

6-1925

**Catalog Number, State Normal School, Cheney, Washington,  
1925-1956**

State Normal School (Cheney, Wash.)

**BULLETIN**  
**STATE NORMAL SCHOOL**

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**Calendar For**  
**1925 - 1926**

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**Cheney, Washington**

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# CALENDAR, 1925-1926

## FALL QUARTER

Registration, Monday, September 14.

Instruction begins Tuesday, September 15.

Thanksgiving recess begins Wednesday, November 25, noon.

Thanksgiving recess ends Monday, November 30, 8 A. M.

Instruction ends Friday, December 4, 4 P. M.

## WINTER QUARTER

Instruction begins Monday, December 7, 8 A. M.

Christmas recess begins Friday, December 18, 4 P. M.

Christmas recess ends Monday, January 4, 8 A. M.

Instruction ends Friday, March 5, 4 P. M.

## SPRING QUARTER

Instruction begins Monday, March 8, 8 A. M.

Spring recess begins Tuesday, April 6, 4 P. M.

Spring recess ends Monday, April 12, 8 A. M.

Instruction ends Wednesday, May 26, 4 P. M.

Alumni day, Saturday, May 22.

Baccalaureate sermon, Sunday, May 23, 8 P. M.

Commencement, Thursday, May 27, 10 A. M.

## SUMMER QUARTER

Registration, Monday, May 31, 8 A. M.

Instruction begins Tuesday, June 1, 8 A. M.

Instruction ends Wednesday, August 11, 4 P. M.

Baccalaureate sermon, Sunday, August 8, 8 P. M.

Commencement, Thursday, August 12, 10 A. M.

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For Regular Catalog Address Registrar, State Normal, Cheney, Wash.

# STATE NORMAL SCHOOL ADMINISTRATION

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## BOARD OF TRUSTEES

MRS. MARY A. MONROE, Chairman..... Spokane  
CHARLES E. MYERS..... Davenport  
CHARLES P. LUND..... Spokane

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## ADMINISTRATION

President..... Noah D. Showalter, A. B., A. M.  
Dean of Women..... Mrs. Dora S. Lewis, B. S.  
Health Director..... Katherine R. Dutting, R. N.  
Accountant..... H. N. Stronach

## ASSISTANT ADMINISTRATIVE OFFICERS

Secretary to President..... Nettie E. Goodman  
Matron Monroe Hall..... Frances Wilson  
Secretary to Registrar..... Mrs. Hazel Seeber  
Secretary to the Accountant..... Mrs. Gladys Quinn

# INSTRUCTION

## APPLIED SCIENCES AND ARTS

Agriculture .....	Joseph W. Hungate, A. B., M. S.
Domestic Science .....	Dora S. Lewis, B. S. Louise Anderson, B. S.
Domestic Art .....	Edith W. Patterson, A. B.
Manual Arts .....	Edward L. Dales, A. B. Richard J. Hochtritt James S. Lane, A. B.
Fine Arts .....	Mary G. Swerer Hazel J. Plympton

## EDUCATION

Education .....	Albert Ray Lang, A. B., A. M., Ph. D. Jeannette S. Donaldson, A. B., A. M. David Alexander Barber, A. B., A. M., Ph. D. Rhea Lambert, A. B. Samuel F. Shinkle, A. B., A. M.
Rural Education .....	George E. Craig, A. B.
Health Education .....	Flora Davidson, B. S. Antoinette Dustin, A. B. Alvin Allen Eustis, A. B.
Extension .....	Josephine FitzGerald, A. B. Raymond F. Hawk, A. B.

## LANGUAGE AND LITERATURE

English .....	Ralph E. Tiejé, A. B., A. M., Ph. D. W. J. Wilson, A. B., A. M., Th. D. H. E. Holmquist, A. B.
Expression .....	Vivian Dell Turner, A. B., B. O.
French .....	Virginia Dickinson, A. B.

## MUSIC

Organ and Theory .....	Charles E. Fouser, Mus. B.
Public School Music .....	Grace B. Hulscher
Piano .....	Miriam Zimmerman, A. B.
Violin .....	Marian A. Lawton, A. B., Mus. B.
Voice .....	Ada Louise Bell

## SCIENCE AND MATHEMATICS

Mathematics .....	Julian E. Buchanan, B. S., A. M.
Geography .....	Elizabeth L. Martin, B. S. O. W. Freeman, A. B., A. M.
Chemistry and Physics .....	Allen Moore Shaffer, B. S., M. S.

