ECO 308 Managerial Economics	3 hours
ECO 324 Labor Economics	3 hours

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

	<i>51 hours</i>
CST 155w Business Systems	4 hours
CST 160 Computer Science I	4 hours
CST 170 Computer Science II	4 hours
CST 215 COBOL	4 hours
CST 235 Systems Analysis	4 hours
CST 325w Data Base Systems	4 hours
ACC 201/202 Principles of Accounting I & II	6 hours
ACC 215 Managerial Cost Accounting	3 hours
BUS 201 Organization & Management	3 hours
MAT 145 College Algebra	4 hours
BUS 318 Business Statistics	4 hours
BUS 326 Quantitative Business Analysis	4 hours

Three hours of electives by taking one of the following: BUS 301, BUS 305, BUS 315, ECO 308.

GENERAL REQUIREMENTS FOR BACHELOR OF ARTS DEGREE

<i>Basic</i>	<i>26 hours</i>
English	4 hours
Communication 100	4 hours
Religion	4 hours
PED 140e plus one hour activity	2 hours
Foreign Language	12 hours
<i>Humanities</i>	<i>12 hours</i>
English 255w	4 hours
Philosophy 202	4 hours
Philosophy 231 or approved equivalent	4 hours
<i>Math/Lab Sciences</i>	<i>12 hours</i>
Biology, Geology or equivalent	4 hours
Mathematics or Computer Studies	8 hours
<i>Social Sciences</i>	<i>12 hours</i>
History	12 hours
Psychology	from two
Sociology	separate
Economics	areas
Political Science	
<i>Major Courses</i>	<i>24-40 hrs</i>
<i>Electives</i>	<i>20-40 hrs</i>
	<u>Total</u> <u>124 hours</u>

For the bachelor of arts degree students may not exceed 40 hours in one subject matter field. A grade of C or better is required for all major courses.

MAJOR COURSES FOR BACHELOR OF ARTS: ECONOMICS

<i>Major Courses</i>	<i>32 hours</i>
ECO 201 Microeconomics	3 hours
ECO 202 Macroeconomics	3 hours
ECO 307 Macroeconomics (NIAE)	3 hours
ECO 308 Managerial Economics	3 hours
ECO 324 Labor Economics	3 hours

ECO 402 Money & Banking	3 hours
ECO 404 International Economics	3 hours
ECO 451w Seminar in Economics	3 hours
MAT 199 Calculus	4 hours
BUS 318 Business Statistics	4 hours

MAJOR COURSES FOR BACHELOR OF ARTS: PSYCHOLOGY

Total ***32 hours***

PSY 211 Basic Psychology	3 hours
PSY 303 or 317 Abnormal/Personality	3 hours
MAT 216 (Statistics)	4 hours
PSY 320 Experimental Psychology I	3 hours
PSY 322 History & Systems	3 hours
PSY 422w Senior Seminar	3 hours

Thirteen hours of electives chosen from:

BUS 201 Organization & Management	3 hours
EDU 234/235 Exceptional Child I & II	4 hours
PSY 214 Personal Adjustment	2 hours
PSY 304 Social Psychology	3 hours
PSY 317 or 303 Personality or Abnormal Psy.	3 hours
PSY 319 Principles of Behavior Modification	2 hours
PSY 308-309 Independent Studies	1-4 hours
PSY 408-409 Senior Independent Projects	1-4 hours
PSY 421 Seminar	1-4 hours

MAJOR COURSES FOR BACHELOR OF ARTS: SOCIOLOGY

Sociology majors must complete a minimum of 25 hours in sociology courses and must include SOC 211, 351, 412, 413, and MAT 216.

PSY 304 and statistics may serve as part of the 25 required hours.

Either HIS 222 or PSY 322 may count as part of the 25 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

201 Principles of Accounting (3)

The measurement of financial information, the accounting cycle and preparation of statements, notes and interest, and the analysis of financial statements will be introduced. (M or T, Sat., each semester)

202 Principles of Accounting II (3)

Students will learn organization for planning and control, systems of cost accumulation, comprehensive budgeting, measuring and reporting performance, and reporting the effect of price changes. Continuation of ACC 201. (M or T, Sat., each semester)

215 Managerial Accounting (3)

This course focuses on the analysis and control of production and distribution costs, selection and use of cost control systems, and budgeting and analytical processes.

Prerequisite: ACC 202. (Wednesday, each semester)

311 Intermediate Accounting I (4)

Theory, financial statements, temporary investments, receivables, inventories, and non-current assets will be studied.

Prerequisite: ACC 202. (M & W, 1st semester annually)

312 Intermediate Accounting II (4)

Current and long-term liabilities, paid-in capital, retained earnings, financial statement analysis, funds flow will be

taught in this course. Continuation of ACC 311. (M & W, 2nd semester)

335 Income Tax - Individual (3)

This class reviews income tax laws and regulations, determination of taxable income, deductions, exclusions, making and filing returns. Completion of ACC 201 highly recommended. (Saturday, 1st semester)

336 Income Tax - Corporate (3)

Federal taxation of partnerships, corporations, estates, trusts, gifts and inheritance are studied. Prerequisite: ACC 335. (Monday, alternate years)

360 Independent Studies in Accounting (1-3) (arranged)

409 CPA Review Course (4)

An extended review for the November or July state board examination. Offered in four separate sections: A - Auditing; B - Accounting Theory; C - Business Law; D - Accounting Practice and Problems. (TBA)

411 Advanced Accounting (4)

A study of accounting for partnerships, joint ventures, installment sales, consignments, home and branch offices, and consolidated statements. Prerequisite: ACC 312. (T & Th, 1st semester)

421 Governmental Accounting (3)

Concepts peculiar to the planning and administration of public and quasi-public organizations, such as governmental units and institutions such as hospitals and colleges are explored. Prerequisite: ACC 312. (Monday, 1st semester)

431w Auditing (4)

This course examines the financial condition and accounting procedures by public accountants and internal auditors. Professional ethics; auditing standards; working papers and reports are reviewed. Students are required to take the AICPA test. Prerequisite: ACC 411, and Statistics. CST 120/130 highly recommended. (T & Th, 2nd semester)

