

1959

1959-1960 Course Catalog

Columbia College Chicago

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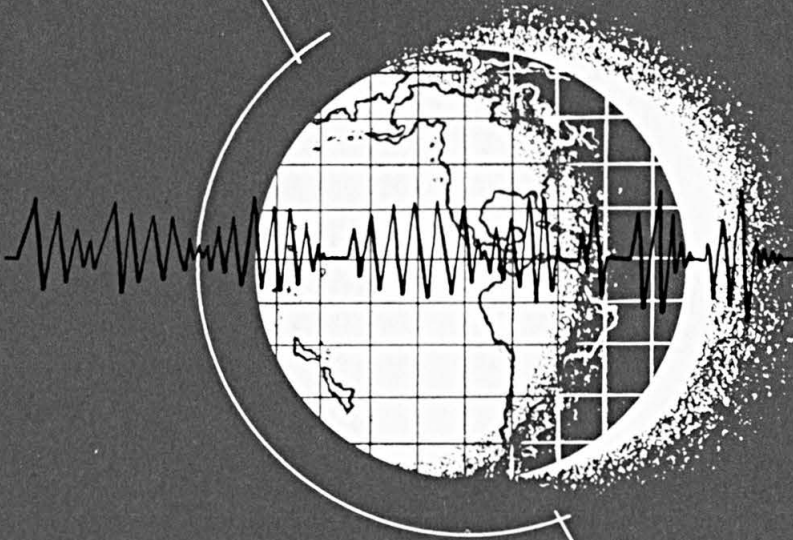
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founded 1890
THE SEVENTIETH YEAR



COLUMBIA COLLEGE

catalog issue 1959-1960

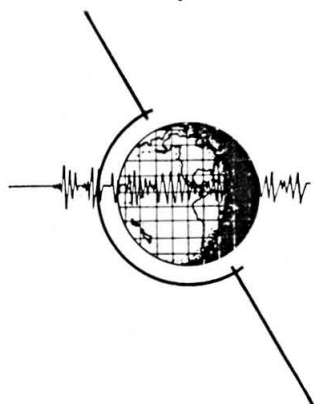
1911

1912

1913

1914

the seventieth year



COLUMBIA COLLEGE

THE COMMUNICATION ARTS

TELEVISION

RADIO BROADCASTING

DRAMATIC ARTS

MOTION PICTURES

ADVERTISING

JOURNALISM

SPEECH • EDUCATION

and the liberal arts and sciences

COLUMBIA COLLEGE

207 SOUTH WABASH AVENUE • CHICAGO 4, ILLINOIS
TELEPHONE WAbash 2-6762



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COLUMBIA COLLEGE

Columbia College was founded in 1890. A pioneer in communication-arts education, this is the College's 70th year of educational specialization. The educational purpose of Columbia College is the preparation of the student, within a college program of general education, for career and cultural objectives in the field of communication, the performing arts, or as teachers of the communication arts at the school and college level.

The educational program has paralleled the development of mass communication and the specialized creative and performing arts in these influential fields.

In the early years of Columbia College the main organs of communications were the newspaper, the lecture and debate platform and the Chautauqua circuit. The actor was a performer in gas-lit theaters and tent shows.

Communications today, is an enormous complex of activities including television, radio, motion pictures, advertising and the many areas of journalism and creative writing. The performing arts have become the regular interest of an audience of millions.

Columbia College graduates are outstandingly represented in every avenue of communications and entertainment, and on the faculties of schools and colleges throughout the nation and in many parts of the world.

At Columbia College students "learn-by-doing" wherever particular skills are a requirement of their prospective careers. They study in professionally equipped classrooms and studios, under instructors with prominence and extensive practical experience in their separate professions. A workshop approach, involving active student participation, makes instruction concrete and meaningful.

On the basis of an academic program designed to give a thorough ground-work in general education, students may pursue an integrated program of study in communications or may concentrate their study in subject areas where they have particular interest or ability.

In every subject area—Speech, Education, Television, Radio, Motion Pictures, the Stage, Advertising or Writing, the student receives the most expert guidance and practical instruction available.



COLUMBIA COLLEGE

FACULTY AND ADMINISTRATION

Members of the Columbia College faculty occupy top ranks in the fields of communication and the academic professions of the arts and sciences. They are selected on the basis of their ability to provide effective instruction through stimulating presentation. The faculty members are teaching specialists in courses which correspond to the areas of professional and academic specialization in which they have achieved particular prominence.

DEAN OF THE COLLEGE

DANIEL D. HOWARD

Ph.D., University of Chicago

LITERATURE

HANS ADLER

M.A., University of Vienna, Austria
Director Comm. Service, A.D.L.

ART • EDUCATION

FLORENCE BAKER

M.A., Northwestern University

SOCIAL SCIENCE

MARK BENNEY

Asst. Prof. Social Science, University of Chicago
Novelist, Feature Writer, Film Writer
"Kind Hearts and Coronets," "Hue and the Cry"

JOURNALISM

VIRGINIA BUTTS

B.A., University of Chicago
Publicity Director (Midwest) "Time," "Life,"
"Fortune" Magazines. Featured Television
Actress. TV Writer

BUSINESS

ALONZO CLARK

Regional Sales Manager, Amana Refrig. Co.

THEATER ARTS

LUCILLE COLBERT

Actress, Director, Producer

MOTION PICTURES

WOLFRAM DOCHTERMANN

M.A., Columbia College

- TELEVISION** **ROBERT DRESSLER**
M.M., Northwestern University
TV Program Manager, WNBQ-TV, N.B.C.
- MOTION PICTURES** **ROBERT EDMONDS**
University of Toronto
Film Producer, Director, Writer
- PSYCHOLOGY** **WILLIAM GELLMAN**
Ph.D., University of Chicago
Director, Jewish Vocational Service
- JOURNALISM** **DON GOLD**
M.A., Northwestern University
Jazz Promotions Director, Playboy Magazine
- COMMUNICATIONS** **DON GOLDSMITH**
B.S., Northwestern University
President, "Fin & Haddie" Inc.
- MOTION PICTURES** **WILLIAM HARDER**
B.S., Columbia College
Production Manager, Niles-Kling Films
- TELEVISION** **JACK JACOBSON**
Field Director, WGN-TV
TV Director, Producer, Motion Picture
Cameraman
- SOCIAL SCIENCE** **JULIAN KANNER**
M.A., University of Chicago
- DESIGN** **ANN KEELY**
B.F.A., Goodman Memorial Theater
Television, Film, Stage Designer
- SPEECH • ENGLISH** **THEODORE KUNDRAT**
M.S., Columbia College
A.M., Emerson College
- MOTION PICTURES** **FRED LASSE**
Film Producer, Director, Editor

SOCIAL SCIENCE	JOHN LIGHT M.A., University of Chicago Mayor's Commission on Human Relations
LIGHTING • DESIGN	ROBERT LINK B.A., Illinois Wesleyan University Lighting Director, WBBM-TV, CBS
TELEVISION	THAINE LYMAN Technical Director, WGN-TV
TELEVISION	CHALMERS MARQUIS B.S., University of Illinois Program Director, WTTW-TV
ADVERTISING	STERLING MITCHELL Director of Market Research, Henri Hurst & McDonald Advertising
PUBLIC RELATIONS	EDWARD L. MORRIS B.S., University of Louisville Director of Development, WTTW-TV
ADVERTISING	DON NATHANSON B.A., University of Minnesota President, North Advertising Agency
RADIO • TELEVISION	AL PARKER Columbia College Featured Radio-TV Personality
THEATER ARTS	ALAN PETERS Actor, Director, Producer
MOTION PICTURES	WILLIAM F. ROCKAR Art Institute of Chicago Motion Picture Cameraman TV Cameraman, WGN-TV
EDUCATION	HELEN ROSSITER M.A., Northwestern University

