

letters and report writing with adequate practice in writing applications, sales, adjustment, inquiry, and credit letters.

G-124. SPECIALIZED SELLING. Five hours a week.

To improve and develop more effective methods of selling specific items of merchandise, for example radios, television sets and automotive accessories. Each student will study and practice as his needs and interests dictate.

G-126. TYPING. Five hours a week.

Manual of the keyboard through the use of manual exercises and drills. An introduction to business letter forms.

G-130. FOREMANSHIP TRAINING. Three hours a week.

This course is intended to teach the Trade and Industrial students the duties and responsibilities of foreman and the techniques which successful foremen use. The student will learn what the typical foreman does, what problems he is confronted with and how he handles them so as to accomplish the task of getting the work out. He will learn why the human-relations aspect of the foreman's job is so important. The student will be given an opportunity to acquire some foremanship skills through the technique of "role-playing."

G-134. EVERYDAY LAW. Four hours a week.

A survey course aimed at giving the technicians and tradesmen a functional knowledge of the basic legal problems that will confront him in everyday law.

Special attention will be given to court system, commercial paper, bankruptcy, partnership and corporations, contracts, wills, real estate, insurance, and installment buying.

G-136. SMALL BUSINESS MANAGEMENT. Three hours a week.

The problems of small business operation forms, records, record keeping, tax problems, ordering and inventory.

G-138. MANAGEMENT AND LABOR PROBLEMS. Three hours a week.

This course is more advanced than G.130 Foremanship Training. It is intended for the student who wishes to learn about the functions of all levels of supervision and the problems that confront them and to acquire additional training in leadership skills. The human-relations aspect of supervision and the techniques used to produce beneficial human-relations will be dealt with more fully. Included will be a study of labor unions, their history, functions, and reasons for existence.

The classes will be held on a conference-type basis, as nearly as possible, in order to secure maximum student participation. Prerequisite: G.130 or equivalent.

COSMETOLOGY DEPARTMENT COURSES

Cosmetology 101. Five hours a week.

Personal hygiene, bacteriology, sanitation, chemistry of solutions, shampooing, hairdressing, permanent waving, safety measures, handling of bleached and tinted hair, vocabulary.

Cosmetology 102. Twenty-one hours a week.

Laboratory work in shampooing, pin curls, finger waving, sculpture curls, brushing, towel drying, regulating temperature of dryer, regulating temperature of water, demonstration work in permanent waving, and electricity.

Cosmetology 103. Five hours a week.

Introduction to scalp treatments, dry shampoos, egg shampoos, continuation of hairdressing, permanent waving, tinting, facials, and office records.

Cosmetology 104. Twenty-two hours a week.

Laboratory work in scalp treatment, brushing and massaging, elementary hairdressing, practice of permanent waves on blockheads, and facials.

Cosmetology 105. Five hours a week.

Permanent waving, different methods of hairdressing, facial massage, manicuring, and electricity.

Cosmetology 106. Twenty-four hours a week.

Laboratory work in permanents, manicuring, hair shaping, tinting, and scalp treatments.

Cosmetology 107. Five hours a week.

Study of hair and hair shaping, cosmetics, hair tinting, elasticity and texture of hair, electricity.

Cosmetology 108. Twenty-five hours a week.

Laboratory work and facial treatments, advanced work in permanents, hair shaping, cosmetics, hair tinting, and electricity.

Cosmetology 109. Five hours a week.

Hair tinting, massage, manicuring and pedicuring, hairdressing, permanent waving, and office records.

Cosmetology 110. Twenty-three hours a week.

Laboratory work in tinting and bleaching, permanents, massage (electrical and manipulation), manicuring and pedicuring.

Cosmetology 111. Ten hours a week.

Professional ethics, advertising, salesmanship, beauty salon management, and State Board review.

Cosmetology 112. Twenty-eight hours a week.

Practice in model shop of all branches taught, practice preparatory to taking State Board Examination.

Commercial Studies 101. Five hours a week.

Ownership vs working for others, advantages and disadvantages; types of ownership; capital requirements, selecting a location, physical layout, equipment and utilities; legal considerations, taxes and insurance; types of service, purchasing of supplies and resale merchandise, selling, advertising, and display.