460 Independent Studies in Accounting (1-3) (arranged)

ART

125/225/325 Drawing/Painting (3)

Basic and advanced drawing and painting techniques are taught in this class. Lab Fee Extra. (T & Th or Saturday, each semester)

149b Basic Photography (3)

This class 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. (T & Th, each semester)

149e Calligraphy (2)

This course encourages 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. (Monday, each semester)

240 Artforms: Understanding and Enjoying the Visual Arts (3)

An introductory course designed to promote understanding and enjoyment of the visual arts. Humanities credit. (Monday, 1st semester)

249b/349b Intermediate Photography (3)

This course will be practical in application and will cover film selection, exposure, balance in printing and composition to final presentation. Prerequisite: ART 149b. (TBA)

249m Multi-Image Presentations (3)

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. (TBA)

253, 353, 453 Special Topics in Art History (1-4)

Selected topics covering specific style(s), historical and or geographical arena, purpose, iconography will be studied via the visual arts. These topics may include but are not limited to: (a). Ancient and Primitive art, (b). Eastern and Oriental art, (c). Medieval and Christian art, (d). Renaissance and Baroque art, (e). Modern art (19th - 20th century) and (f). Contemporary art (art after WW II). (TBA)

BUSINESS

201 Organization and Management (3)

This class discusses the concepts and structures of organizations, personality, and intra-personal relations, functions and activities requiring management and managerial activities. (Thursday, each semester and Saturday 1st semester)

221 Principles of Insurance (3)

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, annu-

ities, retirement insurance, and insurance regulation and operation. (TBA)

231 Business Law I (3)

Contracts, agency, employment, negotiable instruments. (T or Th, each semester)

232 Business Law II (3)

Corporations, partnerships, sales, bailments, real and personal property are studied. (T or Th, each semester)

240 Principles of Real Estate (4)

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 course to prepare persons to pass the Missouri Real Estate Sales Agent Examination. (T & Th, each semester)

242 Real Estate Law (3)

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. (TBA)

244 Real Estate Marketing (3)

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. (TBA)

246 Real Estate Basic Appraisal Principles (3)

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. (Thursday, each semester)

260 Consumer Behavior (3)

This course covers 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, brand loyalty, attitude change, and consumer decision models. (Saturday, 1st semester)

261 Sales Management (3)

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. (Thursday, each semester)

262 Organization and Management of a Small Business (3)

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. (Tuesday, each semester)

263 Investments (3)

A study 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. (Tuesday, each semester)

270 Program Planning and Budgeting (3)

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: ACC 212 and ECO 202. (TBA)

301 Human Resources Management (3)

This course examines the personnel process beginning with recruitment, and continuing with examining people in the work environment in the sociological, psychological and behavioral implications. (Tuesday, each semester and Saturday 1st semester)

305 Marketing (3)

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. (Thursday, each semester)

306 Current Marketing Issues (3)

Recent developments in marketing management, wholesaling, retailing, product planning, and consumerism. Opportunity will be provided for examining areas of special interest to individual students. (Thursday, each semester)

308 Marketing Channel Analysis (3)

A study covering the principles and problems in retailing and merchandise management, retailing structure, store locations, design and layout, retail personnel management, buying, and sources of supply and negotiations for merchandise. Also covered are pricing policies, determining mark-up, controlling mark-down, retail coordination and control of expenses. (TBA)

315 Financial Management (3)

Forms of organization, financial institutions and instruments, legal aspects of finance, financial administration and decisions will be studied. Prerequisites: ACC 201, 202, 215 (Monday, each semester)

318 Business Statistics (4)

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. Prerequisite: ECO 202, MAT 145. (T & Th, 1st semester)

322 Labor Relations (3)

This class emphasizes the growth and development of organized labor in the U.S. with an emphasis on labor law, collective bargaining and labor-management relations (Thursday, 1st semester)

326 Quantitative Methods in Business Analysis (4)

An introduction to techniques and applications analysis, with emphasis on management decision-making. Prerequisite: BUS 318. (T & Th, 2nd semester)

331 Wage and Salary Administration (3)

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. (TBA)

360 Independent Studies in Business Administration (1-3) (arranged)

401 Readings in Management (Saturday, each semester)

406w Business Problems and Policy (3)

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.
(Wednesday, each semester)

430 Market Research (3)

This course highlights 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: BUS 305. (Saturday, 2nd semester)

460 Independent Studies in Business Administration (1-3) (arranged)

COMMUNICATION

100 Communication Theory and Practice (4)

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. (T & Th, 1st semester)

241 Recording Studio Techniques (3)

See course description for MUS 241. (Monday, each semester)

360 Introduction to Public Relations (2)

This class 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. (TBA)

COMPUTER STUDIES

120 BASIC Programming (2)

Elements of BASIC to enable the computer user to write and solve beginning to intermediate computer programs will be introduced. Lab Fee Extra. (T & Th, each semester)

130 Microcomputers/Applications (2)

This class presents an overview of computer information systems. Introduces computer hardware, software, procedures, systems and resources needed to function in a computer-oriented society. Students may not gain credit for this course and CST 155. (T & Th, each semester)

140 Advanced BASIC (2)

A continuation of the study of BASIC language with emphasis on file usage in business programs. The course will include constructing and using sequential, random access and indexed Files. Prerequisites: CST 120 or a high school course in BASIC. Lab Fee Extra. (Tuesday, 2nd semester)

155w Business Information Systems (4)

An introduction to computer hardware, software, procedures and system concepts with the integration and application of these concepts to business and other segments of society. Microcomputer productivity tools commonly used in business will be discussed and applied. Students may not gain credit for this course and CST 130. (M & W, each semester)

160 Computer Science I (4)

Structured approach to program methodology, algorithms, and elementary data structures using Pascal. Lab Fee Extra. (T & Th, 1st semester)

170 Computer Science II (4)

A continuation of Computer Science I, CST 160, with emphasis on the development of more complex algorithms and additional data structures including stacks, queues, linked lists, and trees. Prerequisites: CST 160. (M & W, 2nd semester)

215 COBOL - Programming and Applications (4)

Introduction to the application of computing in business using COBOL and a structured approach to programming. (T & Th, 2nd semester, alternate years)