SCIENCE	ALLEN ROVICK Ph.D., University of Illinois Instructor of Physiology, Loyola University
MUSIC	WILLIAM RUSSO B.S., Roosevelt University Composer
JOURNALISM	EDWARD SACHS Editor, Publishers Auxiliary
TELEVISION	DONALD SANDERS B.S., Columbia College Operations Director, WNBQ-TV, NBC
ADVERTISING	JAMES SHEERAN M.A., Columbia College Products Manager, "King's Men," Helen Curtis Industries
THEATER ARTS	NORMAN SCHUCART M.F.A., Goodman Memorial Theater Featured Television, Stage, Film Actor and Director
EDUCATION	ANTOINETTE SINARD M.A., Northwestern University
POLITICAL SCIENCE	MOJMIR SOUKUP University of Prague, Czechoslovakia Author, Feature Writer. Formerly, Administrative Secretary, International Refugee Organization
BUSINESS	VER LYNN SPRAGUE General Sales Manager, Falls Products
COMMUNICATIONS	RICHARD THORNE Featured Radio, Television and Film Actor, Announcer and Writer

JOURNALISM**JACK TRACY**

M.A., University of Minnesota
 Director of Jazz Artists and Repertory
 Mercury Records. Formerly: Editor,
 Downbeat Magazine

TELEVISION**HARRY TRIGG**

B.F.A., Goodman Memorial Theater
 Program Director, WNBQ-TV and WMAQ, NBC

BUSINESS**CHARLES WALSH**

B.S., Northwestern University
 Business Manager, WBBM, CBS

TELEVISION**JACK WARTLIEB**

B.S., Columbia College
 Production Manager, WBBM-TV, CBS

PSYCHOLOGY**SAMUEL WEXLER**

Ph.D., Purdue University

TELEVISION**FAY ELMER WITTER**

B.A., Carroll College
 Television Producer-Director, WGN-TV

OFFICERS AND ADMINISTRATION

NORMAN ALEXANDROFF	President
DANIEL D. HOWARD	Vice President—Dean
A. C. WEISS	Treasurer
HERMAN HEGNER	Secretary
JANE ANN LEGNARD	Registrar
HELEN YATES	Office Manager
BARBARA MANDEL	Recorder
ALINE NEFF	Librarian
RICHARD THORNE	Director of Placement

THE STUDENT GUIDANCE PROGRAM

The guidance program provides a long-range service to students. It is initiated when students enter the College and continues to operate for their benefit long after they have graduated and have taken their places in the professional world.

Careful evaluation of the entering students' interests, aptitudes and abilities provides guidance counselors with a factual basis for assisting the student in selecting the program of study for which he has the greatest potentiality for success.

Classroom instruction is planned to meet the needs of the individual student, so that the greatest opportunity is provided for the development of his special abilities. In regular faculty conferences his progress is discussed and his program of study is arranged to provide special assistance where necessary.

When the student has completed his studies, the Graduate Placement Service aids him in obtaining a position for which he is best qualified.

The Graduate Placement Service is available to the alumnus for advice and assistance in securing or changing positions. It provides information on job opportunities. It is available to him for the technical advice and information he may need in his work. It maintains an interest in and follows his growth and development through his professional career.

ADMISSION REQUIREMENTS

Before being accepted by the College, each applicant must provide evidence, through individual conference, correspondence or examination when indicated, that he has the qualifications and aptitudes to prepare successfully in any of the fields for which Columbia College offers a preparation. The applicant must furnish satisfactory character references and must be a high school graduate. Under special circumstances, successful passing of the "General Educational Development Tests" may be accepted in lieu of high school graduation.

A transcript of the prospective student's high school record and transcripts of study from any colleges attended are required. Persons from foreign countries desiring admission must include character references and all records of their previous education with their application.

CREDITS AND ADVANCED STANDING

The unit of credit used by the College is the **Quarter Hour**, which is equal to twelve class hours of instruction.

Advanced standing is given to all students who present satisfactory evidence of previous study from an institution of higher learning. Students may obtain an evaluation of their previous collegiate work by submitting a transcript of their credits to the Registrar.

STUDENTS AT LARGE

Students who do not initially elect a specific degree program may register as "students at large" and may elect, with the approval of the Registrar, subjects to meet their particular interests and needs. Such students must select a specific degree program at the completion of 24 **Quarter Hours** of study.

ACADEMIC REGULATIONS

CONDUCT

Mature, ethical conduct, consistent with the high purpose of the College and the serious educational objectives for which the student was accepted for admission, is expected at all times. Any problem involving the deportment of a student will be referred to the Dean of the College for action.

The College emphasizes the student's responsibility for conscientious preparation of assignments and the frequent interdependence of students upon one another in regards class projects that require an individual contribution to the group effort. Where a student's lack of interest, inadequate preparation or absence detracts from the achievement of the group objectives, he will, upon the recommendation of the instructor, be dropped from the class.

ATTENDANCE

Students are expected to attend all class sessions of the courses in which they are registered. Only one unexcused absence is permitted in any class during a Quarter. It is the responsibility of the student to obtain an excuse for any excess absence and to arrange with the instructor to make up the work missed.

GRADING

The grading system used by the College is as follows: A—Excellent; B—Good; C—Satisfactory; D—Passing; F—Failure; I—Incomplete. A grade of Incomplete (I) may be given a student who has not handed in certain assignments, but was otherwise doing passing work. An “I” grade not removed by the end of the term immediately following automatically becomes an “F” grade.

The College requires that a student maintain a minimum grade average of “C,” for each term in which he is enrolled. No student who falls below this standard may re-register for another term unless he has obtained special permission of the Dean of the College. Students placed on “Probation” for reasons of scholarship must satisfy the conditions of probation during their next term. Otherwise, they will be subject to dismissal from the College.

The attention of all students is called to the requirements for the Degree as shown on the following pages. At the time of registration, the Registrar will make every effort to guide the student in the selection of specific subjects that meet Degree requirements. It is the responsibility of the student, however, to take these requirements into consideration when selecting his program of study.

DIPLOMAS AND DEGREES

Columbia College offers the following:

Associate in Speech
Bachelor of Speech Degree
Master of Speech Degree

REQUIREMENTS FOR THE ASSOCIATE DEGREE

Students who are interested in concentrated professional education may elect to work for the Associate Degree.

The requirements for this degree are the satisfactory completion of 90 Quarter Hours of study, of which 54 should be selected from Section I of the catalog, and the balance selected from the curriculum at large.

Students who obtain the Associate Degree may continue their studies for a higher degree. All work completed in satisfaction of requirements for the Associate Degree will be recognized towards satisfaction of requirements for higher degrees.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

The Bachelor's Degree is awarded students who complete 180 Quarter Hours of acceptable study. Students transferring credits from other colleges must complete 45 Quarter Hours in residence at Columbia College. Curriculum requirements for the Bachelor's Degree are given below.

