

COURSES OF STUDY.

The courses of study in the Literary department; Teachers' Professional, Scientific, Classical, Mathematical, and Special Science are arranged so that each shall answer a definite purpose, and fit students for the occupation they intend for their life work. Each course above the Teachers' leads to the bachelor degree.

The studies in each of the courses are arranged with a view to follow the natural development of the mind, and also to have those studies on which others depend to come first to prepare students for what is to follow. Those desiring to complete any of the prescribed courses will follow the order intended. No one, however, is compelled to follow a course.

It is not necessary for students to remain consecutive terms in order to complete a course, as the classes are so arranged that students may drop out and teach a term or more, then return and take up their studies where they left off without any inconvenience.

From one to four classes are found in each of the branches every term. None need fear that they will not be accommodated at any time with the studies and grades they desire.

COMMON SCHOOL COURSE.

1ST TERM.	2ND TERM.	3D TERM.	4TH TERM.	5TH TERM.
Arithmetic	Arithmetic	Arithmetic	Book-keeping	Review
Grammar	Grammar	Eng. Analysis	Word Analysis	Com'sition
Geography	U. S. History	U. S. History	Civil Gov't	Review
Reading	Reading	Orthography	Physiology	Physiology
Pennmanship	Debating	Drawing	Vocal Music	Didactics

The need of systematic teaching of the fundamental branches has led to the organization of this department. No examination is required to enter this department. The only preparation necessary is that the students be able to read in common school books.

It is important that correct modes of thought and investigation are established as early as possible. Correct thinking makes logical reasoners.

This fact is recognized by the general disposition of parents to send their sons and daughters away to schools where competent instruction is given.

This course prepares the way to the Teachers' Professional course. It fully meets the wants of all who desire to review or prepare for the higher courses of study, or to enter the College to get methods of complete analysis and short, approved practical methods, or to prepare for teaching or business.

Beginning, advanced and review classes are formed at the first of each term, and afterwards when necessary. Industrious and apt students are not held back by those who advance more slowly.

Students may enter any day of the term and find classes adapted to their wants.

All studies required for a second grade certificate are included in this course.

Students taking this course will be instructed by the regular Faculty of the College.

TEACHERS' PROFESSIONAL COURSE.

1ST TERM.	2ND TERM.	3D TERM.	4TH TERM.	5TH TERM.
Algebra	Algebra	Algebra	Geometry	Geometry
Adv'd Grammar	Rhetoric	Latin Reader	Latin Reader	Review
Phy'l Geo'y	Nat'l Philosophy	Nat'l Philos'y	Botany	Review
Civil Govern't	Physiology	General Hist.	Amer'n Litera'e	Am'n Liter'e
Ment'l Arith.	Elocution	Elocution	Drawing	Didactics

This course affords a thorough preparation for teaching and embraces:

MATHEMATICS—Arithmetic, Algebra and Plane Geometry.

LANGUAGE—Advanced Grammar, Rhetoric and Latin.

SCIENCE—Philosophy, Botany and Physical Geography.

LITERATURE—American Literature, General History and Civil Government.

MISCELLANEOUS—Elocution, Drawing, History of Education and Didactics.

This course has been arranged to meet the demand for more and better teachers. Vacancies which must be filled are continually being made in the vast army of teachers. Inefficient workers must give place to those who are prepared for their work.

Students who complete this course are grounded in the theory and art of teaching, and are able to demonstrate their ability as true teachers wherever they go.

Those who complete the course are aided as far as possible in securing good situations, and are given the honor of graduation and a diploma.

It is not necessary that students remain during consecutive terms in order to complete the full course, as beginning and advanced classes are organized in each study of the course at the beginning of each term.

Our arrangements enable teachers who have but a short time to remain in school to spend their time to the best possible advantage. Those who expect to complete the course will be examined in all the studies of Common School Course on or before the beginning of the last term of the year, unless the faculty is willing to accept their grades.

Written examinations are held at the close of each term. All members of the regular course must have an average of not less than 85 per cent to pass them in the studies.

A public entertainment, in which each member has an original oration, is given at the close of each term. Graduates in this course secure good positions in schools.

The following is a program given by one division of the Teachers' class:

Invocation.				
Galop Brilliant,	Piano Duet.			Koeling.
	Misses Mellor and Pile.			
Polygons,				Myrtle A. Benson.
Great Deeds of Great Men,				H. Ruth Baggard.
What We Owe to Government,				Harriet E. Jeffrey.
Day Dawn,	Vocal Solo.			Alditi.
	Malvina Baggard.			
Alexander Hamilton,				J. E. Waggoner.
Education and Prosperity,				May E. Preston.
Invention the Fruit of Civilization,				James J. Byrne.
Valse de Concert,	Piano Solo.			Wienianaski.
	Fred M. Pile.			
Concentric Circles,				Emma M. Schwerin.
Veneering,				E. Olive Dwyer.
Keep off the Grass,				Christena O. Lundquist.
Vocal Solo,				Lulu Junge.

