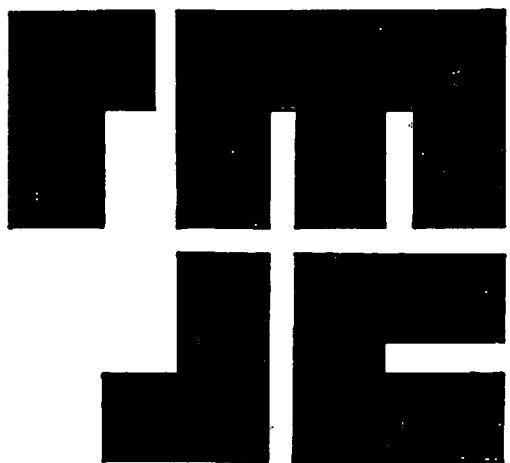


**robert  
morris  
junior  
college**



**Evening Classes  
1968-1969**

## THE JUNIOR COLLEGE

The "knowledge explosion" of the past century has increased immeasurably the need to stimulate both young people and adults to pursue continuing programs of education.

Institutions of higher learning have spearheaded the drive toward this goal. The need for diverse educational opportunity continues to grow proportionately as larger numbers of the population seek educational objectives.

Today, one-fourth of the college students in the United States are enrolled in a junior college. This fact is indicative of the success with which the junior college has achieved its purpose.

There is little doubt that the extraordinary growth of junior colleges in the United States will continue. Because it is relatively free from the restrictive influence of tradition, the junior college will continue its leadership in offering occupationally-oriented education.

The junior college will continue to remove barriers to post-high school education for people whose previous educational achievements prevent their admission to four-year schools. It opens the door for young high school graduates who may not be able to cope with the impersonal atmosphere and large classes of the university. The junior college will continue to provide educational, recreational, and health services to the community it serves.

## ROBERT MORRIS JUNIOR COLLEGE

Robert Morris Junior College is an independent, nonprofit, coeducational institution, authorized by the State Council of Education of Pennsylvania to award associate in arts and associate in science degrees.

The College is neither subsidized nor endowed. Its continuance and its success depend upon the quality of its educational programs as evidenced by the achievements of its graduates.

Robert Morris Junior College is accredited by the Middle States Association of Colleges and Secondary Schools and by the Accrediting Commission for Business Schools.

The College is a member of the Junior College Council of the Middle Atlantic States, the American Association of Junior Colleges, and the Pennsylvania Association of Junior Colleges.

### Location

Robert Morris Junior College has two locations:

Moon Township  
Coraopolis, Pennsylvania 15108  
412-264-9300

610 Fifth Avenue  
Pittsburgh, Pennsylvania 15219  
412-471-3920

### Admissions Requirements

Admission to Robert Morris Junior College is selective. Each candidate for admission is considered individually. All evidence that may

indicate ability to participate successfully in college studies is evaluated by the committee on admissions.

The educational history of the applicant is studied carefully. The applicant must have satisfied his secondary school requirements for graduation or have obtained a General Education Diploma (GED). More emphasis is placed on the quality of the secondary school record than on any prescribed pattern of courses and credits.

Consideration is given to results of intelligence and aptitude tests reported by the candidate's high school. Evidence of good motivation, character, and personality is important. Recommendations from the high school principal and guidance counselor regarding these characteristics are carefully considered.

Business administration and liberal arts applicants must take either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Secretarial administration students are encouraged, but not required, to submit SAT results.

Results of the SAT or ACT are used for counseling and placement of students in appropriate College programs. All applicants should have taken either the SAT or ACT before class registration.

Occasionally, the predictive test scores or the recommendation of the guidance counselor identify a candidate with good promise for collegiate success, even though his high school record may not justify admission. Such a candidate is urged to enroll in the General Studies program of the College. Students participating in this program may become candidates for degrees only after they have demonstrated ability to profit from further study and have been admitted to one of the degree programs.

## Calendar

The fall term opens on the last Monday of September, the winter term begins on the second Monday of February; the summer sessions are announced each year.