## HISTORY AND SOCIAL SCIENCE

History and Social Science .....	Ceylon S. Kingston, A. B., A. M.
History .....	J. Orin Oliphant, A. B., A. M.
Commerce .....	L. V. Tyler, A. B., A. M. William E. Haeseler
Library .....	Theodore Norton, A. B. Mary E. Barton, Ph. B.

## TEACHER TRAINING

Training School .....	A. H. Horrall, A. B., A. M. Arta Lawrence, A. B. Mabel L. Culkin, B. S., A. M. Eula S. Williams, A. B., A. M. Nona Duffy, A. B. Cecil Dryden, A. B. Charlotte Lang Omer Pence
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## GENERAL EXPENSES

Each student is charged an enrolment fee of \$5.00 per quarter. This amount is distributed as follows: Library, \$2.00; Health Fee, 50 cents; Student Activities, such as athletics, debate, lyceum, Journal, etc., \$2.50.

Special fees are charged against all students in Science, Manual Arts, and Home Economics. For the fee in Commercial subjects see special announcement under that Division in the regular Catalog.

Special fees are also charged for private lessons in voice, violin, and piano. For detailed information see the regular Catalog.

## BOARD AND ROOM

The Normal School maintains three dormitories—two for women and one for men.

Applications for reservations are filled in order of their receipt, and should be addressed to Mr. H. N. Stronach, Business Office.

Room and board in the dormitories costs \$6.25 per week with no discounts for absences. Guests are charged for at the rate of twenty-five cents each per meal. An extra charge of fifty cents is added to the first bill each quarter to cover miscellaneous items. Bills are payable every four weeks.

Reservations should be made early, those for the regular year during July, those for the Summer Quarter during April. Each application should be accompanied by an advance of \$5.00, which will be credited on the last bill of the quarter.

Cancellation causes forfeiture of this amount unless made five days or more before the opening of the quarter. In this case \$3.00 is returned.

Reservations are not held later than the second day of the quarter. Charge for room and board begins on the first day of the quarter, whether the student is present or not.

All students should for their own convenience bring:

One blanket or other extra covering.

Bath towels for plunge or lake bathing.

One napkin ring.

Knife, plate, spoon, fork, and cup for picnics.

A tin receptacle for food received from home.

The cost of room and board in private homes varies from \$27.00 to \$30.00. The list of approved rooming houses may be had, together with that of housekeeping rooms, by addressing either Dean Dora S. Lewis or Mr. H. N. Stronach.

## OUTLINE OF COURSES

### ONE-YEAR COURSE FOR ELEMENTARY CERTIFICATE

English 100 .....	5
Rural Administration .....	3
Educational Hygiene .....	3
Mathematics 1 .....	5
Geography 1 .....	5
Methods and Source Material .....	8
Education 7a and 7b	
Or Education 8a and 8b	
Or Education 9a and 9b	
* Agri. and Biol. Sci. 1 or 14 .....	5
Psychology .....	5
Penmanship .....	0
Library Methods .....	0
Community Ethics .....	0
Physical Training .....	0
Electives .....	9
	48

### TWO-YEAR COURSES FOR ELEMENTARY DIPLOMA

#### PRIMARY

First Year	Second Year
Primary Methods 7a and b .....	Teaching and Observation .....
8	10
English 100 .....	Principles of Education .....
5	5
Psychology .....	Sociology .....
5	5
Expression 1 .....	Geography 1 .....
3	5
Art 2 .....	English 3 .....
3	5
Rural Administration .....	Nature Study .....
3	3
Educational Hygiene .....	Senior Physical Training .....
3	3
Art 5 .....	English 2 .....
3	3
Music 2 .....	Electives .....
3	9
Penmanship .....	—
0	
Library Methods .....	48
0	
Community Ethics .....	
0	
Physical Training .....	
0	
Electives .....	
12	
48	



## INTERMEDIATE

First Year	Second Year
Intermediate Methods 8a and b... 8	Teaching and Observation .....10
English 100 ..... 5	Principles of Education ..... 5
Psychology ..... 5	Sociology ..... 5
Geography 1 ..... 5	English 4 ..... 5
Mathematics 1 ..... 5	History 4 ..... 5
Rural Administration ..... 3	English 2 ..... 3
Educational Hygiene ..... 3	Art 6 ..... 3
Music 3 ..... 3	Senior Physical Training ..... 3
Expression 1 ..... 3	Electives ..... 9
Penmanship ..... 0	—
Library Methods ..... 0	48
Community Ethics ..... 0	
Physical Training ..... 0	
Electives ..... 8	
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\* This requirement will be satisfied by either a 3 or a 5 credit course in Mr. Hungate's work.