235 Systems Analysis (4)

An introduction to the role of the systems analyst in analyzing and designing a data processing system. Knowledge of COBOL is assumed. (T & Th, 1st semester)

325w Data Base Systems (4)

This course is a 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: CST 215. (M & W, 2nd semester)

ECONOMICS

199 Consumer Economics (2)

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. (Saturday, 1st semester)

201 Principles of Microeconomics (3)

The theory of the consumer, the costs of production, the theory of the firm, monopoly and competition are discussed. (M or W, each semester)

202 Principles of Macroeconomics (3)

National income accounts, commercial banking, the Federal Reserve System, and government policies for achieving stable prices and full employment are discussed. (M or W each semester)

307 Macroeconomics (National Income Activity and Employment) (3)

National income and product accounting, the level of economic activity, fiscal and monetary theory and policy are

presented in this class. Prerequisite: ECO 202. (TBA, alternate years)

308 Managerial Economics (3)

A study of theoretical and analytical tools of economics that are useful in managerial decision-making. Prerequisite: ECO 201. (Tuesday, each semester)

320 Industrial Organization (3)

An analysis of the organization and operation of several industries based upon economic theory and antitrust laws. Includes evaluation of theory and laws. Prerequisite: ECO 201, 202. (TBA, alternate years)

324 Labor Economics (3)

The theory of wages, segmented labor markets, human capital, and the causes of unemployment are explored. Prerequisite: ECO 201, 202. Replaces ECO 322 in previous catalogs. (Thursday, each semester)

360 Independent Studies in Economics (1-3) (arranged)

402 Money and Banking (3)

This course covers the history and structure of the banking system, objectives and instruments of monetary policy, current monetary issues and problems. Prerequisite: ECO 202 or consent of the instructor. (TBA, alternate years)

404 International Economics (3)

An introduction to the theory, policy and problems of international economics, emphasizing trade and finance. Prerequisite: ECO 202. (Monday, 2nd semester, alternate years)

451w Seminar in Economics (3) (TBA)

460 Independent Studies in Economics (1-3) (arranged)

EDUCATION

234 & 235 Exceptional Child (2 + 2)

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. Lab Fee Extra. (Thursday, each semester)

ENGLISH

100 Freshman Composition (4)

This class is required for 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 Proficiency Test of Writing Skill at William Jewell by their third semester at the college. Students not transferring an equivalent English composition course must pass this course by their third semester at Jewell. (M & W or T & Th, each semester)

255w Studies in Literature (4)

A literary study especially for non-English majors and for fulfilling the literature requirement for graduation. Prerequisite: ENG 100 or an equivalent composition course from another college of at least three semester credits. (M & W or T & Th, each semester)

HISTORY

221 History of the U.S.: Colonial and Early National Periods (4)

A balanced emphasis on the political, social and economic forces which shaped national life up to 1865. (T & Th, 1st semester)

222 History of the U.S.: 1865 to Present (4)

A survey of American history. Emphasis is on the period since 1900. (T & Th, 2nd semester)

LANGUAGE: MODERN

111 Elementary Spanish I (4)

This first course starts with pronunciation and moves into the essentials of grammar. There is practice in conversation, composition and reading. (M & W, 1st semester)

112 Elementary Spanish II (4)

A continuation of the study of essentials of grammar with further practice in conversation, composition and reading. (M & W, 2nd semester)

211 Intermediate Spanish I (4)

This course reviews grammar and provides further practice in conversation and composition, reading from representative Spanish and Latin-American authors. (Summer)

MATHEMATICS

99 Basic Algebra (2)

An introduction to algebra, including the language of algebra, linear and quadratic equations, factoring and polynomials. MAT 99 may not be applied toward satisfaction of the general education requirements in mathematics and natural sciences. A student may not apply toward degree credit more than four hours in courses numbered below 100. (Monday, each semester)

145 Introduction to College Mathematics (Algebra) (4)

Topics in this class will be selected from algebra, analytical geometry, probability, matrices, and limits to give an insight into the nature, role and scope of mathematics with emphasis on algebra. Prerequisite: MAT 99 or three years of high school math. (M & W, each semester)

199 Calculus I (4)

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. (M & W, 2nd semester, alternate years)

216 Elementary Statistics for Social Sciences (4)

A first course in statistics for students in education and the social sciences. Includes collection, interpretation and presentation of statistical data. No algebra background assumed. This course will not fulfill the statistics requirement for management, accounting, and systems majors. Credit may not be earned in this course and BUS 318. (M & W, 1st semester, alternate years)

MUSIC

150 The Audience and the Performing Arts (2)

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.) (TBA)

241 Recording Studio Techniques (3)

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 COM 241. (Monday, each semester)

PHILOSOPHY

202 Ethics (4)

An examination of the major theories of value and moral obligation with a view to seeing how they apply to such contemporary issues as abortion, euthanasia, sexual morality, discrimination against minorities, privacy, individual liberty, and violence and war. (M & W, 1st semester)

231 Logic (4)

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. (M & W, 2nd semester)

PHYSICAL EDUCATION

No more than 4 hours in activity courses, including PED 140e, may be applied toward the 124 hours required for the degree. Degree students must complete PED 140e (or PED 100 or 101 from previous catalogs) and one hour of activity course(s).