## Fees

An application fee of \$15 is required with the initial application. The tuition charge is \$22 a credit. Books and supplies are extra and vary from semester to semester.

There is a charge of \$5 for late registration. Dates of registration are announced each term.

A deferred payment plan is available for those who wish to pay tuition in installments.

## Class Hours

Evening classes are held Monday through Thursday between the hours of 6:00 p.m. and 8:50 p.m.

## Withdrawals

Each person is registered on the basis of a full semester for the course of program selected. Any student who has to leave the College at any time during the semester must file an application for withdrawal. This form can be obtained at the evening office on the second floor of the downtown center and at the faculty office in Jefferson Center on campus.

## Refunds

A two-thirds tuition refund will be given from the first evening through the end of the fifth week. A one-third tuition refund will be given from the beginning of the sixth week through the end of the tenth week.

## Academic Advisement

Robert Morris provides academic advisement for persons who are planning an entire program or a single course of evening study. Assistance in the selection of courses and programs is available to all persons who are interested in continuing their education through evening study. Academic advisement is available every day and Monday through Thursday evenings in Room 207 of the downtown center, and Monday through Thursday evenings at the faculty office in Franklin Center on campus.

## Academic Standing

The academic standing of each student is determined by his cumulative quality point average. If his average falls below 2.0, the student is placed on academic probation. If the student does not show satisfactory academic progress during the next semester, he may be suspended from the College.

A maximum of 9 credits can be transferred from one major to another.

## Library Facilities

For reference use and topical research, the library located on the seventh floor (downtown center) and in Pine Hill Annex (campus) is open from 8:30 a.m. to 8:00 p.m. Monday through Thursday. On Friday the hours are from 8:00 a.m. to 5:00 p.m. at the downtown center and from 8:30 a.m. to 5:00 p.m. on campus. Saturday (campus only) from 12 noon to 5:00 p.m. and Sunday (campus only) from 1:00 p.m. to 5:00 p.m.

## Graduation

It is the responsibility of each individual to apply for graduation at the beginning of his last term at the College. Applications are available at the receptionist's desk on the first floor and at the evening class offices.

Students receive the associate in science degree or the associate in arts degree when they have successfully completed the appropriate degree program with a minimum of a 2.0 quality point average. Students admitted with advanced standing must complete 30 credits at Robert Morris Junior College, of which the last 15 credits must be taken at the College. In addition, candidates for graduation must have satisfied all financial obligations to the College.

Commencement exercises are held twice a year. Degrees are conferred at the February commencement on those candidates completing academic requirements in the summer session and in the fall term. At the June commencement, degrees are conferred on candidates completing academic requirements in the winter term.

#### Placement

All persons enrolled in the evening classes are eligible to use the counseling service of the College's Placement Department for full or part-time employment. This service continues in effect for persons who have been awarded associate degrees or certificates.

## ASSOCIATE DEGREE PROGRAMS

### ADMINISTRATION FOR BUSINESS

Four programs are offered to prepare students for positions in administration for business, government, or industry. To apply for the associate degree, a student must complete one of the prescribed programs and have a minimum of 60 credits earned and a cumulative average of 2.0 or above. With the liberal arts as the foundation, each program contains opportunities for in-depth study for those wishing to specialize in accounting, management, or marketing. These programs have been developed especially for students who wish to begin their careers immediately after earning the associate degree.

Students interested in semi-professional employment immediately after graduation should follow one of the programs as outlined. Students interested in continuing studies at four-year institutions may be advised to deviate slightly from the prescribed courses so that a maximum number of earned credits may be transferred.