## GRAMMAR

First Year	Second Year
Upper Grade Methods 9a and b .. 8	Teaching and Observation .....10
English 100 ..... 5	Principles of Education ..... 5
Psychology ..... 5	Sociology ..... 5
Geography 1 ..... 5	English 4 ..... 5
Mathematics 1 ..... 5	History 4 ..... 5
Rural Administration ..... 3	Art 6 ..... 3
Educational Hygiene ..... 3	English 2 ..... 3
Music 3 ..... 3	Senior Physical Training ..... 3
Expression 1 ..... 3	Electives ..... 9
Penmanship ..... 0	—
Library Methods ..... 0	48
Community Ethics ..... 0	
Physical Training ..... 0	
Electives ..... 8	
<u>48</u>	

## RURAL SCHOOL

First Year	Second Year
Methods (Pri. Int. or Upper) .... 8	Teaching and Observation .....10
English 100 ..... 5	Principles of Education ..... 5
Psychology ..... 5	Sociology ..... 5
Mathematics 1 ..... 5	English 4 or 3 ..... 5
Geography 1 ..... 5	History 4 ..... 5
Agr. and Biol. Sci. 1 or 9 ..... 5	Art 2 ..... 3
Rural Administration ..... 3	Music 2 or 3 ..... 3
Educational Hygiene ..... 3	English 2 ..... 3
Expression 1 ..... 3	Senior Physical Training ..... 3
Rural Sociology ..... 3	Electives ..... 6
Penmanship ..... 0	—
Library Methods ..... 0	48
Community Ethics ..... 0	
Physical Training ..... 0	
Electives ..... 3	
<u>48</u>	

## TWO-YEAR COURSES IN HOME ECONOMICS, MANUAL ARTS, ARTS AND CRAFTS, AND MUSIC

First Year	Second Year
English 100 ..... 5	Teaching and Observation .....10
Rural Administration 3 ..... 3	Principles of Education 5 ..... 5
Educational Hygiene 3..... 3	Sociology 1 ..... 5
Mathematics 1 ..... 5	History 4 ..... 5
Geography 1 ..... 5	English ..... 5
Psychology ..... 5	(3 credits of this to be in Composition).
Expression 1 ..... 3	Senior Physical Training ..... 3
Penmanship ..... 0	And 15 credits in
Library Methods ..... 0	Home Economics )
Community Ethics ..... 0	Manual Arts ).....15
Physical Training ..... 0	Arts and Crafts )
And 19 credits in	Music )
Home Economics )	
Manual Arts ).....19	
Arts and Crafts )	48
Music )	

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### THREE-YEAR COURSE FOR THE SPECIAL NORMAL SCHOOL DIPLOMA

Forty-eight credits are required in addition to the 96 credits of the two-year course. Since this course is designed to lead to special diplomas in Music, Household Arts, Manual Training, etc., no prescribed course is outlined. The student will plan his work with the head of the department concerned. It should, however, be so planned that the year's work will fit into the general plan of the four-year course outlined below.

### FOUR-YEAR COURSE

This course is essentially the regular college course. It is built upon the policy of major lines together with balancing minor lines. The details of the individual course will be worked out by conferences between the student, the chairman of advanced standing committee, and the head of the major department.

### ONE-YEAR ADVANCED COURSE FOR GRADUATE NORMAL SCHOOL DIPLOMA

One year of work is required of college and university graduates, the course to be approved by the head of the department in which the work is taken.

Graduates of the four-year course of the State Normal School at Cheney will be given the same standing by the University of Washington as those of other institutions as indicated by the following official notice given by that institution:

"The University of Washington gives graduate standing to a student who has completed a four-year course in an approved normal school, following graduation from an accredited secondary school. Before being admitted to candidacy for an advanced degree, however, such a student, in common with graduates from any other institution, must be approved by a committee appointed by the Dean of the Graduate School. Approval implies that the student has the quality of mind and the attitude toward advanced work which would justify his going on for an advanced degree, and that he has the necessary foundation in his proposed major and minor subjects."

## COURSES OF STUDY

I. The average student assignment is sixteen hours per week—maximum eighteen hours per week. Net length of periods is fifty minutes.