Commercial Studies 102. Five hours a week.

Financial records, appointment and service records, expense control, business letter writing, personal typing, personnel problems.

INDEX

	Page
Absence from Class	73
Academic Calendar	6, 7
Academic Credit for Activity Type Courses	68
Academic Information, General	73-76
Academic Programs	79-141
Accounting, Higher	87, 90, 91
Accounting, Major	81-83
Accounting, Courses in	145-148
Accreditation and Approval	33
Activities, Student	65-69
Activity Card, Student	65
Administrative Staff and Faculty	11-20
Admission to Ferris	41-43
Adult Education Program, Community (Evening School)	141
Advertising Design Option	114
Advisory Committee	23, 24
Air Conditioning and Refrigeration Curriculum	134, 135
Air Conditioning and Refrigeration, Courses in	201-203
Architectural Drafting Curriculum	122, 123
Architectural Drafting, Courses in	187, 188
Associate in Arts	106
Athletic Facilities	35
Athletics, Intercollegiate	67
Auditing Courses, Reviewing or	48
Automotive Service Curricula	123, 124
Automotive, Courses in	188-190
Awards	59
Band	69
Basic Business	87, 88
Beauty Culture (Cosmetology)	139, 140, 213, 214
Biology, Courses in	148-150
Board of Control	11
Body and Fender Curriculum	125
Body and Fender, Courses in	124, 125
Bookstore	35
Buildings, Description of	35-38
Calendar	2
Campus Size and Location	33
Chemistry, Courses in	150-152
Chemistry, Industrial	165

	Page
Chemistry, Pharmaceutical	170, 171
Chorus	69
Collegiate Courses, Description of	111-117
Collegiate Technical Terminal Division, Programs in	87-93, 111-117
Commencement	76
Commerce, Degree Curricula	80, 81
Commerce, Division of	79
Commerce, Courses in	152-156
Commerce, Terminal Curricula in	87-93
Commercial Art Technology Curriculum	113-117
Commercial Art Technology, Courses in	156-158
Committees of the Faculty	22, 23
Communication Skills, Courses in	158, 159
Construction, New	38
Convocations, General Education	75
Cosmetology, Curriculum in	140
Cosmetology (Beauty Culture), Department of	139
Cosmetology Department, Courses in	213, 214
Cosmetology, Instructor's Curriculum in	140
Counseling, Academic	54
Counseling, Admissions	54
Counseling, Dormitory	55
Counseling, Specialized	55
Counseling, Veterans	55
Credit Designation	73
Credits, Transfer of	74
Debating	68, 69
Degrees	80, 101, 106
Degree Curricula in Commerce	81-87
Description of Courses	145-214
Die Design, Advanced	129
Diesel Repair and Heavy Equipment, Courses in	190, 191
Diesel Repair and Heavy Equipment, Curriculum in	126
Drafting Curricula	128, 129
Drafting, Courses in	192-195
Dramatics	68
Economics, Courses in	159, 160
Education, Courses in	160-162
Educational Services Division	141
Employment, Part-Time	59, 60
English, Courses in	162
Enroll, How to	42

	Page
Enrollment, Late	42
Enrollment, Size of	33
Evening School (Community Adult Education Program)	141
Faculty	12-20
Fashion Design Option	114
Fees and Tuition	47-49
Fees, Other General	49
Fixture Design Option	129
Food Commons	53
Foreign Languages, Courses in	162, 163, 183
Forensics	68, 69
Fraternities and Sororities	66
French	162, 163
General Education and Pre-Professional Division	103-111
General Studies	107, 108
German	163
Graduation Requirements	81-87
Health and Physical Education	74, 75
Health Education, Courses in	163, 164
Health Service, Student	60, 61
High School, Department of	137, 138
High School Department, Courses in	205-210
History of Ferris Institute	27
History, Courses in	164
Housing	53, 54
Humanities, Courses in	164
Individual Attention and Assistance	55
Industrial Chemistry Technology, Courses in	165
Industrial Chemistry Technology Curricula	115-116
Industrial Design Option	114
Interest Clubs	66, 67
Interfraternity Council	66
Intramural Sports	68
Jig Design Option, Advanced	129
Journalism, Courses in	165, 166
Law, Courses in	166
Library	35
Literature, Courses in	166, 167
Loan Funds, Student	55-57