#### Required Courses:

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>
BA 101	Principles of Accounting	3
BA 102	Principles of Accounting	3
BA 221	Principles of Management	3
BA 231	Principles of Marketing	3
BA 252	Business Law	3
HC 101	English Composition	3
HC 102	English Composition	3
HC 201	Survey of Literature	3
NS 101	College Math	3
SS 101	U. S. History	3
SS 121	Principles of Economics	3
SS 251	Psychology	3



Additional Requirements by Major:

Accounting

BA 201	Inter Acct	3
BA 202	Inter Acct	3
BA 301	Cost Acct	3
BA 313	Auditing	3
BA 253	Business Law	3
BA 311	Federal Taxes	3
-----	Elective	3
-----	Elective	3

Management

BA 371	Intro to Auto	3
BA 321	Lab Mgt Rel	3
BA 241	Prin of Finance	3
BA 222	Personnel Mgt	3
BA 242	Insurance	3
BA 322	Credit Mgt	3
-----	Elective	3
-----	Elective	3

Marketing

BA 233	Advertising	3
BA 222	Personnel Mgt	3
BA 232	Prin of Ret	3
BA 342	Sales Admin	3
BA 331	Salesmanship	3
BA 322	Credit Mgt	3
-----	Elective	3
-----	Elective	3

## LIBERAL ARTS

Students wishing to develop their background in the humanities, natural sciences, and social sciences should follow the degree courses outlined below. This transfer program parallels study requirements of the freshman and sophomore years in most four-year institutions. Although only minor deviations in the program should be considered by those planning to transfer to a four-year college, curricular changes are possible for students who want to take courses in the business and secretarial programs. Modifications of the basic program should be made only after consultation with an academic adviser.

To apply for the associate degree in Liberal Arts, a student must earn a minimum of 60 credits.

### Required Courses:

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>
HC 101	English Composition	3
HC 102	English Composition	3
HC 201	Survey of Literature	3
HC 210	Speech	3
NS 101	College Math	3
NS ---	Elective	3
NS ---	Elective	3
NS ---	Elective	3
SS 121	Principles of Economics	3
SS 101	U. S. History	3
SS 231	Principles of Sociology	3
SS 251	General Psychology	3
SS ---	Elective	3
SS ---	Elective	3
*HL ---	Elective	3
*HL ---	Elective	3
*HL ---	Elective	3
*HL ---	Elective	3

\*May be waived.

Open L/A Electives:

-----	-----	3
-----	-----	3

ELECTIVE COURSES

Humanities

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>
HC 202	The American Novel	3
HC 203	The Short Story	3
HF 101	Intro to Music	3
HF 105	Chorus	1
HL 101	Spanish	3
HL 102	Spanish	3
HL 111	French	3
HL 112	French	3
HL 201	Spanish	3
HL 202	Spanish	3
HL 211	French	3
HL 212	French	3
HP 261	Intro to Philosophy	3

Social Sciences

SS 101	U. S. History	3
SS 102	U. S. History	3
SS 103	Hist of West Civilization	3
SS 104	Hist of West Civilization	3
SS 105	Non-Western W. Culture	3
SS 122	Principles of Economics	3
SS 123	Economic Geography	3
SS 232	Cont Am Social Problems.	3
SS 241	Intro to Pol Sci	3
SS 242	American Nat'l Government	3
SS 252	Social Psychology	3

## Natural Sciences

NS 102	Advanced College Math	3
NS 201	Calculus & Analytical Geo	3
NS 202	Calculus & Analytical Geo	3
NS 211	Statistics	3
NS 221	Physical Science	3
NS 222	Physical Science	3
NS 231	General Biology	3
NS 232	General Biology	3
NS 241	Human Anat. & Physiology	3
NS 242	Human Anat. & Physiology	3

## Business Administration

BA 302	Cost Accounting	3
BA 314	Advanced Accounting	3
BA 312	Federal State Taxes	3
BA 371	Intro to Automation	3
BA 241	Principles of Finance	3
BA 383	Money & Banking	3
BA 233	Advertising	3
BA 341	Real Estate	3
BA 342	Sales Administration	3
BA 242	Insurance	3

## SECRETARIAL ADMINISTRATION

Today's secretary must be prepared to serve in a world of change, adjustment, growth, and opportunity. These characteristics typify all modern American business offices, whether in commerce, government, industry, or the professions. The secretary of this decade, therefore, should seek an education that will help her understand and adjust to change and growth, that will provide her with dependable communication skills, and that will be a sturdy foundation for continuing education.