SUBJECTS IN COURSE	NUMBER OF QUARTER HOURS REQUIRED
Speech-Communications: Speech, Television, Radio, Film, Stage: Subjects selected from Section I.....	54
English: Subjects selected from Section IV.....	18
Science: Subjects selected from Section VI.....	9
Social Science: Subjects selected from Sections III and V, and Advertising Subjects selected from Section II.....	18
Humanities: Subjects selected from Sections III and VII, and Literature Subjects selected from Section IV.....	9
Electives from English, Science, Social Sciences and Humanities described above	10
Electives from Section I: Speech, Television, Radio, Film, Stage; Section II: Advertising; and from Section IV: Journalism— English	32
Electives to be selected from curriculum at large Sections I-VIII..	30
TOTAL	180

REQUIREMENTS FOR THE MASTER'S DEGREE

The program of study for the Master's Degree is designed to meet the needs of serious-minded students whose interests and aptitudes are suitable for intensive and concentrated study of advanced problems in the field of speech and communication-arts.

Students desiring a program of study leading to the Master's Degree must present 180 Quarter Hours of acceptable undergraduate study with a major in Speech or a related field. Specific requirements in terms of course work and related study may be obtained by writing to the Registrar.

The minimum requirement for the Master's Degree is a full academic year in residence at Columbia College. Candidates must complete not less than 46 hours of credit in graduate study.

REQUIREMENTS FOR TEACHER EDUCATION

Students who expect to qualify as public school teachers of Speech must meet State requirements in terms of educational courses and student teaching. The following sequence of subjects conforms to the requirements of the Examining Board of the State of Illinois.

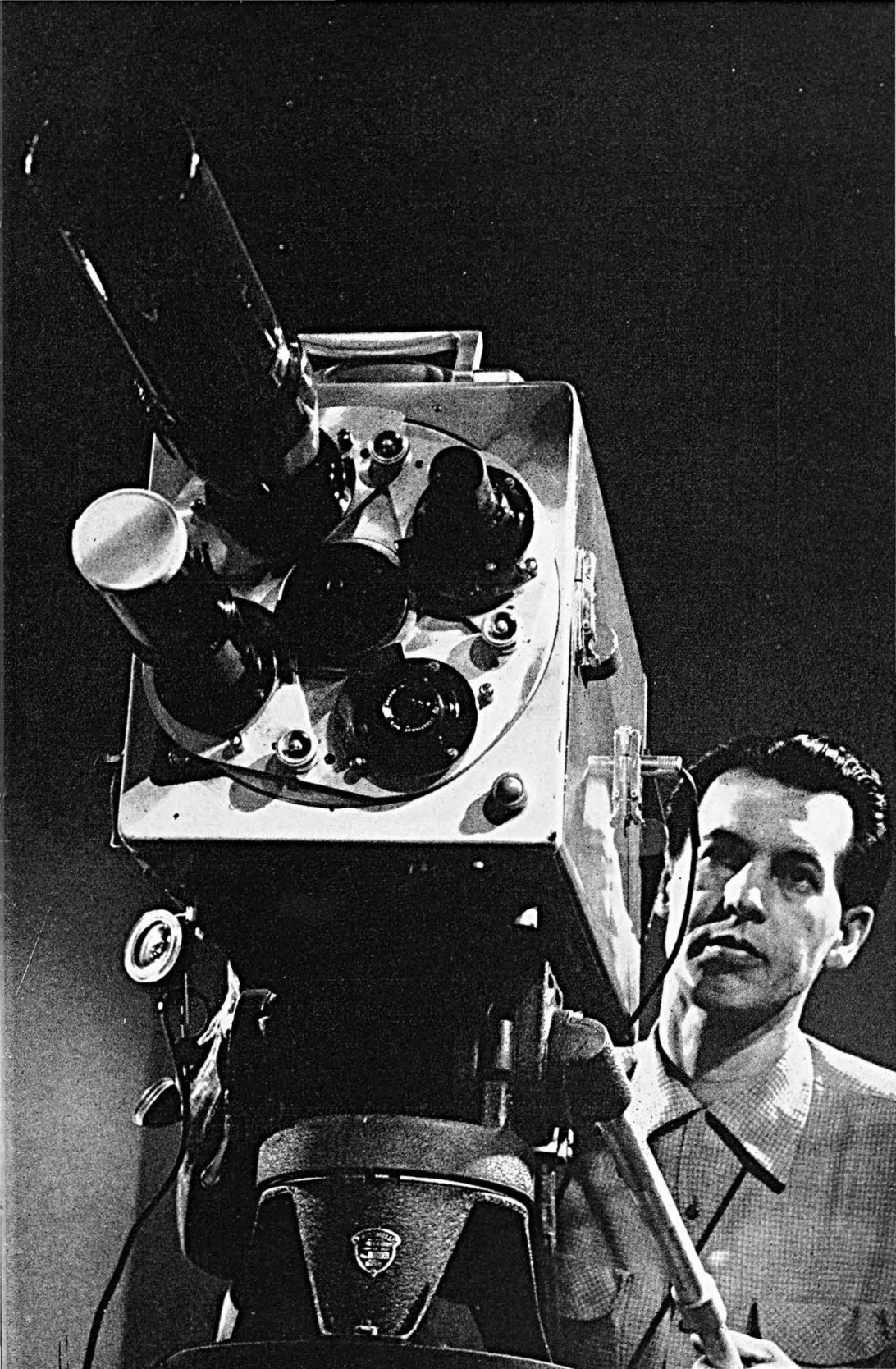
SUBJECTS IN COURSE

	NUMBER OF QUARTER HOURS REQUIRED
Speech-Communications: Subjects selected from Section I.....	54
English: Subjects selected from Section IV.....	12
Science: Subjects selected from Section VI.....	9
Social Science: Subjects selected from Sections III and V, and Advertising subjects selected from Section II.....	9
Humanities: Subjects selected from Sections III and VII, and Literature subjects selected from Section IV.....	9
Health and Physical Education.....	5
Electives from English, Science, Social Science and Humanities, described above	6
Educational Psychology (See Section VIII).....	3
Methods of Teaching Speech (See Section VIII).....	4
American Education (See Section VIII).....	3
Student Teaching (See Section VIII).....	8
Electives in Education (See Section VIII).....	6
Electives (To be selected from curriculum at large)—Sections I-VIII	52
TOTAL	180

THE CURRICULUM

The Columbia College program is concerned with the creative arts of communication. The curriculum is designed to encourage the student to work creatively and to develop and use his abilities to the fullest.

In each of the professional departments, television, radio, motion pictures, stage, and in related subject areas, instruction is conducted under fully professional conditions with studios and equipment paralleling major television and radio stations and motion picture studios. The students have the opportunity to use the equipment and facilities they will work with in any professional assignment.



Section I

Television • Radio Broadcasting • Motion Pictures
Dramatic Arts • Speech • General Communication Subjects
Graduate Seminars in Communications

TELEVISION

Television has given a new dimension to American life. As an entertainment medium it provides an incredible quantity and variety of entertainment. As an educational vehicle its applications are almost limitless. It has given a front seat to scenes and events that millions could otherwise only imagine. It has made the viewing of the most unusual commonplace.

In its development, Television has given rise to an amazing array of allied fields and has multiplied the activities of many others. This has created unprecedented, almost world-wide, career opportunities in this new field whose development has only just begun.

FUNDAMENTALS OF TELEVISION (1)*, (2)*

A general introduction to the basic practices and terminology of Television. Class surveys television studio equipment, personnel, programming and production, film, music and TV advertising.

TELEVISION STUDIO FACILITIES (1-6), (2)

Practical experience in operating the various types of studio equipment. TV cameras, "switcher," audio, film facilities. Control room, "telecine," TV studio operation.

