

**Typewriting II**

Continuation of Typewriting I with increased emphasis on typing techniques. The various forms of business letters, manuscripts, rough drafts, and other reports are included along with accuracy and production tests.

**Typewriting III**

Production techniques and project typing are emphasized with increased accuracy and speed expected as a result of the additional experience.

## INDEX

	Page
A.W.S. ....	96
Absence from Class .....	103
Academic Calendar .....	6-7
Academic Credit for Activity Courses .....	100
Academic Deans .....	12
Academic Information, General .....	103-106
Academic Programs .....	109-201
Academic Standards .....	103
Accounting Advisory Committee .....	34
Accounting, Courses in .....	205-208
Accounting, Higher, Curricula .....	124
Accounting Major, Curricula .....	113-115
Accreditation and Approval .....	53-54
Activities, Student .....	95-100
Activity Card, Student .....	95
Administration and Faculty .....	11-33
Admission to Ferris .....	61
Admission, Registration, and Orientation .....	61-66
Adult Education Program, Community .....	144-145
Advanced Standing .....	64
Advisory Committees .....	34-43
Air Conditioning, Refrigeration and Heating, Courses in .....	293-295
Air Conditioning, Refrigeration and Heating, Curricula .....	198-199
Alumni Building .....	55
Apartment Facilities .....	57
Architectural Drafting, Courses in .....	276-277
Architectural Drafting, Curricula .....	186-187
Art, Courses in .....	208
Associate in Applied Science Degree .....	120-121, 151
Associate in Arts Degree .....	131
Associated Women Students .....	96
Athletic Facilities .....	55
Athletics, Intercollegiate .....	98
Athletics, Intramural .....	98-99
Auditing Courses, Reviewing or .....	70
Auto Body and Fender Repair and Painting, Courses in .....	277-278
Auto Body and Fender Repair and Painting, Curricula .....	187-188
Auto Machine Shop, Courses in .....	278
Auto Machine Shop, Curricula .....	188
Automotive Service, Courses in .....	278-280
Automotive Service, Curricula .....	189
Awards .....	88-91
Band .....	99-100
Basic Business Curricula .....	121-122
Beauty Culture (Cosmetology) .....	153

INDEX

Biology, Courses in . . . . .	209-212
Board of Control . . . . .	11
Bookstore . . . . .	55
Buildings, Description of . . . . .	55-57
Business Administration, Curricula . . . . .	111-113
Business Skills Department, Special . . . . .	141-142
Calendar . . . . .	2
Calendar, Academic . . . . .	6-7
Campus, Description and Location of . . . . .	53
Central Administrative Aides . . . . .	15
Chemistry, Courses in . . . . .	213-214
Chemistry, Industrial, Courses in . . . . .	240-241
Chemistry, Pharmaceutical, Courses in . . . . .	255-256
Chorus . . . . .	99-100
Clerical, General, Curricula . . . . .	142
College Officers and Deans . . . . .	11-12
College-Wide Faculty Committees and Councils . . . . .	33-34
College-Wide Officers . . . . .	12
Collegiate Technical Division, Admission Requirements . . . . .	62, 150-151
Collegiate Technical Division, Programs in . . . . .	152-173
Collegiate Terminal Business Department, Programs in . . . . .	120-127
Commencement . . . . .	105-106
Commerce, Courses in . . . . .	214-217
Commerce, School of, Admission Requirements . . . . .	61-110
Commerce, School of, Degree Curricula . . . . .	110-127
Commerce, School of, Programs in . . . . .	109-111
Commerce Teacher Education Curricula . . . . .	177-178
Commerce, Terminal Curricula . . . . .	121-128
Commercial Art Technology Advisory Committee . . . . .	35-36
Commercial Art Technology, Courses in . . . . .	217-219
Commercial Art Technology, Curricula . . . . .	152-153
Committees, Advisory . . . . .	34-43
Committees, Faculty . . . . .	33-34
Communication Skills, Courses in . . . . .	219-220
Community Adult Education Program . . . . .	144-145
Continuing Orientation Courses . . . . .	104
Convocations, General Education . . . . .	105
Cooperating Staff . . . . .	30
Cosmetology, Courses in . . . . .	153-154
Cosmetology, Curricula . . . . .	220-221
Cosmetology, Instructor's Curricula . . . . .	154
Counseling Center . . . . .	76
Counseling Services . . . . .	76
Counseling, Summer Program . . . . .	65
Court and Conference Reporting Advisory Committee . . . . .	36
Court and Conference Reporting, Courses in . . . . .	222-224
Court and Conference Reporting, Curricula . . . . .	127-128
Credit Designation . . . . .	103