127 Scuba Diving (1)

This class provides the student with a dimension of the underwater world. Person learns to handle equipment and to survive in this environment. May lead to PADI certification. Extra equipment and activity fees required. (Monday, each semester)

128 Beginning Tennis (1)

The basic skills of tennis are learned in this class. Includes scoring and fundamentals necessary to play singles or doubles. (Saturday, each semester)

140e Activities and Fitness (1)

A study of the physiological and psychological foundations of physical activity in relation to the development of the individual. A personal fitness program will be developed and followed by each student to address cardio-respiratory fitness, diet and other aspects of a healthy lifestyle. (Wednesday, each semester)

POLITICAL SCIENCE

102 American National Government (4)

This class considers the U.S. Constitution, governmental structure, and how the American government functions today. (TBA)

PSYCHOLOGY

97 Psychology of Study Skills (1)

A learning skills program designed for the improvement of reading and classroom learning. (Elective credit only, a student may not apply for degree credit more than four hours of below 100 courses.) (TBA)

98 Effective Reading Skills (1)

A reading program designed for improving college-level reading rate, comprehension and vocabulary. Improvement in vocabulary is based on a thorough study of etymology. (Elective credit only, a student may not apply for degree credit more than four hours of below 100 courses.) (TBA)

211 Basic Psychology (3)

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. (Tuesday, each semester)

214 Personal Adjustment (2)

The intent of the course is to show a greater understanding of how life challenges and threatens our effective functioning and the options we have to manage and respond to them. Problem solving methods presented draw from time-management, assertiveness training, communication and interpersonal skills and rational-cognitive ideas. (Thursday, each semester)

303 Abnormal Psychology (3)

A descriptive and explanatory study of the major personality and behavior disorders of both childhood and adulthood, including psychogenic, psychosomatic, and organic problems. Attention is given to preventive measures, diagnostic methods and therapeutic procedures. (Saturday, 1st semester)

304 Social Psychology (3)

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. (Wednesday, 1st semester, alternate years)

308-309 Independent Studies (1-4) (arranged)

(Junior and below)

317 Personality (3)

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 rational.

(Wednesday, 2nd semester, alternate years)

319 Introduction to the Principles of Behavior Modification (2)

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. (TBA)

320 Experimental Psychology I (3)

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 all Psychology major students. Prerequisite: Statistics. (Tuesday, 2nd semester, alternate years)

322 History and Systems (3)

This course studies 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.
(Monday, 1st semester, alternate years)

408-409 Independent Projects for Seniors (1-4)
(arranged)

421 Seminar (1-4)

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

422w Senior Seminar (3)

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 322. (TBA)

RELIGION

110 Introduction to the Bible (4)

This course is an introductory reading of portions of the Bible selected to provide the student with a basic understanding of some of the historical, theological and literary impulses which contributed to its origins and shape its meaning today. Prerequisites: None. (T & Th, each semester)

SCIENCES

BIO 107 General Biology (4)

The aim of this course is to provide comprehensive introduc-

tion to the field of biology for the non-major. Guidelines for the student to follow when information is needed in the field will be taught. Lab Fee Extra. (TBA)

BIO 105 Environmental Science (4)

An examination of ecological principles and major environmental issues. The student will study topics such as over population, resource depletion and pollution. Intended for non-science major students. This course includes one lab period per week. (TBA)

BIO 350 Horticulture (4)

Methods and practices in cultivation of house plants will be studied. Lab Fee Extra. (TBA)

CHE 100 Chemistry for the Consumer (4)

This is an introductory course in applied chemistry for the non-scientist. It focuses on chemical compounds and their reactions as they are experienced by people in their everyday lives. Typical topics include food chemistry, air and water pollution, chemistry of household products, energy generation, and the chemistry of sight and smell. Lab Fee Extra. (TBA)

GLY 201 Earth Science (4)

A study of atmosphere, hydrosphere and lithosphere. Such topics as weather, climate, space, rocks, minerals, and streams are covered. This laboratory course meets the requirement for teacher certification. Methodology of teaching is audio-tutorial. T & Th, each semester)

MET 100 Introduction to Meteorology (4)

An introduction to meteorology that will provide the student with an understanding of weather element measuring instru-

ments, procedures, data collection, interpretation and use in weather forecasting. Emphasis will be on the relationships between atmospheric physical processes and the resultant weather. Extra laboratory work is required. (M & W, each semester)

SOCIOLOGY

211 Introduction to Sociology (3)

The concepts and methods of sociology are examined. Culture, group analysis, social mobility, social power, human ecology, and social institutions are major topics considered. (Saturday, 1st semester)

322 Criminology (3)

A study of the nature, causes, and consequences of crime and delinquency, including a consideration of various methods of treatment and prevention. (TBA, 2nd semester, alternate years)

326 Marriage and Family (3)

A cross-cultural study of family structure and function, with special attention given to the organization, disorganization and reorganization of the American Family. (Saturday, 2nd semester, alternate years)

332 Cultural Anthropology (3)

A systematic introduction of cultural anthropology. Special attention is given to contemporary urban ethnic communities. (TBA)

338 Minority Groups (3)

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. (Thursday, 1st semester, alternate years)

351 Methods of Social Research (3)

A study of the history 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. MAT 216 strongly recommended. (TBA, alternate years)

412w Social Theory I (3)

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

413w Social Theory II (3)

Historical and analytical study of twentieth century developments in social theory since World War I; includes consideration of macro and micro-theoretical perspectives, as well as concentrated study of selected theorists such as George Herbert Mead, C. Wright Mills, Peter Berger, Erving Goffman, Michel Foucault, Juergen Habermas, and others. Prerequisite: SOC 211 and junior standing or consent of the instructor. (TBA)

427-428 Reading in Sociology (1-4) (TBA)

431-432 Research Seminar (1-4)

An intensive study of special areas of sociological research. Prerequisite: SOC 351. Co-requisite: MAT 216, or equivalent or consent of instructor. (TBA)

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 CST 120 (BASIC

programming; 2 cr. hrs.) and CST 130 (Microcomputers/Applications: 2 cr. hrs.) or CST 155 (Business Information Systems: 4 cr. hrs.), and upon meeting the English proficiency requirement either by passing ENG 100 (Freshman Composition: 4 cr. hrs.) or by transferring to Jewell 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 BUS 110, BUS 112, BUS 114, and BUS 116. Six hours are of the student's own choosing. A minimum of nine hours of paralegal courses must be earned at Jewell to receive the certificate from Jewell.

Only Evening Division students apply paralegal course credit toward a degree. No more than 18 hours of paralegal course credit may be applied toward a college degree. It is required that paralegal students take BUS 110 before attempting other paralegal courses. Certificate students must receive a grade of C or better in courses applied to certificate requirements. It is strongly recommended that paralegal students satisfy the English proficiency requirement early in their program of study and necessary that the requirement be met within the third semester.