TELEVISION PRODUCTION (1-3), (2)

The Television Production course is an intermediate workshop in TV production. It integrates the use of all TV studio facilities—cameras, lights, scenery, props, control-room operation, audio equipment, music, film, etc. The student obtains experience in analyzing the TV script, plotting camera shots, and in producing and directing the various types of Television shows.

TELEVISION PRODUCTION COMMERCIALS (1-2), (2)

Workshop concentrating on the special problems of producing and "airing" television "commercials"; films, slides, "balop," cards and artwork, special devices and "live" commercials. Control room procedures for handling "commercial" inserts. Creation and production of "commercials."

* The numbers in the first parenthesis, following each course, indicate how many quarters of study are available in the course; the numbers in the second parenthesis indicate quarter hours of credit for each course.

TELEVISION WORKSHOP (1-6), (4)

The Television production Workshop is an advanced project in TV program production. Various program formats are developed from ad agency or station origination to "on-the-air" production in back-to-back program schedules. Concentrated experience in TV directing. Consideration of remote telecasts. (Prerequisite: TV Production and all basic TV courses.)

TELEVISION PROGRAMMING AND PRODUCTION SUPERVISION (1-3), (2)

The TV show budget and cost considerations, procurement of talent and and the administration of production personnel and technical crews. The supervision of a station's production schedule. The scheduling of programs.

PROBLEMS IN COLOR TELEVISION PRODUCTION (1-3), (2)

An examination of the special production problems involved in color TV production as compared with "black and white" telecasting utilizing the College's full facilities for color television. (Prerequisite: Advanced standing in TV Production sequence.)

TELEVISION ANNOUNCING (1-8), (2)

In practical, "before-the-camera" situations, the student obtains directed experience in TV commercial announcing and in "emceeing" TV features, demonstration, interview, quiz, children, homemaker and audience participation programs.

TELEVISION-RADIO SPORTS PROGRAMS (1-3), (2)

This class provides specialized study in all phases of sports programs. It includes training in play-by-play, studio sports shows, recapitulation from wire copy, sports interviews, sports research, statistics for the announcer and writer, and production problems in the "on the scene" telecasting and broadcasting of sports events.

TELEVISION-RADIO NEWS PRESENTATION (1-3), (2)

The production and presentation of Television-Radio news programs. practice in news announcing, analysis and the broadcast editorial. (This class must be taken concurrently with TV-Radio News Journalism.)

TELEVISION-RADIO NEWS JOURNALISM (1-3), (2)

Journalism for the television-radio medium. News gathering, editing and writing for broadcasting. Use of news sources, opinion and commentary as a basis for news reporting and analysis. Creating the current events, documentary and special events program.

TELEVISION WRITING (1-8), (2)

Course description, Sec. IV.

TELEVISION ACTING (1-4), (2)

Course description, Dramatic Arts Sec.

TELEVISION DRAMA (1-3), (2)

Course description, Sec. IV.

TELEVISION IN EDUCATION (1-3), (2)

Course description, Sec. VIII.

RADIO BROADCASTING

The remarkable increase in the number of radio stations, the growth of the "special audience" station, particularly in FM radio, and the standardization of the "music, news and weather" program formats have made for a still growing radio broadcasting industry.

The radio subject sequences are designed for the practical preparation of the prospective broadcaster or other assignments in radio stations and related organizations.

RADIO ANNOUNCING (1-3), (2)

A general introduction to announcing techniques, incorporating sales principles of announcing, creating interest in a product, etc. Covers the various phases of announcing: commercials, newscasts, interviews, special events, etc.

RECORD PROGRAMS (1-3), (2)

Practice in the creation of the individualized "deejay" format. The selection of the "right" music. Development and administration of the record library. Record sources, feature material for the "D.J." Procedures in record clearance.

RADIO BROADCASTING (1-6), (4)

Station operation within the "broadcast day." Class offers integrated practice in the various broadcasting functions: announcing, writing, program building, acting, station management and program directing, advertising, sales and promotion and record programs.

RADIO-TELEVISION INTERVIEWING (1-3), (2)

Concentrated experience in interviewing for radio and television. Interview planning. Getting the celebrity on the show. Use of publicity agents and artist representatives. Personalities and topics to create interesting informative or provocative interviews. Techniques of questioning and commentary. Prohibitions.

SPECIAL INTEREST PROGRAMS (1-2), (2)

Program material and broadcast projects for the special interest radio-television audience. Farm and rural, "country-western," "R and B" music specialties. Foreign language programming. FM cultural. Special audience station organization.

TELEVISION-RADIO SPORTS PROGRAMS (1-3), (2)

Course description, Television Sec.

RADIO DRAMA (1-2), (2)

Course description, Sec. IV.

MOTION PICTURES

The objectives of the Columbia College program of study in motion pictures are the development of a sound film sense in the student and a working skill in professional motion picture production. The sequence covers the creative functions and "mechanics" of motion picture photography, film editing, writing, techniques of film production and utilization of film.

In addition to the many careers available in motion pictures, opportunity and achievement in other fields is much enhanced by a knowledge of film production, basic film skills and the overall ability to use film effectively.

FUNDAMENTALS OF MOTION PICTURES (1-2), (2)

A general survey of the motion picture field. Terminology. Introduction to basic equipment, techniques and processes. Types of motion pictures. Commercial procedures. History of the motion picture.

FILM PRODUCTION I (1-3), (2)

Elementary camera techniques, picture composition, use of light sources and light meter. Introductory optics. Film types. Developing the "script." Planning a production. Basic film editing and cutting. Individual student projects in planning, filming and editing a film. Use of projection equipment.

FILM PRODUCTION II (1-3), (2)

Student projects in producing a short film story. The creative functions of editing film. Color cinematography. A consideration of sound on film.

PROBLEMS IN FILM STUDIO PRODUCTION (1-6), (2)

Basic studio techniques of cinematography. Studio lighting. Special problems of composition, texture, sound and editing. The dramatic sequence on film. Product photography. Producing the "TV Commercial." Professional studio procedures.

DOCUMENTARY FILM PRODUCTION (1-4), (2)

The course will include projects in the creation and production of documentary films for educational, commercial and entertainment purposes and as social commentary.

ANALYSIS OF FILM TECHNIQUE (1-3), (4)

To provide film-makers with a usable background of outstanding motion picture principles through a critical study of the major film accomplishments.

INTRODUCTION TO PHOTOGRAPHY (1-2), (2)

Course description, General Communication Subjects.

BUSINESS PROBLEMS OF THE FILM INDUSTRY (1), (2)

Course description, General Communication Subjects.

MOTION PICTURE WRITING (1-2), (2)

Course description, Sec. IV.

DRAMATIC ARTS

The Dramatic Arts Program is designed primarily for students who are seriously interested in preparing for professional acting or directing objectives in television, in the theater, and in motion pictures.

It provides intensive training in acting and accompanying study in speech and related theater arts subjects under the direction of the most qualified instructional staff.

Through regular stage presentations of significant plays and the productions of the television and motion picture departments of the College, the acting "major" has exceptional opportunities for obtaining performance experience in all of the acting mediums.

With faculty approval, students may select the Dramatic-Arts Program as their area of professional concentration. The student's program in acting will be determined on an individual basis to provide a maximum opportunity for professional development. Admission to advanced acting subjects will depend on the student's progress and potential.

Students who are interested only in acting objectives may enroll as "special students" providing their programs will, in the judgment of the College, permit them to achieve their objectives.

FUNDAMENTALS OF ACTING (1-3), (2)*

Basic training in acting technique, stage movement and theater arts.