DIDACTICS—THE TRAINING CLASS.

This class is instructed by the President, the work and reputation of whose students in Nebraska and other states is a sufficient guarantee of the practical work done.

For the purpose of studying the theory and art of teaching, this class affords advantages not found in any other institution. Each member of the class keeps a diary of methods and criticisms, and prepares critiques. They are thus drilled until able to present subjects in a logical manner and handle classes accurately, easily and gracefully.

It is important to know how to organize, how to classify, how to prepare a course of study, how to arouse maximum thought and attention, how to fix essential points in the minimum time, and how to meet various perplexing questions.

Some of the subjects discussed; Philosophy of the mind, cultivation of the faculties, philosophy of government, art of instruction, conducting the recitation, questioning, art of illustration, organization, courses of study, practical methods in all branches of study, and many others.

A class in Didactics is sustained each term of the year.

During the summer term a special Kindergarten teacher is engaged. She teaches classes of children in the presence of the students, besides giving talks on methods, etc.

SCIENTIFIC COURSE.

1ST TERM.	2ND TERM.	3D TERM.	4TH TERM.	5TH TERM.
Solid Geometry	Trigonometry	Trigonometry	Surveying	Review
Caesar	Caesar	Cicero	Cicero	Virgil
Physics	Chemistry	Anal. Chem.	Geology	Review
Polit'l Economy	Mental Science	English Hist.	Eng. Literature	Science of En'n

Each member of the class gives a public lecture each term.

The preparation for this course requires a thorough mastery of the Teachers' Professional course. If students have studied some of the regular studies of this course they may complete some of the work of the Teachers' course in the Scientific year's work.

This course embraces the following departments: Mathematics, History and Literature, Latin, Natural Sciences, Mental Science, and Political Economy.

The Mathematics begin with solid geometry and continue with trigonometry and surveying with practical original work.

History and Literature are made an especial feature of the course. The history includes the study of American and English civilization, the history of the languages and best authors. The Literature includes Tennyson, Shakespeare, etc.

The Latin includes Caesar, Cicero, and sight reading, with a thorough drill in difficult grammatical constructions.

Natural sciences are taught theoretically and practically, and include physics, theoretical chemistry, and geology.

Mental science, Political Economy, and Science of Education are taught by daily class drills and lectures.

A public lecture is given by each student of this course each term.

The graduates of this course are awarded the degree of Bachelor of Science.

The graduates of this course who have thoroughly studied and pass a satisfactory examination in History of Education, Science of Education, General Principles of Education, Art of Instruction, and Methods of Teaching are awarded the degree of Bachelor of Didactics in addition to the degree of Bachelor of Science. Graduates of this course secure good positions as principals and teachers in high schools.



VIEW OF THE EAST END OF LABORATORY.

A PROGRAM OF THE SCIENTIFIC CLASS, 1899.

Invocation.				
Tancredi,	Piano Trio.			Rossini.
	Misses Baggard, Klintonwort and Junge.			
Our Duties,				Clarence J. Malone.
Live Not to Thyself Alone,				Mamie E. Wallace.
Hark! Hark! The Lark,	Vocal Solo.			Schubert.
	Miss Klintonwort.			
What of Science,				Chas. E. Morgan.
Tarry a Little, There is Something Else,	Piano Solo.			Chas. E. Wilson.
Fantasia,	Minnie Burson.			Listz.
Lincoln,				Edith M. Batchelor.
Oberon,	Two Pianos.			Weber.
	Misses Connable, Junge, Mellor, Mr. Fred Pile.			

Any one intending to enter our college to complete either the Teachers' Professional course or the Scientific course will be directed in their study of same while they are teaching free of charge. We can give you such instruction that you can prepare yourself in some of the studies before entering, and thus save from three to six months' time in completing the course. Write us, stating what studies you have studied, grade of certificate you hold, and such other information that we may know your advancement.

CLASSICAL COURSE.

1ST TERM.	2ND TERM.	3D TERM.	4TH TERM.	5TH TERM.
Greek Lessons	Xenophon	Xenophon	Herodotus	Homer
Virgil	Horace	Horace	Tacitus	Sight Reading
Logic	Moral Science	Lit. Crit'm	Intern'l Law	Optional
Gen'l Liter'e	Gen'l Liter'e	Roman Hist.	Mediaeval Hist.	Optional

Each member of this class gives a public lecture each term.

This course includes the Teachers' and Scientific courses, but those completing the course and not intending to make teaching a profession will not be required to take the work in Didactics nor devote so much time to reviewing the common branches. No effort is spared to make the work thorough and comprehensive. In addition to the daily recitations, in which every principle is explained and discussed, a written review of the subjects is required as often as the teacher thinks necessary. The instruction is intended to make each member of the class efficient and self-reliant, practical as well as theoretical.

MATHEMATICAL COURSE.