The secretarial programs of Robert Morris Junior College have been designed carefully to assure that its graduates will achieve these objectives. Because the secretarial degree programs feature extensive preparation in the selected professional field as well as intensive skill development, they have been titled Secretarial Administration Programs. With experience, the student completing one of the degree programs will be qualified to become an administrative assistant to an executive in business, industry, government, or the professions.

### Required Courses:

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>
HC 101	English Composition	3
HC 102	English Composition	3
HC 201	Survey of Literature	3
HC 210	Speech	3
SA 103	Shorthand Theory	3
SA 104	Shorthand Reporting	3
SA 201	Shorthand Transcription	3
SA 204	Field Dictation & Trans	3
SA 113	Typewriting Techniques	2
SA 114	Typewriting Applications	2
SA 211	Inter Type Applications	2
SA 212	Advanced Typewriting	2

SA 181	Fund Bus Math	3
-----	Liberal Arts Elective	3
-----	Liberal Arts Elective	3
SA 221	Office Administration	3
SS 121	Principles of Economics	3
SS 251	General Psychology	3
-----	Liberal Arts Elective	3
-----	Elective	3
-----	Elective	3
-----	Elective	3
-----	Elective	3
-----	Elective	3

Electives for Areas of Specialization:

(Students may select any of the electives listed below or any other available electives if they do not wish to specialize.)

Executive-Management:

SS 122	Economics II	3
SA 231	Secretarial Acct	3
BA 221	Prin of Management	3
BA 231	Prin of Marketing	3

Research-Technical:

NS 101	College Math	3
NS 221	Physical Science	3
BA 371	Intro to Automation	3
NS 211	Statistics	3

Financial:

SS 122	Economics II	3
SA 231	Secretarial Acct	3
BA 383	Money & Banking	3
BA 241	Prin of Finance	

Legal-Diplomatic:

SS 241	Intro to Pol Sci	3
BA 251	Business Law	3
BA 252	Business Law	3
SS 123	Economic Geography	3

Other Electives:

SA 202	Advanced Shtd Trans	2
SA 203	Public Reporting	2
SA 213	Field Type Appl	1

Transfer Procedures

A student wishing to transfer into the Stenographic-Certificate Program must submit a letter of request to the Dean of Continuing Education. When the student has been formally accepted into the program, his transcript will be reviewed by an academic adviser and the student will be advised of courses which must be completed to qualify for the certificate. Students must have a minimum quality point average of 1.5 in the courses for which they are requesting transfer credit. A student may not transfer into the certificate program after having taken in excess of 15 credit hours in a degree program.

## DIVISION OF CONTINUING EDUCATION

### Stenographic-Certificate Program

This program is designed for the student interested in a stenographic career. It provides an opportunity for skill development as well as a foundation in communications areas.

Students who successfully complete the stenographic-certificate program with a minimum cumulative quality point average of 2.0 are awarded certificates of completion. Students who complete the program with a cumulative quality point average of 3.26 or above are awarded certificates inscribed "With Honor."

### Required Courses:

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>
HC 101	English Composition	3
HC 102	English Composition	3
HC 210	Speech	3
SA 104	Shorthand Reporting	3
SA 201	Shorthand Transcription	3
SA 114	Typewriting Applications	2
SA 211	Inter Type Applications	2
SA 221	Office Administration	3
SA 181	Fund Bus Math	3
SA 171	Business Correspondence	3
-----	Elective	3



### Department of General Studies

Students may enroll in evening credit courses as general studies students if they do not wish to earn a degree from the College for the course, or if they wish to work toward a degree but have not been admitted to the degree program of the College. Up to 15 hours of credit earned by a general studies student may be applied toward a degree upon acceptance to the degree program.

### Department of Conferences and Special Programs

The Department of Conferences and Special Programs was established to provide educational programs not offered in the regular curriculum of the College. Most programs of the department are open to all adults, regardless of previous education. Conferences and courses can be specially developed for professional associations, business organizations, or civic groups.

For further information about special programs, call the Division of Continuing Education, Robert Morris Junior College, 471-3920, extension 40.