ACTING WORKSHOP I (1-2), (2)

Introductory problems in characterization and interpretation. Continuing exercises in dramatic improvisation, justification, sense memory, observation and concentration.

ACTING WORKSHOP II (1-6), (4)

Rehearsal and performance of scenes from representative plays. Continuing concentration on "workshop exercises."

ACTING WORKSHOP III (1-2), (4)

Acting technique and interpretation relating to the styles of different periods of the theater.

ADVANCED ACTING WORKSHOP (1-6), (8)

Advanced workshop in acting problems. Production and staging for public performance of outstanding dramas. (Participation by competitive audition and faculty selection.)

BODY TECHNIQUE (1-3), (2)

Exercises and techniques to achieve effective body response and control as a process of characterization.

TELEVISION ACTING (1-4), (2)

Acting techniques as they are adapted to the medium of Television. The class develops a "camera consciousness" in the student and provides training in movement for TV.

PRINCIPLES OF DIRECTING (1-3), (2)

Basic theory of directing. Play analysis. Preparation of the Director's "book." The director's relationship to the actor and other creative production assignments.

ADVANCED PROBLEMS IN DIRECTING (1-3), (4)

Special direction projects in stage and television. (Prerequisite: Faculty selection.)

FUNDAMENTALS OF SPEECH (1-3), (2)

Course description, Speech Sec.

HISTORY OF THE THEATER (1-3), (2)

Course description, Sec. IV.

* In all acting subjects additional practice and rehearsal may be assigned.

DRAMATIC LITERATURE (1-3), (2)

Course description, Sec. IV.

PLAYWRITING (1-3), (2)

Course description, Sec. IV.

GENERAL COMMUNICATION SUBJECTS

The subjects shown in this section have broadened application to a number of the communication-arts. They are part of the requirements for some objectives or they may assigned as electives.

VISUAL COMPOSITION (1-2), (2)

A course designed to provide a practical basis for the creative representation of ideas visually, through the utilization of light, color, motion and perspective. The effects of particular visual composition on the audience, applied to the mediums of television, motion pictures and the stage.

LIGHTING (1-4), (2)

A comprehensive study of lighting with application to television, stage and motion pictures. A consideration of scenery, costumes and dramatic objectives in relation to lighting. Lighting control, arrangement and lights and lighting equipment. Interior and exterior lighting and the creation of mood and special effects.

SCENE DESIGN (1-3), (2)

Training in scene design and drafting, architecture and ornament research. Scenery and staging techniques.

STAGECRAFT (1-3), (2)

Practical work in scenery and set painting. Set decoration. Studio and stage problems in "set up" and "strike" of scenery and settings. Scene storage and set transportation.

SPECIAL EFFECTS (1-3), (2)

The student will learn to build model and diorama units and study the integration of models and "live" sets. This class will give special attention to the production of visual effects (rain, snow, etc.), and to the problems of prop procurement and the methods used to provide unusual effects.

MAKE-UP (1-3), (2)

Character delineation through the application of make-up and characterizations techniques developed for the stage, television and motion pictures.

INTRODUCTION TO PHOTOGRAPHY (1-3), (2)

Basic principles of photography and photographic equipment.

AUDIO-VISUAL MATERIALS (1-3), (2)

The production and use of audio-visual materials as communication techniques. Slide and strip film. Photographic and art displays. Sound and recording techniques. Art materials and the production of "visuals" for television and motion pictures.

PUPPETRY (1), (2)

Designed to teach students the many facets of puppetry. An introduction to the making of the puppet coupled with the staging and operation of the show.

BUSINESS PROBLEMS OF THE FILM INDUSTRY (1), (2)

The economics of motion picture production and distribution from the standpoint of the film production company, the advertising agency, and the television station. Budgeting and costs, syndication, talent fees, etc.

BUSINESS PROBLEMS OF THE MUSIC INDUSTRY (1), (2)

An examination of the range of activities that make up the music business. Creator to performer to audience. Composers, music publishers, ASCAP and BMI services, music clearance and royalties, record companies, the "A & R" man, bookers, record promotion, personal manager, talent agencies, publicity, publications, music critics and the "deejay."

BUSINESS PROBLEMS OF THE ENTERTAINMENT INDUSTRY (1), (2)

The anatomy of show business. An examination of the vast distribution apparatus that stands between the performer and creator and the audience. Artist management and "booking." Publicity, entertainment trade publications. Theatricals, night club and legitimate theater business. Show business promotion and talent sources.

PUBLICITY AND PUBLIC RELATIONS (1-2), (2)

Experience in creating and exploiting publicity. Writing publicity copy and news releases; developing publicity sources. The mechanics of conducting publicity. The publicity requirements of the entertainment industry. Principles of public relations. Creation of good will in employee, stockholder and community relations.

RADIO-TELEVISION TIME SALES AND STATION BUSINESS MANAGEMENT (1-3), (2)

Techniques in selling radio-television "time" and programs. Functions of the "time buyer." Station-advertising agency relationships. Listenership promotion. Audience measurement practices. Sales contracts. Labor relations. Payroll problems. Overhead and program costs. Inventory controls of program elements, film libraries, etc.

S P E E C H

Speech is the primary element in the Columbia College curriculum. The Speech program at the undergraduate and graduate levels is directed to the objectives of: (1) providing students with a thorough preparation in the speech arts as a necessary preface to professional competence in the areas of communication (2) affording prospective teachers of speech and allied subjects at the elementary, secondary school and college levels an opportunity for comprehensive study in speech production, speech training methods, the various applications of the speech arts, and elementary speech therapy.

FUNDAMENTALS OF SPEECH (1-3), (2)

To enable the individual to develop more effective speech habits, the class provides the student with directed practice in phonetics, voice projection, tone production, voice placement, breathing, articulation and enunciation.

EFFECTIVE SPEECH (1-4), (2)

This class is designed to provide the student with speech confidence. Instruction is directed towards the business and social background of the individual so that class experience may be utilized directly in everyday living. The class stresses the preparation, organization and delivery of speeches for varied occasions and lays the basis for more forceful and attention-winning extemporaneous speaking.

PHONETICS (1), (2)

A study of the phonetic structures of the English language. Use of the International Phonetic Symbols. The utilization of phonetics in corrective speech and speech education.

INTERPRETIVE SPEECH (1-3), (2)

Oral interpretation of prose literature, poetry and dramatic material. Story telling and documentary narration. The selection and programming of material for public presentation and platform reading.

DEBATE AND PUBLIC DISCUSSION (1-3), (2)

Consideration of the techniques of argumentation and persuasive speech. Study of the form of the debate and practice in debating on issues of public interest.

CONFERENCE AND DISCUSSION TECHNIQUES—

GROUP LEADERSHIP (1-3), (2)

Speaking for group and discussion leadership; designed to stimulate the thinking and response of others and to encourage more democratic par-

ticipation in groups processes. The conduct of the panel, symposium, and public forum. Objective of the course is the acquisition by the prospective group leader of the techniques of leading discussions in business, educational, social or organizational situations.

METHODS OF TEACHING SPEECH IN THE ELEMENTARY AND SECONDARY SCHOOLS (1-3), (2)

Consideration of the speech needs of elementary and secondary school children. Methods of speech analysis and rating scales: integration of speech in the language art program. Speech training and the development of effective speech habits in the school. Corrective speech for non-clinical disorders. Study of materials for speech education. Speech projects, oral reading, and school plays in the school curriculum.