BUS 110 Introduction to Law and Paralegalism (3)

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. (Monday, each semester and Saturday 1st semester)

BUS 112 Business Organization (3)

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. (Wednesday, 2nd semester)

BUS 114 Legal Research (3)

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. Early enrollment for this class is suggested due to limited class size. (Th or Sat., each semester)

BUS 116 Litigation and Trial Practice (3)

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 and presentation involved in the trial of a lawsuit. (Thursday, 2nd semester)

BUS 118 Real Estate Law (3)

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. (Saturday, 2nd semester)

BUS 120 Estate Planning and Probate Administration (3)

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. (Wednesday, 1st semester)

BUS 122 Income Taxation (ACC 335) (3)

This course introduces income tax laws and regulation, determination of taxable income, deductions, exclusions, making

and filing tax returns. Completion of ACC 201 highly recommended. (Saturday, 1st semester)

BUS 124 Criminal Law (3)

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. (Tuesday, 2nd semester)

BUS 126 Domestic Relations (3)

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. (Tuesday, 1st semester)

BUS 128 Legal Writing (3)

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.

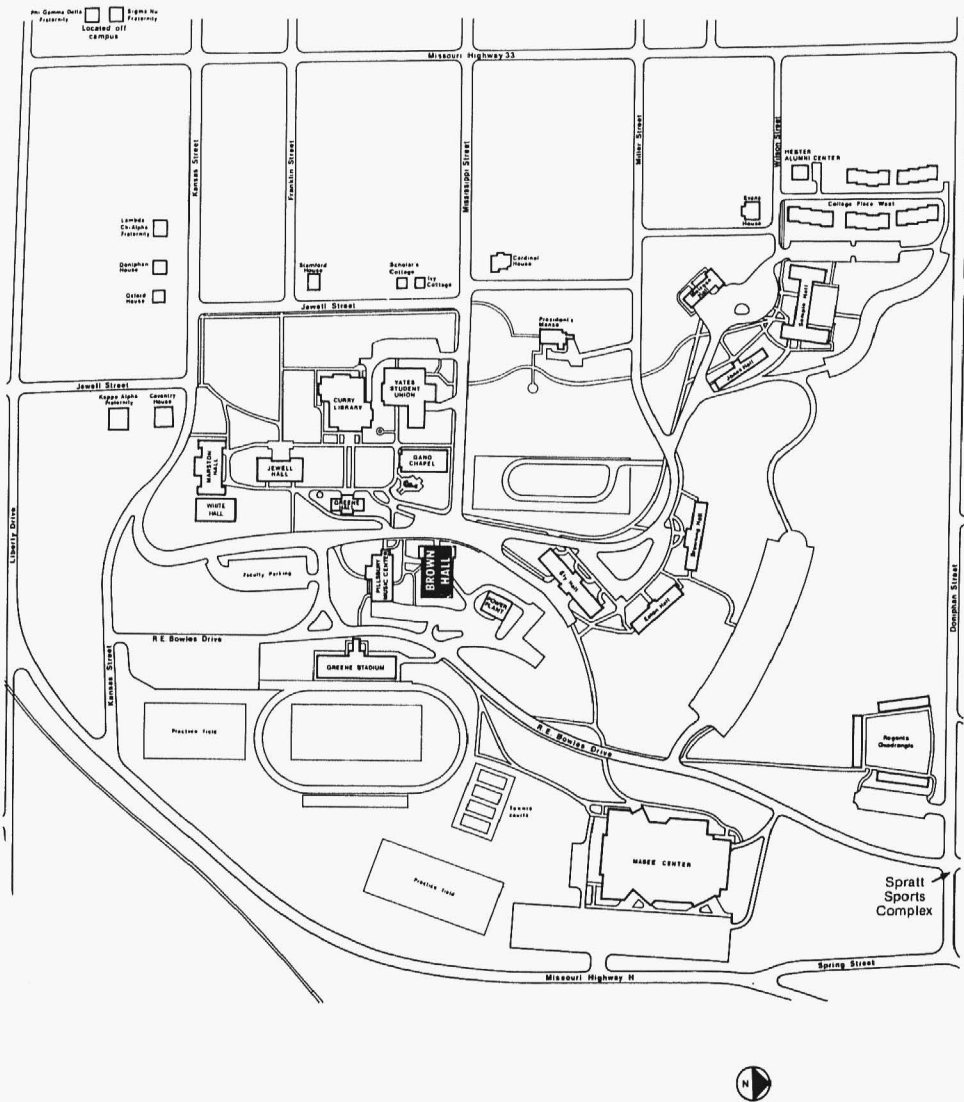
Prerequisite: BUS 114. (Summer)

BUS 130 Advanced Litigation and Trial Practice (3)

This course offers advanced study in civil litigation and trial practice. Appellate procedures will also be included. Course will focus on civil litigation and the essential elements of negligence, products liability, and contracts. Specific areas to be covered include client interviewing, the drafting of pleadings, fact investigation, and trial assistance. Prerequisites: BUS 110 and 116. (Monday, 1st semester, alternate years)

WHITE SCIENCE CENTER

CAMPUS MAP



ACADEMIC CALENDAR

Fall Semester 1993

Registration	July 1-August 27
Saturday Registration	August 28 (9:00-11:00 a.m.)
New Student Orientation	August 28 (9:00 a.m.)
Classes Begin	August 30
Labor Day (no classes)	September 6
Close of Registration	September 10
Thanksgiving Holiday	November 23-27
Classes Resume	November 29
Final Examinations	December 13-18
Christmas Holidays begin	December 18

Inter-term Short Courses 1994

Inter-term courses begin	January 10
Inter-term courses end	January 21

Spring Semester 1994

Registration	December 1-January 21
Saturday Registration	January 22 (9:00-11:00 a.m.)
New Student Orientation	January 22 (9:00 a.m.)
Classes Begin	January 24
Close of Registration	February 4
Spring Vacation	March 14-19
Classes Resume	March 21
Final Examinations	May 9-14
Baccalaureate & Commencement	May 15

Summer Session 1994

Registration	April 1-June 3
Saturday Registration	June 5 (9:00-11:00 a.m.)
Classes begin	June 6
Summer School ends	July 30