INDEX

Intramural Sports	98-99
Jig Design Option, Advanced, Curricula	192-193
Journalism	99
Journalism, Courses in	242-243
Late Enrollment	65
Law, Courses in	243-244
Library	54
Library Technician Advisory Committee	38
Library Technician, Courses in	244-245
Library Technician, Curricula	166-168
Library Staff	13-14
Literature, Courses in	245-246
Loan Funds, Student	77-80
Location of Ferris Institute	53
Machine Tool, Courses in	281-284
Machine Tool, Curricula	190-191
Maintenance and Operations Staff	32-33
Marketing Advisory Committee	38-39
Marketing and Retailing, Curricula	126-127
Marketing, Courses in	246-250
Marketing Major, Curricula	115-118
Marking System	104, 185
Married Students Housing	57
Martz House	56
Masselink Commons	56
Mathematics, Courses in	250-252
Maxium Load	103
Mechanical Drafting, Courses in	286-289
Mechanical Drafting, Curricula	192-193
Michigan Residence Defined	70
Music	99-100
Music Activities Center	56
Music, Courses in	252-253
Non-Credit Courses	70
Office and Secretarial Personnel	30-32
Office Machines, Curricula	143-144
Operations and Maintenance Staff	32-33
Opportunity School, Ferris as an	47
Optical Technology Advisory Committee	39
Optical Technology (Ophthalmic), Courses in	253-255
Optical Technology (Ophthalmic), Curriculum	168-169
Organizations, Student	95-98
Orientation, Admission and Registration	61-66
Orientation, Courses in	255
Orientation Course, the Continuing	104
Orientation Days Program, the	66
Panhellenic Council	96
Part-Time Jobs for Students	91

INDEX

Payment of Tuition and Fees . . . . .	70
Payroll Clerk, Curricula . . . . .	143
Pharmaceutical Chemistry, Courses in . . . . .	255-256
Pharmacists, Requirements for Registration . . . . .	146-147
Pharmacognosy, Courses in . . . . .	258-259
Pharmacology, Courses in . . . . .	259
Pharmacy Administration, Courses in . . . . .	258
Pharmacy, Courses in . . . . .	256-257
Pharmacy, Curricula . . . . .	147-149
Pharmacy, School of, Scholastic Requirements . . . . .	146
Pharmacy, School of, Programs in . . . . .	145-149
Pharmacy, School of, Standards . . . . .	146
Philosophy of Ferris Institute . . . . .	47-48
Physical Education and Athletic Facilities . . . . .	55
Physical Education, Courses in . . . . .	259-260
Physical Science, Courses in . . . . .	260
Physician's Office Assistant Advisory Committee . . . . .	40
Physician's Office Assistant, Courses in . . . . .	260-262
Physician's Office Assistant, Curricula . . . . .	169-170
Physics, Courses in . . . . .	262-263
Placement Services . . . . .	77
Political Science, Courses in . . . . .	263
Pre-Dental, Curricula . . . . .	136-137
Pre-Engineering, Curricula . . . . .	133-134
Pre-Law, Curricula . . . . .	135-136
Pre-Medical, Curricula . . . . .	136-137
Pre-Medical Technology, Curricula . . . . .	136-137
Pre-Professional and General Education Division, Programs in . . . . .	128-139
Pre-Teaching, Elementary Curriculum . . . . .	138-139
Pre-Teaching, Secondary Curriculum . . . . .	137-138
Printing Advisory Committee . . . . .	40-41
Printing, Courses in . . . . .	287-289
Printing, General, Curricula . . . . .	193-195
Printing Management and Supervision, Curricula . . . . .	195
Professional Fraternities . . . . .	96
Professional Instructional Staff . . . . .	15-30
Professional Service Personnel . . . . .	12-13
Psychology, Courses in . . . . .	263-265
Public Accounting, Additional Requirements for . . . . .	113
Publications, Student . . . . .	98
Purposes of Ferris Institute . . . . .	48-49
Radio-Television Service, Courses in . . . . .	289-292
Radio-Television Service, Curricula . . . . .	195-196
Reading and Study Skills Center . . . . .	56
Reading Improvement, Courses in . . . . .	301, 304, 309
Receptionist, Curricula . . . . .	142-143
Refrigeration, Heating and Air Conditioning, Courses in . . . . .	293-295
Refrigeration, Heating and Air Conditioning, Curricula . . . . .	198-199