METHODS OF TEACHING SPEECH FOR COLLEGE CLASSROOM AND ADULT EDUCATION (1-3), (2)

A study of the content and organization of courses of study for the college classroom and adult education. Speech methods, materials and visual aids for achieving the objectives of the curriculum. Special projects in developing speech programs to meet specific speech needs in business, professional and special interest group situations.

SPEECH METHODS—PLAY PRODUCTION (1-3), (2)

To meet the heightened interest in "amateur" theatricals, this class provides students with techniques for producing and directing plays and dramatic presentations for community, organizational and school "Little Theater" groups. Considered are the elements of play selection, casting, scene and prop procurement, rehearsals, principles of direction, elementary stage acting and stage "business," promotion, ticket-selling and theater business.

SPEECH METHODS—TEACHING OF RADIO AND TELEVISION (1-3), (2)

Study of the methods of organizing and conducting radio and television programs of study in high schools and colleges. Consideration of the operation of school broadcasting and television workshops. Examination of various school broadcasting workshop projects.

INTRODUCTION TO SPEECH THERAPY (1-2), (2)

The course is designed to provide a general survey of the subject of speech therapy, a review of literature and methodology, and an examination of current practices. A study of the anatomy and physiology of the speech mechanisms. Consideration of the principles of corrective speech programs for delayed speech, stuttering, stammering, foreign dialects, lisping and habitual "bad" speech production.

GRADUATE SEMINARS

(Hours to be arranged with the Dean)

PROJECTS IN SPEECH EDUCATION

PLAY PRODUCTION—SCHOOL AND COMMUNITY THEATERS

VISUAL AID MATERIALS

PROJECTS IN EDUCATIONAL RADIO AND TELEVISION

BROADCAST MUSIC

PROJECTS IN THE “STAGING” ARTS

PROJECTS IN TELEVISION DIRECTING

ADVANCED DRAMATIC DIRECTION

TELEVISION WRITING

MOTION PICTURE WRITING

PLAYWRITING

MOTION PICTURE PROJECTS

Section II

ADVERTISING

The Advertising Program is designed as a practical preparation for objectives in advertising. A knowledge of the advertising organization and its techniques is essential to any realistic undertaking in the communication fields.

The Program may be taken in conjunction with study concentration in another area of communication. Students may elect separate subjects in Advertising consistent with their study objectives.

GENERAL ADVERTISING (1), (2)

Survey of the basic principles and practices of advertising: the planning of an advertising campaign, layout and copy plan, media, market analysis, mechanics and production, schedules and appropriations; the role of the advertising agency and related topics.

ADVERTISING COPY WRITING (1-3), (2)

Practical experience in copywriting for a variety of media, products and services. Special attention is given to producing effective copy for retail sales, direct mail, small ads, circulars, trade papers, contests, slogans and institutional advertising projects.

ADVERTISING LAYOUT CONSTRUCTION (1-2), (2)

The principles of preparing effective advertising layouts for various kinds of media. Principles of unity, coherence, emphasis, contrast, and the rhythm of movement in advertising layout construction will be stressed.

MARKETING (1-2), (2)

The nature of marketing; marketing functions and institutions; retailing and wholesaling practices; manufacturer and middleman relations; the consumer and marketing; and marketing legislation.

MARKET RESEARCH AND ANALYSIS METHODS (1-2), (2)

The practical application of scientific methods in the analysis of advertising and marketing problems. Student projects in market analysis involving planning, interpretation and presentation of results.

ADVERTISING MEDIA SELECTION (1), (2)

Selection of effective advertising media through analysis of circulation, "audience" and market information.

ADVERTISING PRODUCTION (1-3), (2)

A practical study in the key problems of advertising production: printing, reproduction and duplicating processes, using art work and photography, paper, ink, typography, proof reading, bindery and gravure.

NATIONAL ADVERTISING PROCEDURES (1-3), (2)

The application of the various principles of national advertising campaigns. Laboratory work in organizing advertising projects for small and large business; using copy, layout, research data, direct mail and a variety of media.

RETAIL ADVERTISING (1-3), (2)

A practical "workshop" in retail advertising and "point of sale" merchandising, covering projects for small businesses, circular and pamphlet preparation, window and counter displays, direct mail, market measurement, publicity, trade associations, cooperative advertising and the use of TV and radio.

DIRECT MAIL ADVERTISING (1-3), (2)

Provides specialized knowledge of direct mail advertising and selling. Includes: direct mail copy, planning campaigns, mailing lists, use of art, layout and production, credit and collections, house organs, catalogs, postage rates and promotional literature.

ADVERTISING AGENCY PROCEDURES (1-3), (4)

Day-to-day problems and procedures of advertising agencies and departments. Practical experience is obtained in such phases of agency operation as space buying, advertising estimates and schedules, handling customers' accounts, etc.

SALESMANSHIP (1-2), (2)

The psychology of salesmanship; techniques of influencing people. Types of salesmanship and their respective merits.

PERSONNEL MANAGEMENT (1-2), (2)

Newer concepts of personnel relations. Instruments of personnel controls such as applications, transfers, promotions, discharges, merit ratings, job analysis. Education, training and adjustment of employees. Employee incentive and rewards.

BUSINESS ORGANIZATION (1-2), (2)

An introductory course to the general field of business.

Section III

PSYCHOLOGY

GENERAL PSYCHOLOGY (1-2), (3)

An introduction to the basic problems of human behavior with emphasis on the dynamics of adjustment; the nature of human motivation; the varieties of human emotion; problems of mental conflict; the development of personality; mental hygiene.

ABNORMAL PSYCHOLOGY (1-2), (2)

Behavior problems and abnormalities. Hereditary and environmental factors in mental disorders, their symptoms and treatments. Prerequisite: General Psychology.

ADOLESCENT PSYCHOLOGY (1-2), (2)

The physical, social, emotional and mental development of the adolescent. The basic problems of adjustment that confront the adolescent in a changing society. The impact of adolescence on personality development; problems of maladjustment and their treatment.

SOCIAL PSYCHOLOGY (1-2), (2)

The relationship between the individual and the group in society; the effects of group association upon the individual; the process of group behavior.

EDUCATIONAL PSYCHOLOGY (1-2), (2)

A study of the problems of learning as they apply in the classroom situation. Recent research and theories of learning, laws of learning, conditions affecting learning.

PRINCIPLES OF EDUCATIONAL AND PSYCHOLOGICAL GUIDANCE (1-3), (2)

An orientation in psychological tests, materials and techniques used in vocational and educational guidance and in personnel selection. Methods of measuring skills and abilities and personality factors and methods of evaluating individual performance are studied.

BASIC COMMUNICATION

The ability to communicate effectively is essential to success in any career or field. Effective communication is based on an ability to read well and to write and speak fluently. In general, well developed skills in reading, writing and speaking are critical requirements for productive college study.

All entering students must include the "Basic Communications" sequence in their programs. Remedial study in "Basic Communications" subjects may also be required of students, where instructors feel a student's progress is impeded by a reading, writing or speaking deficiency.

EFFECTIVE READING (1-3)

(Remedial Subject. No college credit given) Course description, Sec. IV.

ENGLISH COMPOSITION (1-4), (2)

Course description, Sec. IV.

EFFECTIVE SPEECH (1-4), (2)

Course description, Speech Sec.

FUNDAMENTALS OF SPEECH (1-4), (2)

Course description, Speech Sec.

Section IV

ENGLISH • JOURNALISM • LITERATURE

The Journalism Program is concerned with developing the student's ability to write effectively. It is organized to permit the student to achieve: (1) a thorough mastery of the mechanics of writing, (2) a varied experience in the special forms of writing required by separate fields, (3) an opportunity for the prospective writer to find the forms which allow him most creative expression, and (4) a broader professional application of the creative writer's skill.