II. Credits are reckoned in terms of recitation periods. One credit means a class recitation one period a week for a quarter. Forty-eight credits constitute a year's work. One full year of physical exercise will be required of all students in addition to the regular credit work for graduation. In laboratory work two hours are counted for one hour of credit.

The courses offered consist of

(a) An elementary course of one year which leads to the Elementary Certificate. The Elementary Certificate is good for two years and is non-renewable.

(b) A two-year course which leads to the Elementary Normal School Diploma. The Elementary Normal School Diploma is good for five years and is non-renewable. The work of this course is outlined in the field of primary, intermediate, grammar, and rural school grades; in manual arts; in home economics; in art; and in music.

(c) A three-year course which leads to the Special Normal School Diploma. This diploma is good for five years and is non-renewable.

(d) A four-year course which leads to an Advanced Special Normal School Diploma. This diploma is good for five years and is non-renewable.

(e) A one-year advanced course open to college and university graduates, which leads to the Graduate Normal School Diploma.

(f) A Normal School Life Diploma is granted to holders of any Normal School Diploma issued by this school who have had twenty-four months of successful teaching experience.

## DEPARTMENT OF APPLIED SCIENCE AND ART

Course Number	Descriptive Title	Credits	Quarter Given			
			Fall	Winter	Spring	Summer
	<b>Agricultural and Biological Science</b>					
1	Agriculture	5	*	*		*
9	Nature Study	3	*		*	*
10	General Zoology	5	*			
12A	Mammal Study	3			*	
13A	Ornithology	3			*	
14	General Biology	5		*		
15	Biological Principles	3	*			
18	General Botany	5	*			
19A	Systematic Botany	5			*	
	Boy Scout Leadership	1			*	*
	<b>Arts and Crafts</b>					
1	Freehand Drawing and Perspective	3	*	*	*	*
2	Primary Handwork	3		*	*	*
3	Elementary Design	3	*		*	
4	Color	3			*	
5	Art Methods	3	*		*	*
6	Art Principles	3	*	*		*
7	Industrial Art I	3		*		*
8	Industrial Art II	3				*
9	Commercial Art	5		*		*
10	History of Art	3	*		*	
11	Interior Decoration	5	*		*	
12	Art Metal Work	3		*	*	
13	Water Color	2	*			*
14	Pen and Ink Sketching	3	*	*		
15	Bookbinding	3		*		*
16	Art Supervision	3			*	
17	Supervision and Practice in Art	2½	*	*	*	*
18	Picture Study	3			*	*
19	Art Appreciation	3		*		
20	Oil Painting	3				*

## DEPARTMENT OF APPLIED SCIENCE AND ART—Continued

Course Number	Descriptive Title	Credits	Quarter Given			
			Fall	Winter	Spring	Summer
<b>Home Economics</b>						
2	Food Selection	1	*	*	*	*
3	Foods	5	*		*	
4	Foods	4		*		*
5	Equipment and Methods	3			*	
6	Practical Dietetics	3	*		*	
7A	Nutrition	2	*	*	*	*
8A	Advanced Cookery	3	*		*	
9	Household Management	3		*		*
11	School Lunch	1	*	*	*	*
12	Serving	2	*	*	*	*
20	Clothing	5	*	*	*	*
22	Clothing	5	*	*	*	*
23	Art Needlework	3	*	*	*	*
25A	Advanced Clothing	5		*		*
27	Costume Design	3	*	*	*	*
30	Spring Millinery	3			*	*
31	Fall Millinery	3	*			*
<b>Manual Arts</b>						
100	Toycraft	2½	*	*	*	*
101	Advanced Toycraft	2½	*	*		*
102	Bench Work	2½	*			*
103	Joinery	2½		*		*
104	Carpentry	2			*	*
210	Woodturning	1	*	*	*	*
214	Furniture Construction	3			*	*
320	Mill Work	3	*			*
330	Advanced Furniture Construction	3		*		*
340	Wood Finishing	1		*		*
350	Pattern Making	3			*	*
120	Sheet Metal	2½	*			*
240	Auto Mechanics	2		*		
175	Psychology of Manual Arts Teaching	2		*		*

## DEPARTMENT OF APPLIED SCIENCE AND ART—Continued

Course Number	Descriptive Title	Credits	Quarter Given			
			Fall	Winter	Spring	Summer Quarter
180	Organization and Administration of Manual Arts	2			*	*
275	Observation and Supervised Teaching of Shop Work	2½	*	*	*	*
110	Concrete	3	*			*
130	Home Mechanics	2			*	*
220	Printing	3	*			*
230	Radio Theory and Construction	2½		*		*
202	Mechanical Drawing	3	*	*	*	*
301	Advanced Mechanical Drawing	3	*	*	*	*
302	Architectural Drawing	3	*	*	*	*
303	Advanced Architectural Drawing	3	*	*	*	*
305	Machine Drawing	3	*	*	*	*
306	Advanced Machine Drawing	3	*	*	*	*
315	Descriptive Geometry	4	*			*