Fall Semester 1994

Registration	July 1-August 26
Saturday Registration	August 27 (9:00-11:00 a.m.)
New Student Orientation	August 27 (9:00 a.m.)
Classes Begin	August 29
Labor Day (no classes)	September 5
Close of Registration	September 9
Thanksgiving Holiday	November 22-26
Classes Resume	November 28
Final Examinations	December 12-17
Christmas Holidays begin	December 17

Inter-term Short Courses 1995

Inter-term courses begin	January 9
Inter-term courses end	January 20

Spring Semester 1995

Registration	December 1-January 20
Saturday Registration	January 21 (9:00-11:00 a.m.)
New Student Orientation	January 21 (9:00 a.m.)
Classes Begin	January 23
Close of Registration	February 3
Spring Vacation	March 13-18
Classes Resume	March 20
Final Examinations	May 8-13
Baccalaureate & Commencement	May 14

Summer Session 1995

Registration	April 3-June 2
Saturday Registration	June 3 (9:00-11:00 a.m.)
Classes begin	June 5
Summer School ends	July 29

MONDAY

6:00 p.m.

ACC 201, Prin/Acc I**
 ACC 311, Int/Acc*
 ACC 336, Inc. Tax/Corp**
 ACC 421, Gov Acctg**
 ART 149e, Calligraphy
 ART 240, Art Forms**
 BUS 110, Intro/Para**
 BUS 130, Advan Litig**
 BUS 315, Fin Mgmt**
 COM 241, Rec. Studio**
 CST 155w, Bus. Systems*
 ECO 202, Prin/Macro**
 ENG 100, Fresh. Comp.*
 HIS 200, Pres/Truman
 MAT 145, College Algebra*
 MET 100, Intro/Meteorol*
 PED 127, SCUBA***
 (1st 7 weeks)
 PSY 322 Hist/System**
 SPA 111, Elem Spanish I*

8:00 p.m.

MAT 99, Basic Algebra
 PHI 202, Ethics*

TUESDAY

6:00 p.m.

ACC 202, Prin/Acc II**
 ACC 336, Inc Tax/Corp**
 ART 149b, Basic Photo*
 BUS 126, Domestic Rel**
 BUS 231, Bus Law I**
 BUS 240, Real Estate Prin.*
 BUS 262, Organization &
 Mgmt. of Small Business**
 BUS 263, Investments**
 BUS 301, Human Resources**
 BUS 318, Bus Stat.*
 COM 100, Speech*
 CST 120, BASIC Progr.*
 (2nd 7 weeks)
 CST 130, Micro/Compu*
 (1st 7 weeks)
 CST 160, Comp. Sci. I*
 CST 235, Sys. Analysis*
 ECO 308, Mgr. Econ.**
 ENG 255w, Intro./Lit.*
 GLY 201, Earth Science *
 PSY 211, Basic/Psy**
 SOC 338, Minority Groups**

8:00 p.m.

ACC 411, Adv/Acc*
 HIS 221, U.S. Hist: Early*
 REL 110, Intro. to the Bible

*Meets 2 nights per week - 6:00-7:40
 or 8:00-9:40

**Meets one night per week - 6:00-8:40

***Meets 6:00-9:40

WEDNESDAY

6:00 p.m.

ACC 215, Mgr/Cost Acc**
 ACC 311, Int/Acc I*
 BUS 120, Estate/Probate**
 BUS 406w, Bus/Prob/Policy**
 CST 155w, Bus. Systems*
 ECO 201, Prin. Microecon**
 ENG 100, Fresh. Composition*
 HIS 403, Early Mo. History**
 MAT 145, College Math*
 MET 100, Intro/Meteorology*
 PED 140, Activities & Fitness
 PSY 304, Social Psych**
 SPA 111, Elem. Spanish I*

8:00 p.m.

PHI 202, Ethics*

THURSDAY

6:00 p.m.

ART 149b, Basic Photo*
 BUS 114, Legal Research**
 BUS 201, Org. & Mgmt.**
 BUS 232, Bus Law II**
 BUS 240, Real Estate Prin.*
 BUS 246, App/Real Estate**
 BUS 305, Marketing**
 BUS 306, Mkt. Issues**
 BUS 318, Bus. Statistics*
 BUS 322, Labor Relations**
 COM 100, Speech*
 CST 120, BASIC Progr.*
 (2nd 7 weeks)

CST 130, Micro/Compu*

(1st 7 weeks)

CST 160, Comp. Sci I*
 CST 235, Sys. Analysis*
 ECO 324, Labor Econ.**
 EDU 234, Excep. Child I
 ENG 255w, Intro./Lit.*
 GLY 201, Earth Science *
 PSY 214, Personal Adj.

8:00 p.m.

ACC 411, Adv/Acc*
 EDU 235, Except. Child II
 HIS 221, U.S. Hist: Early*
 REL 110, Intro. to the Bible*ACC

SATURDAY**MORNING**

ACC 201, Prin/Acc I
 9:00-11:40 a.m.

ACC 335, Inc. Tax/Ind.
 9:00-11:40 a.m.

ART 125/225/325, Drawing
 & Painting 9:30 a.m.

BUS 110, Intro/Paralegal
 9:00-11:40 a.m.

BUS 114, Legal Research
 9:00-11:40 a.m.

BUS 201, Org. & Management
 9:00-11:40 a.m.

BUS 260, Cons. Behavior
 9:00-11:40 a.m.

BUS 301, Human Resources
 9:00-11:40 a.m.

BUS 401w, Rdgs/Mgmt
 9:00-11:40 a.m.

ECO 199, Consumer Econ.
 9:00 -10:40 a.m.

PED 128, Beg. Tennis
 (1st 9 wks) 8:30-10:45 a.m.

PSY 303, Abnormal
 9:00 - 11:40 a.m.

SOC 211, Intro. to Sociology
 9:00-11:40 a.m.

MONDAY

6:00 p.m.

ACC 202, Prin/Acc II**
 ACC 312, Int/Acc II*
 ART 149e, Calligraphy
 BUS 110, Intro/Para**
 BUS 315, Fin Mgmt**
 COM 241, Rec. Studio**
 CST 155w, Bus. Systems*
 CST 325w, Data Base*
 ECO 201, Prin/Micro**
 ECO 404, International Econ.**
 MAT 145, College Algebra*
 MET 100, Intro Meteorology*
 PED 127, SCUBA***
 (2nd 7 weeks)
 PHI 231, Logic*
 SPA 112, Elem Spanish II*

8:00 p.m.