The accompanying literature studies are an important background to study in all fields of specialization.

In addition to the Basic Communications requirement, particular writing subjects are required of all students consistent with their areas of concentration. Other writing subjects may be taken as electives.

ENGLISH COMPOSITION (1-4), (2)

Fundamentals of writing. Necessary reviews of grammar. Principles of expository writing.

EFFECTIVE READING (1-3)

(Remedial subject; no college credit.) For students who need special work to improve their reading speed and comprehension.

CREATIVE WRITING (1-6), (2)

Techniques of writing creatively. Guidance is provided for students desiring facility in writing short stories and longer forms of narration.

FUNDAMENTALS OF JOURNALISM (1-3), (2)

A broad survey of the field of journalism, including a study of newspapers, magazines and house organs. The student gains an understanding of the responsibilities and requirements of journalistic work, and the importance of journalism as a system of communication. Lectures, discussions, movies, visits to local newspaper plants, and interviews with journalists.

NEWS WRITING (1-3), (2)

Intensive practice in gathering and writing of news. The factors that go into getting a good story. Development of a sound news sense.

PLAYWRITING (1-4), (2)

A practical workshop in playwriting to provide the student with experience in writing dialogue, plotting, and constructing the various types of plays. Critique of individual student playwriting projects.

TELEVISION WRITING, (1-6), (2)

"Treatments" and scripts for industrial, commercial, training and documentary films. Writing for the dramatic feature. Creating and writing of strip and slide films.

MOTION PICTURE WRITING (1-2), (2)

"Treatments" and scripts for industrial, commercial, training and documentary films. Writing for the dramatic feature. Creating and writing of strip and slide films.

COMEDY WRITING (1-3), (2)

Designed for the writer, the prospective producer or performer of comedy material. Analysis of outstanding examples of comedy in stage, television, and entertainment features. Individual comedy styles and routines. Wit and humor in literature. Practice in writing comedy for performers and "show" situations, comedy-drama, and humorous fiction or article writing.

TELEVISION-RADIO NEWS JOURNALISM (1-3), (2)

Course description, Sec. I.

ADVERTISING COPYWRITING (1-3), (2)

Course description, Sec. II.

DRAMATIC LITERATURE (1-3), (2)

A survey of outstanding examples of the drama from the classical to the contemporary.

THE SHORT STORY (1-3), (2)

A consideration of the techniques of the short story with a particular emphasis on modern and contemporary writing.

THE STUDY OF POETRY (1-3), (2)

An approach to poetry through the study of the elements of verse; a survey of outstanding examples of world poetry.

EUROPEAN LITERATURE (1-6), (2)

A study of the major works of European writers.

WORLD LITERATURE (1-3), (2)

The reading and discussion of books which have had a profound influence on modern thought. Selections from various fields: Literature, Social Science, Science, etc.

AMERICAN LITERATURE (1-6), (2)

A study of the major works of American writers.

SURVEY OF ENGLISH LITERATURE (1-6), (2)

A study of English literature; fiction, non-fiction and poetry.

SHAKESPEAREAN AND ELIZABETHAN DRAMA (1-3), (2)

A study of the representative plays of Shakespeare and the dramatists of the Elizabethan period.

RADIO DRAMA (1-2), (2)

A study of the special variety of dramatic presentation which reached its zenith in the ten years of radio, before TV.

GENERAL SEMANTICS (1-2), (2)

A study of the impact of language on human behavior and social questions. The role of language in the development of group conflict and prejudice. Analysis of colloquial speech patterns; consideration of the accuracy and clarity of contemporary English. Psychological implications of language.

PUBLICITY (1-2), (2)

Course description, General Communication Subjects.

METHODS OF TEACHING ENGLISH (1-2), (2)

Course description, Education Sec.

TELEVISION DRAMA (1-3), (2)

Outstanding examples of television drama. The specialized styles and techniques shaped by the technology of the medium and the mass audience will be studied.

Section V

SOCIAL SCIENCE

UNITED STATES HISTORY (1-3), (4)

The development of American political, social and cultural institutions from the period of exploration to the present.

HISTORY OF LATIN AMERICA (1-3), (2)

The political, social and cultural development of countries in Central and South America from the period of colonization to the present.

EUROPEAN HISTORY (1-3), (4)

The History of Europe from the 16th century to the present.

HISTORY OF THE FAR EAST (1-2), (2)

A study of the history of eastern Asia.

HISTORY OF THE NEAR EAST (1-2), (2)

A history of the development of the Near East, the origins and development of Moslem religion and culture, the political history of the area and its relations with the world.

CULTURES OF THE WORLD (1-3), (2)

An inclusive survey of the social organization, religious practices, arts and economics of various primitive and contemporary societies.

ECONOMICS (1-2), (2)

Basic principles of the economic system; problems of production, distribution and consumption, monopoly, competition, money and banking.

INTERNATIONAL RELATIONS (1-2), (2)

Historical backgrounds of current international conflicts. International law and major treaties. Political philosophies of world power.

INTERNATIONAL RELATIONS — WORLD BROADCASTING AND COMMUNICATIONS (1), (2)

Study of the broadcasting standards and practices of the various countries of the world. Examination of the experience of the Armed Forces Radio Network, Radio Free Europe and Voice of America Broadcasting. Consideration of the role of radio in intercultural exchange and international good-will.

POLITICAL SCIENCE SURVEY (1-3), (2)

Comparative government. State and local government in the United States. The United States and Illinois constitutions. Political organizations. A survey of political theory.

INTRODUCTION TO PHILOSOPHY (1-2), (2)

A general survey of the field of philosophy in which significant currents of thoughts are discussed. The works of leading philosophers.

SOCIOLOGY—CONTEMPORARY SOCIAL PROBLEMS (1-6), (2)

An examination of current social questions: youth, crime and delinquency, discrimination, health, schools, marriage and the family, the social agencies, etc.

COMMUNICATIONS AND SOCIAL SCIENCE (1-3), (2)

This course is concerned with an effective use of communication facilities for informing the widest audience on important social issues.

COMMUNICATION, PROPAGANDA AND PUBLIC OPINION (1-2), (2)

A broad study of major propaganda campaigns and the communication of the policies of nations. Survey of propaganda techniques and strategy, with special emphasis on the use of radio, television and motion pictures. Problems of measurement and effectiveness of propaganda will be discussed from the standpoint of organization, planning and programming, and control.

Section VI

SCIENCE

SURVEY OF BIOLOGICAL SCIENCES (1-3), (2)

The elementary facts and principles of such biological sciences as Anatomy, Physiology and Genetics.

SURVEY OF PHYSICAL SCIENCES (1-3), (2)

The elementary facts and principles in such sciences as Chemistry, Physics, Geology.

SCIENCE TODAY (1-3), (2)

Understanding the remarkable advances of modern physical, medical, biological, chemical, and applied science.

HEALTH AND PHYSICAL EDUCATION (1-3), (2)

Course description, Education, Sec.

Section VII

HUMANITIES

HISTORY OF THE THEATER (1-3), (2)

The history of the theater from its beginning to the present. Emphasis on theater architecture, styles and methods of staging and performance.

HISTORY OF PRESENTATIONAL ARTS (1-3), (2)

The historical development of the presentational arts (the earliest entertainment mediums to television), and the relationship between these forms and the social and historical forces which gave them their special character.