INDEX

Credits, Transfer of . . . . .	64, 110, 147
Deans, Academic . . . . .	12
Debating . . . . .	99
Degree Curricula in Commerce . . . . .	110-127
Degrees . . . . .	110, 120-121, 131-132, 147, 151
Dental Office Assistant Advisory Committee . . . . .	36-37
Dental Office Assistant, Courses in . . . . .	224
Dental Office Assistant, Curricula . . . . .	155-156
Deposit Procedures . . . . .	62-64
Deposit Refund Policy . . . . .	71
Description of Campus . . . . .	53
Description of Courses . . . . .	205-310
Die Design Option, Advanced, Curricula . . . . .	192-193
Diesel Repair and Heavy Equipment, Courses in . . . . .	280-281
Diesel Repair and Heavy Equipment, Curricula . . . . .	189-190
Drafting, Courses in . . . . .	271-273, 276-277, 283-286
Drafting, Curricula . . . . .	171-172, 186-187, 192-193
Dramatics . . . . .	99
Driver Education . . . . .	227
East Building . . . . .	55
Economics, Courses in . . . . .	225-226
Education, Courses in . . . . .	226-229
Education of Veterans . . . . .	53-54, 105
Employment, Part-Time . . . . .	91
Engineering Graphics, Courses in . . . . .	229
Enroll, How to . . . . .	64
Enroll, When to . . . . .	64
Enrollment Definitions . . . . .	65
Enrollment, Late . . . . .	65
Enrollment, Size of . . . . .	53
Environmental Health, Courses in . . . . .	230-232
Environmental Health, Curriculum . . . . .	158-159
Environmental Sanitarian Assistant, Courses in . . . . .	230-232
Environmental Sanitarian Assistant, Curricula . . . . .	156-157
Environmental Sanitation Advisory Committee . . . . .	37
Evening School (Community Adult Education Program) . . . . .	144-145
Executive Officers . . . . .	11
Executive Secretarial, Curricula . . . . .	125-126
Faculty . . . . .	15-30
Fees and Expenses . . . . .	69-71
Fees for Auditing Courses . . . . .	70
Fees, Other General . . . . .	70
Financial Aids for Students . . . . .	77-91
Fixture Design Option, Curricula . . . . .	192-193
Food Service Facilities . . . . .	76
Food Service Supervision, Courses in . . . . .	233-234
Food Service Supervision, Curricula . . . . .	159-160
Foreign Languages, Courses in . . . . .	234-235, 236

INDEX

Forensics	99
Fraternities	96
French, Courses in	234-235
General Academic Information	103-106
General Clerical, Curricula	142
General Education and Pre-Professional Division, Admission Requirements	61, 130
General Education and Pre-Professional Division, Programs in	128-139
General Education Convocations	105
General Education, School of	128-139
General Education, School of, Admission Requirements	61, 130
General Information	53-57
General Studies, Curricula	132-133
Geography, Courses in	235
German, Courses in	236
Grading System	104, 185
Graduation Requirements	104, 105-106, 111, 120-121, 130, 131, 141, 147, 151, 175-176, 185
Health and Physical Education	55, 105, 236
Health and Physical Education Requirements	105
Health Center	57
Health Education, Courses in	236
Health Service, Student	14-15, 91-92
Heavy Equipment and Diesel Repair, Courses in	280-281
Heavy Equipment and Diesel Repair, Curricula	189-190
High School Department, Courses in	305-310
High School Department, Programs in	140-141
Higher Accounting, Curricula	124
Highway Technology, Courses in	236-237
Highway Technology, Curricula	161-162
History, Courses in	237-238
History of Ferris Institute	47
Home Life-Career, Courses in	238-239
Home Life-Career, Curriculum	162-163
Honorary Fraternities	96
Hospital Pharmacy Advisory Committee	37-38
Housing	56-57, 75-76
Humanities, Courses in	239
Industrial Chemistry, Courses in	240-241
Industrial Chemistry Technology, Curricula	164-165
Industrial Production Technology, Courses in	241-242
Industrial Production Technology, Curriculum	165-166
Instructional Buildings	55-56
Instructional Staff, Professional	15-30
Instructionally Related Organizations	97
Intercollegiate Athletics	98
Interest Clubs	97
Interfraternity Council	96