CST 170, Comp Sci II*
 ENG 255w, Intro/Lit*
 MAT 99, Basic Algebra
 MAT 199, Calculus*

TUESDAY

6:00 p.m.

ACC 201, Prin/Acc I**
 ART 149b, Basic Photo*
 BUS 124, Criminal Law**
 BUS 232, Bus Law II**
 BUS 240, Real Estate Prin.*
 BUS 262, Organization &
 Mgmt. of Small Business**
 BUS 263, Investments**
 BUS 301, Human Resources**
 BUS 326, QBA*
 CST 120, BASIC Progr.*
 (2nd 7 weeks)
 CST 130, Micro/Compu*
 (1st 7 weeks)
 ECO 308, Mgr. Econ.**
 ENG 100, Fresh. Comp.*
 GLY 201, Earth Science*
 PSY 211, Basic/Psy**
 PSY 320, Exper. Psych**

8:00 p.m.

ACC 431w, Auditing*
 CST 140, Advanced BASIC
 CST 215, COBOL Prog.*
 HIS 222, U.S. Hist: Recent*
 REL 110, Intro. to the Bible*

*Meets 2 nights per week - 6:00-7:40
 or 8:00-9:40

**Meets one night per week - 6:00-8:40

***Meets 6:00-9:40

WEDNESDAY

6:00 p.m.

ACC 215, Mgr/Cost Acc**
 ACC 312, Int/Acc II**
 BUS 112, Bus. Org.**
 BUS 406w, Bus/Proh/Policy**
 CST 155w, Bus. Systems*
 CST 325w, Data Base*
 ECO 202, Prin. Macro**
 MAT 145, College Math*
 MET 100, Intro/Meteorology*
 PED 140, Activities & Fitness
 PHI 231, Logic*
 SPA 112, Elem. Spanish II*

8:00 p.m.

CST 170, Comp. Sci. II*
 ENG 255w, Intro.Lit*
 MAT 199, Calculus*

THURSDAY

6:00 p.m.

ART 149b, Basic Photo*
 BUS 116, Lit & Trial Practice**
 BUS 201, Org. & Mgmt.**
 BUS 231, Bus Law I**
 BUS 240, Real Estate Prin.*
 BUS 246, App/Real Estate**
 BUS 305, Marketing**
 BUS 306, Mkt. Issues**
 BUS 326, QBA*
 CST 120, BASIC Progr.*
 (2nd 7 weeks)
 CST 130, Micro/Compu*
 (1st 7 weeks)
 ECO 324, Labor Econ.**
 EDU 234, Excep. Child I
 ENG 100, Fresh Comp.*
 GLY 201, Earth Science*
 PSY 214, Personal Adj.

8:00 p.m.

ACC 431w, Auditing*
 EDU 235, Except. Child II
 CST 215, COBOL Prog.*
 HIS 222, U.S. Hist: Recent*
 REL 110, Intro. to the Bible*

SATURDAY**MORNING**

ACC 202, Prin/Acc II
 9:00-11:40 a.m.
 ART 125/225/325, Drawing
 & Painting 9:30 a.m.
 BUS 114, Legal Research
 9:00-11:40 a.m.
 BUS 118, Real Estate Law
 9:00-11:40 a.m.
 BUS 401, Rdgs/Mgmt
 9:00-11:40 a.m.
 BUS 430, Market Research
 8:00-11:40 a.m.
 ECO 199, Consumer Econ
 9:00-10:40 a.m.
 PED 128, Beg. Tennis
 (2nd 9 wks) 8:30-10:45 a.m.
 SOC 322, Criminology
 9:00-11:40 a.m.

FACULTY

<i>Donald D. Akers, B.S., Washington University Retired, I.B.M.</i>	<i>Computers</i>
<i>Thomas R. Alley, B.S., Missouri Western State College J.D., University of Missouri, Kansas City: C.P.A. Attorney in private practice</i>	<i>Accounting</i>
<i>Dennis A. Bilger, B.A., Lenoir Rhyne College M.A. Roosevelt University Archivist, Harry S. Truman Library</i>	<i>History</i>
<i>Alison Blessing, B.A., William Jewell College J.D., University of Missouri Attorney, Hale, Kincaid, Waters & Allen, P.C.</i>	<i>Business Law</i>
<i>Daniel J. Bortko, B.F.A., Kansas City Art Institute M.A., Southern Illinois University Photographer, Neal Ray's Photography</i>	<i>Photography</i>
<i>Beth S. Brown, B.A., Southwestern College M.A., Wichita State University Ph.D., University of Kansas</i>	<i>Education</i>
<i>Connie Butler, B.A., University of Nebraska-Kearney M.S., University of Nebraska-Kearney Paralegal Certificate, William Jewell College Paralegal, Shook, Hardy & Bacon</i>	<i>Paralegal</i>
<i>John Canuteson, B.A., University of Texas, Austin M.A., University of Chicago; Ph.D., University of Florida Professor, William Jewell College</i>	<i>English</i>
<i>Donna R. Carrol, B.A., Avila College M.S., University of Missouri-Kansas City Ph.D., University of Missouri-Kansas City</i>	<i>Psychology</i>
<i>Edgar Chasteen, B.S., M.A., Sam Houston State College Ph.D., University of Missouri Professor, William Jewell College</i>	<i>Sociology</i>
<i>Vito Colapietro, B.A., St. Michael's College M.A., University of Connecticut Assistant Professor, William Jewell College</i>	<i>Economics</i>
<i>John L. Cookinham III, B.S., University of Rhode Island M.B.A., Indiana University, C.M.A. Director Accounting Services, Children's Mercy Hospital</i>	<i>Accounting</i>
<i>Ronald L. Cox, B.S., M.B.A., Rockhurst College Senior Financial Analyst, Hallmark Cards</i>	<i>Accounting</i>