MUSIC APPRECIATION (1-6), (2)

Provides students with a background in **classical, jazz, American and world folk music**. Resources for using music in their future functions within the entertainment media. Classes will listen to representative music and hear special guest lecturers and performers.

ART APPRECIATION (1-3), (2)

Basic principles for the understanding and appreciation of art. Lectures, discussions, and field trips to nearby museums, galleries, and exhibits.

ANALYSIS OF FILM TECHNIQUE (1-3), (4)

Course description, Motion Pictures Sec.

Section VIII

EDUCATION

We live in an age of spectacular scientific advance and quickened climax of social issues. If Education is to meet the challenge of these changes, there is an immediacy about communicating ideas effectively.

The Columbia College Program in Education responds to this need in a number of ways. (1) It is a preparation for teachers of speech, dramatic and communication arts. (2) It develops a teacher, whose knowledge of communication techniques and facilities can be utilized by educators in other subject areas. (3) It provides specialized study to improve classroom presentation skills. (4) It prepares teachers to present education in a "dramatic" form, which often achieves the most successful and rapid learning.

AMERICAN EDUCATION (1-2), (2)

The nature and function of the American educational system. Basic issues confronting American schools in a changing society. Traditional and progressive approaches to educational problems.

HISTORY OF EDUCATION (1-2), (2)

This course serves to give students a deeper understanding of current practices and problems in education by tracing their historical development.

PHILOSOPHY OF EDUCATION (1-3), (2)

A study of the significant currents of thought and their influence on modern education. The meaning of education, educational aims and values, democracy and education, ideals.

HEALTH AND PHYSICAL EDUCATION (1-3), (2)

The structure and functions of the human mechanism. Development and appreciation of health principles and of physical training methods.

STUDENT TEACHING (1-3), (4)

Observation and participation in one of the cooperating schools, where the student receives his first experience in teaching under the guidance of a carefully selected director.

TELEVISION IN EDUCATION (1-3), (2)

Subject stresses the special requirements of educational TV programs and classroom teaching by television. It includes study of and student projects in developing educational TV features, adult education, presentation of historical, scientific and public service material via television.

METHODS OF TEACHING ENGLISH (1-3), (2)

Study in the teaching of composition, literature and language. Methods and facilities in teaching poetry, fiction and non-fiction. Diagnosis of student difficulties and evaluation of progress in the Language Arts.

EDUCATIONAL PSYCHOLOGY (1-2), (2)

Course description, Sec. III.

PRINCIPLES OF EDUCATIONAL AND PSYCHOLOGICAL GUIDANCE (1-3), (2)

Course description, Sec. III.

AUDIO-VISUAL MATERIALS (1-3), (2)

Course description, General Communications Subjects.

METHODS OF TEACHING SPEECH IN ELEMENTARY AND SECONDARY SCHOOLS (1-3), (2)

Course description, Speech Sec.

METHODS OF TEACHING SPEECH FOR COLLEGE CLASSROOM AND ADULT EDUCATION (1-3), (2)

Course description, Speech Sec.

METHODS OF TEACHING PLAY PRODUCTION (1-3), (2)
Course description, Speech Sec.

METHODS OF TEACHING RADIO AND TELEVISION (1-3), (2)
Course description, Speech Sec.

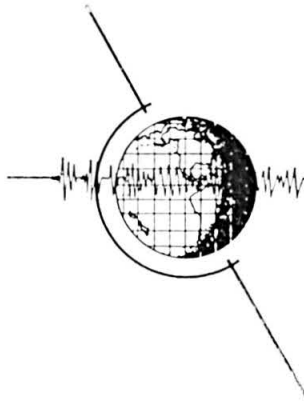
METHODS OF TEACHING SPEECH (PRINCIPLES OF DIRECTING) (1-3), (2)
Course description, Dramatic Arts Sec.

INTRODUCTION TO SPEECH THERAPY (1-2), (2)
Course description, Speech Sec.

COMMUNICATIONS AND SOCIAL SCIENCE (1-3), (2)
Course description, Sec. V.

COMMUNICATIONS, PROPAGANDA AND PUBLIC OPINION (1-3), (2)
Course description, Sec. V.

SCIENCE TODAY (1-3), (2)
Course description, Sec. VI.



TUITION AND FEES

Tuition is determined by the number of credit hours of instruction. Tuition is \$16.00 per credit hour. A full program of study may consist of fourteen, fifteen or sixteen credit hours per Quarter (term).

A registration fee of \$5.00 is required of all students enrolling for the first time in the College. The fee for diplomas is \$10.00. Tuition is payable in advance. Students who pay their tuition for a term in full, before the end of the first week of the Quarter, will obtain a tuition refund of 5% of their tuition for the term.

Where necessary, students may, with the permission of the Registrar, arrange to pay their tuition in installments.

Columbia College is approved for the training of veterans.

Many students who want to go to college but cannot afford to go may now be able to attend through the assistance of the NATIONAL DEFENSE STUDENT LOAN PROGRAM. Any full-time student at Columbia College, or any applicant who has been accepted for admission to Columbia College may be eligible.

Application forms for National Defense Student Loans, or information about the Loan Program or Columbia College's **Deferred Tuition Plan**, may be obtained by writing to the College.

Where a student interrupts enrollment during a term, the following "Schedule of Refund" shall apply. Any amounts owed by the student are due and payable at the time of withdrawal. The effective date of withdrawal will be the date written notice of such withdrawal is received by the College. Otherwise full tuition for the term will be charged.

SCHEDULE OF REFUND

1 to 2 weeks—80%	3 to 4 weeks—40%
2 to 3 weeks—60%	4 to 5 weeks—20%
More than 5 weeks—no refund	

No refund will be made where withdrawal is ordered by the College. The above "Schedule of Refund" does not apply in the event a student is certified by the Veterans Administration to attend Columbia College, and interrupts enrollment before the completion of the Term. Charges for such students will be prorated on the basis of actual attendance in accord with the provisions of Public Law No. 550.

SCHOOL CALENDAR 1959 - 1960 - 1961

FALL QUARTER—1959

Monday, September 28.....Classes Begin
Thursday, November 26.....Holiday—Thanksgiving Day
Saturday, December 19.....Fall Quarter Ends

WINTER QUARTER—1960

Monday, January 11.....Classes Begin
Saturday, April 2.....Winter Quarter Ends

SPRING QUARTER—1960

Monday, April 4.....Classes Begin
Monday, May 30.....Holiday—Memorial Day
Saturday, June 25.....Spring Quarter Ends

SUMMER QUARTER—1960

Monday, June 27.....Classes Begin
Monday, July 4.....Holiday—Independence Day
Saturday, September 3.....Summer Quarter Ends

FALL QUARTER—1960

Monday, September 26.....Classes Begin
Thursday, November 24.....Holiday—Thanksgiving Day
Saturday, December 17.....Fall Quarter Ends

WINTER QUARTER—1961

Monday, January 9.....Classes Begin
Saturday, April 1.....Winter Quarter Ends

SPRING QUARTER—1961

Monday, April 3.....Classes Begin
Tuesday, May 30.....Holiday—Memorial Day
Saturday, June 24.....Spring Quarter Ends

SUMMER QUARTER—1961

Monday, June 26.....Classes Begin
Tuesday, July 4.....Holiday—Independence Day
Saturday, September 2.....Summer Quarter Ends

FALL QUARTER—1961

Monday, September 25.....Classes Begin
Thursday, November 30.....Holiday—Thanksgiving Day
Saturday, December 16.....Fall Quarter Ends