## DEPARTMENT OF EDUCATION

Course Number	Descriptive Title	Credits	Quarter Given			
			Fall	Winter	Spring	Summer
	<b>Education</b>					
1	El. Psychology	5	*	*	*	*
2	Rural Sociology	3	*			
3	Rural Adm. & School Law	3	*	*	*	*
5	Principles of Education	5	*	*	*	*
6	Child Study	3			*	
7A	Primary Methods	4	*	*	*	*
7B	Primary Methods	4	*	*	*	*
8A	Intermediate Methods	4	*	*	*	*
8B	Intermediate Methods	4	*	*	*	*
9A	Junior High Sch. Methods	4	*	*	*	*
9B	Junior High Sch. Methods	4	*	*	*	*

## DEPARTMENT OF EDUCATION—Continued

Course Number	Descriptive Title	Credits	Quarter Given			
			Fall	Winter	Spring	Summer
10	Reading Methods	3		*	*	*
13A	Curriculum Study	3				*
14	Methods of Study	2	*			
15A	Hist. of Educ. in U. S.	3		*		
16A	Educ. Psychology	5		*		*
17A	Sch. Surveys and Finance	5	*			
18A	Pub. School Administration	3				*
19A	Mental Testing	3	*			*
20A	Ethics	2	*			
22A	History of Education	5	*			
23A	Educational Tests	3		*		*
24A	Educational Sociology	5			*	
25A	Problems of Teaching	2		*		*
26A	Elem. School Principal	5		*		*
30A	Educational Statistics	5			*	
	<b>Health Education</b>					
1	Junior Work for Women	0	*	*	*	*
2	Junior Work for Men	0	*	*	*	*
3	Elem. Educational Hygiene	3	*	*	*	*
4	Adv. Educational Hygiene	2		*		*
5	School Hygiene	1		*		*
6	Senior Physical Training	3	*	*	*	*
7	Swimming	0	*	*	*	*
8	Corrective Gymnastics	0	*	*	*	*

Separate classes for men and women.



## SOCIAL SCIENCE

Course Number	Descriptive Title	Credits	Quarter Given			
			Fall	Winter	Spring	Summer
1	Sociology	5	*	*	*	*
2	Economics	5		*		*
3	Current Events	1	*	*	*	
4	United States History	5	*	*	*	*
5A	European History since 1848	5	*			*
14A	American History to 1783	5	*			*
15A	American History, 1783-1865	5		*		*
6A	American History since 1865	5			*	*
7A	Northwest History	5		*		*
8A	Economic History of U. S.	5			*	
10A	American Government	5			*	
11A	British North America	3		*		
12A	Spain in America	3			*	
13A	Party History and Problems	3	*			*
14	Civics	3				*

## DEPARTMENT OF LANGUAGE AND LITERATURE

Course Number	Descriptive Title	Credits	Quarter Given			
			Fall	Winter	Spring	Summer
	<b>English</b>					
100	Grammar	5	*	*	*	*
1	Sentence Analysis	2	*	*	*	*
2	Composition	3	*	*	*	*
3	Storytelling	5	*	*	*	*
4	Juvenile Literature	5	*	*	*	*
5	Advanced Grammar	5		*		*
6	Masterpieces	5			*	
7A	Chief Romantic Poets	3			*	
7B	Tennyson and Browning	2			*	
8A	Carlyle, Arnold, Ruskin, Mill	3				*

## DEPARTMENT OF LANGUAGE AND LITERATURE — Con.

Course Number	Descriptive Title	Credits	Quarter Given			
			Fall	Winter	Spring	Summer
10A	English Novel	3				*
14A	Shakespearean Comedies	3	*			*
14B	Shakespearean Tragedies	3		*		
13C	Shakespearean History Plays	3			*	
15	History of the Language	2				*
20A	American Literature	3				*
32	Journalism	3	*	*	*	*
41A	Old Testament Oratory	3				*
42A	Old Testament Poetry	3			*	
	<b>Expression</b>					
1	Reading	3	*	*	*	*
2	Corrective Speech	2			*	
3	Literary Interpretation	3	*	*	*	*
5	Debate	2		*		
6	Public Reading	2	*	*	*	*
7	Argumentation	3	*			
8	Oratory	2				*
9	Play Production	2	*		*	*
	<b>French</b>					
1	Beginning French	5	*			
2	Continuation of 1	5		*		
3	Continuation of 2	5			*	
4	Intermediate French	5	*			*
5	Continuation of 4	5		*		
6	Continuation of 5	5			*	