1ST TERM.	2ND TERM.	3D TERM.	4TH TERM.	5TH TERM.
Ant'l Geometry	Anat'l Geom.	Diff. Calculus	Integ. Cal.	Astronomy
Prac'l Surv'g	Prac'l Surv'g	Civil Eng'g	Civil Eng'g	Mechanics
Drawing	Drawing	Drawing	Bridges	Architecture
Optional	Optional	Optional	Optional	Optional

Each member of this class gives a public lecture each term.

SPECIAL SCIENTIFIC COURSE.

1ST TERM.	2ND TERM.	3D TERM.	4TH TERM.	5TH TERM.
Biology	Biology	Geology	Botany	Zoology
Adv. Physics	Org'e Chem'y	Chem. Lab'ry	Elec'l Eng'g	Elec'l Eng'g
Optional	Optional	Optional	Optional	Optional
German	German	German	German	German

Each member of this class gives a public lecture each term.



BUSINESS COURSE.

FIRST TERM.	SECOND TERM.	THIRD TERM.
Book-keeping	Book-keeping and Act'l Bus.	Actual Business
Business Arithmetic	Business Arithmetic	Orthography
Grammar	Grammar	Composition
Reading	Commercial Law	Civil Government
Pennmanship	Letter Writing	Debating

OUR BUSINESS COURSE IS UNEQUALLED.

This course is arranged for the systematic training of young men and women to fill any position or conduct successfully any business.

No institution offers better advantages to secure a business education. If everything is not as thorough, complete and practical as represented, no tuition will be charged.



A SECTION OF THE COMMERCIAL ROOM.

Students taking the business course are instructed by the following teachers: J. M. Pile, Arithmetic and Civil Government; J. R. Gibbins, Book-keeping, Actual Business, Commercial Law and Pennmanship; Celia M. Chase, Letter Writing; Emma Baker, Composition; Ella J. Pile, Grammar; F. M. Gregg, Reading and Debating.

QUALIFICATIONS FOR ENTERING.

An ordinary common school education is all that is required to enter the department. If a student has not been in school for some time and feels "rusty" and behind in his studies we can assure him he will find others like himself in school, and that he will receive, if necessary, personal instruction until thoroughly prepared to enter the classes without embarrassment.

The teachers in this course are practical book-keepers. As rapid, accurate and thorough accountants they have no superiors. They prepare the students for the first places with business men. Students receive both class and individual instruction. No one is held back on account of the others. All work is inspected daily by the teachers.

THEORY DEPARTMENT.

The students study the theory and nature of business in this department. They become acquainted with single and double entry. They learn the science of accounts, after which they learn the complications of wholesale and retail merchandising, farm and lumber accounts, railroading and insurance, commission and banking business, the use of all mercantile terms, the forms of notes, drafts, bills, shipments, etc.

ACTUAL BUSINESS DEPARTMENT.

In this the work is a perfect representation of the business world, in which students buy and sell, manage their own business and practically meet every question that comes up in business life. Each student is furnished manuscript work, assigned cash capital and merchandise with which he conducts his business. All the work is inspected by the teachers, who require of the students that their books show at all times the real condition of their business. Students, after completing the manuscript work, enter the following lines of offices: Wholesale house, retail house, real estate office, lumber office, commission house, insurance office, railroad office and the bank.

The three College banks operate with a cash capital of \$100,000 each in College currency, which in the actual business room has a real monetary value. Sixty different kinds of merchandise are used in the wholesale, retail and commission houses. All bills, notes, checks, drafts, insurance policies, deeds, etc., are approved by the teachers before they are passed from the maker.

There were more than 200 students taking this course last fall and winter.

COMMERCIAL ARITHMETIC.

Special attention is given to this study. "New Business Arithmetic," prepared by the President of the College, and published by O. M. Powers, Chicago, is used in this course. All students are given a thorough course in mental arithmetic.



A SECTION OF THE ACTUAL BUSINESS ROOM.

GENERAL INFORMATION.

1. The tuition in this department is \$10 for a term of ten weeks.
2. Students of this department are admitted free to all the regular departments of the College.
3. Letter writing is taught in detail. "Instruction in Composition and Letter Writing," by the President of the College, is the text book used in this class.
4. Pennmanship is made a special feature of the course, and is taught by the regular teacher of pennmanship.
5. Students who complete the course receive a diploma. A charge of \$1 per term for material is made upon entering the actual business work.
6. Teachers can get a practical knowledge of book-keeping in a few weeks. Special classes are organized for those who desire to prepare to teach this subject.
7. The aim of this department is not to make book-keepers merely, but to teach business principles that students may engage in any branch of business successfully. Everything is made so practical that the course is of incalculable value to any young person.

PENMANSHIP.

The first aim is to give students rapid, plain and beautiful handwriting. Special attention is given to principles and analysis. This course is free to all members of the school. The full course includes plain, business, and ornamental penmanship, pen etching, card writing, flourishing of antelopes, lions, horses, etc., linear perspective and free hand drawing.

In the Teachers' department special attention is given to blackboard writing and methods of teaching the subject in all grades of schools. A pen artist of acknowledged ability has charge of the classes in penmanship and drawing. Many students devote their entire time to these studies.