<i>William Davis, Jr., B.S., M.S., Univ. of Missouri-Columbia Partner, Appraisal Associates</i>	<i>Real Estate</i>
<i>LeAnna DeAngelo, B.A., Sierra Nevada College, M.A., Pepperdine University</i>	<i>Psychology</i>
<i>Fred Duchardt, B.S., Rockhurst College M.S., J.D., University of Missouri-Kansas City Public Defender's office</i>	<i>Paralegal</i>
<i>Marc Evans, B.S., B.A., Missouri Western State College M.B.A., Rockhurst College Systems Analyst, Hallmark Cards</i>	<i>Computers</i>
<i>Tamara Ewing, B.S., M.A., Ohio State University J.D., University of Missouri-Kansas City Attorney</i>	<i>Paralegal</i>
<i>Edward W. Ferguson, B.S., Florida State University Deputy Director, National Severe Storms Forecast Center Retired</i>	<i>Meteorology</i>
<i>Kathleen K. Foster, B.A., Goshen College Programmer in private practice</i>	<i>Computers</i>
<i>Steve Gugler, B.A., University of Kansas M.A., University of Oklahoma Social Security Administration</i>	<i>Mathematics</i>
<i>Steve Hawkins, B.S., Emporia Kansas State College, C.P.A. J.D., University of Missouri-Kansas City</i>	<i>Accounting</i>
<i>Ken Hensley, B.A., William Jewell College J.D., University of Missouri-Kansas City Attorney in private practice</i>	<i>Business Law</i>
<i>John R. Hutcherson, B.A., J.D., University of Missouri-KC Attorney in private practice</i>	<i>Paralegal</i>
<i>Lowell R. Jacobsen, B.A., Buena Vista College M.I.M., American Graduate School of International Management Ph.D., University of Edinburgh Associate Professor, William Jewell College</i>	<i>Economics</i>
<i>Bernard James, B.S. Rockhurst College Systems Engineer, I.B.M. Corporation</i>	<i>Computers</i>
<i>David Johnson, B.A., Wheaton College B.A.E., School of Art Institute of Chicago M.S., Illinois Institute of Technology; M.F.A., Kansas University Professor, William Jewell College</i>	<i>Art</i>
<i>Alan D. Klaus, B.A., William Jewell College M.A., University of Tulsa Marriage and Family Therapist</i>	<i>Psychology</i>

Tom B. Kretsinger, Jr., B.A., William Jewell College J.D., University of Missouri-Kansas City Attorney in private practice	Paralegal
Robert Little, B.S., Southwest Missouri State University M.S., Southwest Missouri State University Broker, Chasteen-Duffy	Real Estate
Paul Long, B.A., University of Missouri - KC M.A., University of Kentucky Doctoral student, Kansas University	Philosophy
John L. Massa, B.S., Kansas University Managing Director, The Dive Shop	Scuba Diving
Truett Mathis, B.A., Howard Payne M.S., Texas Christian University Associate Professor, William Jewell College	Mathematics
Glenn E. McCoy, A.B., William Jewell College M.A., University of Missouri-KC Ed.D., University of Kansas Account Director, Cerner Corporation	Computers
Judy Michael, B.S., William Jewell College Computer Analyst, William Jewell College	Computers
Otis E. Miller, B.S., Ph.D., University of Missouri Professor, William Jewell College	Statistics
Patrick Nickle, B.B.A., University of Missouri-KC M.B.A., Central Missouri State University Adjunct Faculty, William Jewell College	Business
Charles Newlon, B.A., William Jewell College M.A., University of Missouri-Columbia Associate Professor, William Jewell College	Earth Science
Douglass F. Noland, B.A., William Jewell College J.D., University of Missouri-Kansas City Attorney in private practice	Business Law
Chester R. Owen, B.S., William Jewell College M.S., Central Missouri State University Teacher, Liberty Public Schools	History
C. Ray Owens, B.S., Houston Baptist University M.A., University of Houston, Ph.D., Utah State University Assistant Professor, William Jewell College	Psychology
F. Steven Parker, B.S., William Jewell College Loan Officer, Small Business Administration	Small Business
Carlyle Raine, B.A., William Jewell College Artist	Art

<i>Donald Riddle, B.S., Southwest Missouri State University M.A., Southern Baptist Theological Seminary, Louisville Manager, Midland Properties, Inc.</i>	<i>Music</i>
<i>Thomas Rustici, B.S., George Mason University M.A., George Mason University</i>	<i>Economics</i>
<i>Mairead Ryan-Anderson, B.S., Ph.D., University College Galway</i>	<i>Science</i>
<i>Stanley Salva, B.S., University of Missouri-Columbia M.B.A. Central Missouri State University Department Chief, MOS Engineering, AT&T, Retired</i>	<i>Labor</i>
<i>Claude R. Sasso, B.S., M.A., Ph.D., Loyola University Retired, U.S. Army</i>	<i>History</i>
<i>Deborah L. Scarfino, B.A., Columbia College M.A., Central Michigan University Consultant in private practice</i>	<i>Marketing</i>
<i>James L. Sharpe, B.S.B.A., Central Missouri State University: M.B.A., Rockhurst College, C.P.A. General Manager, Swingster Corp.</i>	<i>Management</i>
<i>Stephen L. Shaw, B.S., Wichita State University M.A., University of Missouri-Kansas City</i>	<i>Economics</i>
<i>Reuben H. Siverling, B.S., Park College M.P.A., University of Missouri-Kansas City Owner, General Business Services</i>	<i>Business</i>
<i>Cynthia Sullivant, B.S., University of Kansas, C.P.A.</i>	<i>Accounting</i>
<i>Terry Thorne, B.S., Brigham Young University M.A., Purdue University</i>	<i>Business</i>
<i>Antonio Vera, B.A., M.A., Ph.D., University of Missouri Associate Professor, William Jewell College</i>	<i>Spanish</i>
<i>Rebecca A. Peck, B.S., Northeast Missouri State University, C.P.A. Manager, Kansas City Power and Light</i>	<i>Accounting</i>
<i>Earl Whaley, B.S., University of Tennessee B.D., Th.M., Southern Baptist Theological Seminary M.A., George Peabody College D.Min., Midwestern Baptist Theological Seminary Professor Emeritus, William Jewell College</i>	<i>Sociology</i>