## DEPARTMENT OF MUSIC

Course Number	Descriptive Title	Credits	Quarter Given			
			Fall	Winter	Spring	Summer
1	Sight Singing, Ear Training	3	*	*	*	*
2	Primary Music Methods	3	*	*	*	*
3	Upper Grade Music Methods	3	*	*	*	*
5	Music Appreciation	2	*			*
6	History of Music	2		*		
6B	History of Music	2			*	
7A	Supervisor's Course in Music	5			*	*
8	Elementary Harmony	2	*			*
9	Advanced Harmony	2		*		
10	Chorus (Operetta)	1		*		
11	Glee Club	1			*	*
14	Orchestra	1	*	*	*	*
15	Band (beginners)	1		*		
15	Band (Advanced)	1			*	
16	Piano*	1	*	*	*	*
17	Violin*	1	*	*	*	*
18	Voice*	1	*	*	*	*
19	Organ*	1	*	*	*	*
20	Arranging and Conducting	2			*	
21	Chamber Music	1		*	*	*

\*Private lessons.

One lesson per week, \$15.00 per quarter, (12 lessons, 1 credit).

Two lessons per week, \$24.00 per quarter, (24 lessons, 2 credits).

Students practicing on school instruments are charged practice fees, varying according to the instrument used.

## DEPARTMENT OF SCIENCE AND MATHEMATICS

Course Number	Descriptive Title	Credits	Quarter Given			
			Fall	Winter	Spring	Summer
	<b>Mathematics</b>					
1	Arithmetic	5	*	*	*	*
2	Commercial Arithmetic	4		*		*
3	Solid Geometry	5			*	*
4	College Algebra	5	*			*
5	Trigonometry	5		*		*
6	Analytic Geometry	5			*	
	<b>Geography</b>					
1	Elem. of Geography	5	*	*	*	*
2	Advanced Geog. Methods	3			*	*
3	Commercial Geography	3		*		*
4	North America	3			*	
5	South America	3		*		*
6	Physical Geography	3				*
7	Geog. of Washington	2	*			*
8A	Historical Geog. U. S.	3	*		*	
9A	World Problems	3		*	*	
10A	Geology	3			*	
	<b>Chemistry</b>					
1	General Chemistry	5	*			
2	General Chemistry	5		*		
3	General Chemistry	5			*	
4	Introduction to Chemistry	3	*			*
	<b>Physics</b>					
1	Mechanics and Sound	5	*			
2	Heat and Light	5		*		
3	Electricity	5			*	
4	General Science	3		*		*

## DEPARTMENT OF TEACHER TRAINING

Course Number	Teacher Training Descriptive Title	Credits	Quarter Given			
			Fall	Winter	Spring	Summer
1	Practice Teaching	5	*	*	*	*
	Observation Grades 1, 2, 3	5	*	*	*	*
2	Practice Teaching	5	*	*	*	*
	Observation Grades 4, 5, 6	5	*	*	*	*
3	Practice Teaching	5	*	*	*	*
	Observation Grades 7, 8	5	*	*	*	*
4A	Practice Teaching	5	*	*	*	*
	Observation, Advanced	5	*	*	*	*

## COMMERCE \*

Course Number	Descriptive Title	Credits	Quarter Given			
			Fall	Winter	Spring	Summer
1	Theory of Shorthand	5	*			*
2	Intermediate Shorthand	5		*		
3	Advanced Shorthand	5			*	
4	Beginning Typing	5	*	*	*	*
5	Intermediate Typing	5	*	*	*	*
7	Elementary Bookkeeping	5	*	*	*	*
8	Intermediate Bookkeeping	5		*		*
9	Advanced Bookkeeping	5	*		*	
10	Commercial Law	5	*		*	
11	Penmanship	0	*	*	*	*
12A	Higher Accounting	5		*		*
13A	Secretarial Training	5			*	
14A	Shorthand Methods	3				*
16	Machine Bookkeeping	3	*	*	*	*
25A	Advanced Business Law	5		*		*

\* A division of the department of Social Science and History.