INDEX

Refund Policy	70-71
Registration, Orientation and Admission	61-66
Related Education, Courses in	298-302
Related Education, Department of	141
Religious Organizations for Students	97-98
Residence Defined, Michigan	70
Residence Facilities	56-57
Residence Halls and Food Service Management Personnel	13
Residence Halls Councils	96
Residence Halls Counseling	76-77
Residence Requirements for Degree Courses	104
Retailing and Small Business Management, Curricula	123
Reviewing or Auditing Courses	70
Schedule of Charges	69
Scholarships	80-88
Science Hall	56
Science Teacher	179
Science Teacher Education, Curricula	179-180
Secretarial Advisory Committee	41
Secretarial and Office Personnel	30-32
Secretarial Executive, Curricula	125-126
Secretarial Major, Curricula	118-120
Secretarial Training, Courses in	265-269
Seminars, Clinics and Workshops, Description of	145
Service Organizations	97
Size of Enrollment and Source of Students	53
Social Science, Courses in	269
Sociology, Courses in	269-270
Sororities	96
Special Business Skills, Courses in	302-304
Special Business Skills Department, Programs in	141-142
Specialized Education Division, Admission Requirements	61
Specialized Education Division, Programs in	140-149
Speech, Courses in	270-271
Sports, Intramural	98-99
Starr Educational Center	55, 108
Stenographic and Clerical Practice, Curricula	122-123
Student Activities and Organizations	95-100
Student Activity Card	95
Student Automobiles	54
Student Center	57
Student Center Board	74
Student Conduct	54
Student Employment	91
Student Government	95
Student Health Center	74
Student Health Service	14-15, 57, 74, 91-92
Student Housing	56-57, 75-76

INDEX

Student Loan Funds . . . . .	77-80
Student Publications . . . . .	98
Student Services . . . . .	75-77
Summer Counseling Program . . . . .	65
Surveying and Topographical Drafting Advisory Committee . . . . .	42
Surveying and Topographical Drafting Technology, Courses in . . . . .	271-274
Surveying and Topographical Drafting Technology, Curricula . . . . .	171-172
Teacher Education Advisory Committee . . . . .	42
Teacher Education Certification Requirements . . . . .	175-176
Teacher Education, Curricula . . . . .	176-182
Teacher Education Department, Programs in . . . . .	173-182
Teacher Education Department, Student Teaching Requirements . . . . .	175
Teacher Education Program, Admission Requirements . . . . .	62, 175
Technical Illustration, Courses in . . . . .	274-275
Technical Illustration, Curricula . . . . .	172-173
Television, Color, Advanced Option, Curricula . . . . .	196
Television-Radio Servicing, Courses in . . . . .	289-292
Television-Radio Servicing, Curricula . . . . .	195-196
Trade and Industrial Center . . . . .	108
Trade and Industrial Division, Admission Requirements . . . . .	184
Trade and Industrial Division, Courses in . . . . .	276-298
Trade and Industrial Division, Programs in . . . . .	182-201
Trade Technical Teaching, Curricula in . . . . .	181
Transcripts . . . . .	104
Transmitter Service, Courses in . . . . .	292-293
Transmitter Service, Curricula . . . . .	196-197
Tuition and Fees . . . . .	69-71
Tuition and Fees, Payment of . . . . .	70
Tutorial and Remedial Services Department . . . . .	144
Typist, Curricula . . . . .	144
Veterans, Education of . . . . .	53-54, 105
Visual Reproduction Advisory Committee . . . . .	42-43
Visual Reproduction Technician, Courses in . . . . .	295-297
Visual Reproduction Technician, Curricula . . . . .	199-200
Welding, Courses in . . . . .	297-298
Welding, Curricula . . . . .	200-201
West Building . . . . .	55