	Page
Machine Tool, Courses in	128, 191, 192
Machine Tool Curricula	127, 128
Marketing, Programs in	83, 85, 87
Marketing and Retailing	87, 92, 93
Marking System	74
Married Students Housing	54
Mathematics, Courses in	167, 168
Maximum Load	73
Mechanical Drafting, Curriculum	128, 129
Mechanical Drafting, Courses in	192-195
Mechanical Drawing, Courses in	168, 169
Michigan Residence Defined	48, 49
Music	69
Music, Courses in	169, 170
Office Staff	20, 21
Operational Staff	21
Opportunity School, Ferris as an	27
Organizations, General Student	65-69
Orientation Course, The Continuing	74
Orientation Courses	170
Orientation Days Program, The	43
Part-Time Jobs for Students	59, 60
Pharmacognosy	173
Pharmacology	173
Pharmacy, Administration	172, 173
Pharmacy, Courses in	171, 172
Pharmacy, Programs in	99-103
Physical Education and Health	35
Physical Education, Courses in	173, 174
Physical Science, Courses in	174
Physician's Office Assistant, Courses in	174-176, 180-182
Physician's Office Assistant, Curriculum	117
Physics, Courses in	176
Placement Services	55
Political Science, Courses in	177
Pre-Dental	110, 111
Pre-Engineering	108, 109
Pre-Law	109, 110
Pre-Medical	110, 111
Pre-Medical Technology	110, 111
Pre-Professional and General Education Division	103-111

	Page
Printing Curriculum, General	130, 131
Printing, Courses in	195-199
Printing Management and Supervision Curriculum	131, 132
Psychology, Courses in	177, 178
Publications, Student	67
Public Health	178
Purposes of Ferris Institute	28, 29
Radio, Television, and Electronic Devices Servicing Curriculum	133, 134
Radio, Television, and Electronic Devices Service, Courses in	199-201
Refrigeration and Air Conditioning Curriculum	134, 135
Refrigeration and Air Conditioning, Courses in	201-203
Refund Policy	49
Religious Organizations for Students	67
Residence Defined, Michigan	48
Residence Requirements for Degree Courses	74
Retailing and Small Business Management	87, 89, 90
Reviewing or Auditing Courses	48
Scholarships	56-59
School of Applied Arts and Specialized Education, Divisional Programs in	119-140
School of Applied Arts and Specialized Education, Courses in	122-140
School of Professional and Collegiate Technical Education, Divi- sional Programs in	79, 117, 145
School of Professional and Collegiate Technical Education, Courses in	145
Science, Teacher	93
Secretarial, Executive	85-87, 91, 92
Secretarial Training, Courses in	178-182
Sheet Metal Curriculum	135, 136
Sheet Metal, Courses in	203, 204
Social Science, Courses in	182
Sociology, Courses in	183
Sororities, Fraternities and	66
Spanish	183
Special Business Skills, Department of	138
Special Seminars, Clinics and Workshops, Description of	141
Specialized Education, Division of	137-140
Specialized Education, Courses in	205-214
Speech	68, 69
Speech, Courses in	183-185
Sports, Intramural	68
Stenographic and Clerical Practice	87, 89

	Page
Student Automobiles	34
Student Conduct	34
Student Council	66
Student Housing	21
Teacher Education, Curricula	95-99
Teacher Education Department, Programs in	93-99
Television and Radio Curriculum	133, 134
Television and Radio, Courses in	199-201
Textile Design Option	114
Trade and Industrial Division	119-136
Trade Courses, Description of	119-136
Trade Related Education, Courses in	210-212
Trade Related Education, Department of	133
Transcripts	74
Tuition and Fees	47, 48
Tuition and Fees, Payment of	48
Tutorial and Remedial Department	139
Veterans, Education of	75
Welding Curriculum	136
Welding, Courses in	204, 205