

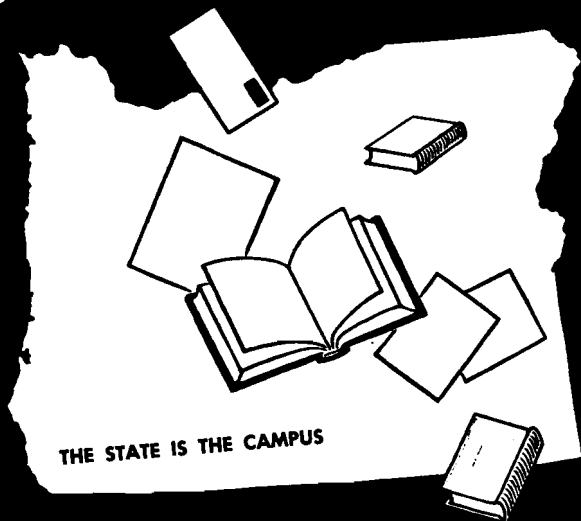
GENERAL
EXTENSION
DIVISION

BULLETIN

CATALOG ISSUE
1960-61

CORRESPONDENCE

COURSES



Office of Correspondence Study
Department of State-Wide Services
Oregon State System of Higher Education



General Extension Division

Bulletin

Oregon State System of Higher Education
1633 S.W. Park Avenue
Portland 1, Oregon

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NEW COURSE

May we call your attention to the following new course by
Dr. Frederick J. Frost, Associate Professor of Social Science,
Southern Oregon College.

CRIMINOLOGY AND DELINQUENCY. See C 116.
3 crs., 1 B. 533 for Oregon residents; others, \$41.

The nature and extent of delinquency and crime as forms
of deviant social behavior; contributing factors; current
prevention and treatment programs;
Fuels, Teachers and Delinquency, The Challenge of Delinquency,
Englewood Cliffs, N.J., Prentice-Hall, Inc., 1958.

Available January 15, 1961.

**GENERAL EXTENSION
DIVISION**

BULLETIN

Correspondence Courses

1960-61

**Department of State-Wide Services
General Extension Division
Oregon State System of Higher Education
Eugene, Oregon**

Oregon State System of Higher Education

The Oregon State System of Higher Education, as organized in 1932 by the State Board of Higher Education following a survey of higher education in Oregon by the U. S. Office of Education, includes all the state-supported institutions of higher education. The several institutions are elements of an articulated system, parts of an integrated whole. The educational program is so organized as to distribute as widely as possible throughout the state the opportunities for general education and to center on a particular campus specialized, technical, and professional curricula closely related to one another.

The institutions of the state system of higher education are Oregon State College at Corvallis, the University of Oregon at Eugene, Portland State College at Portland, Oregon College of Education at Monmouth, Southern Oregon College at Ashland, Eastern Oregon College at La Grande, and Oregon Technical Institute at Klamath Falls. The Medical, Dental, and Nursing Schools of the University of Oregon are located in Portland. The General Extension Division, representing all the institutions, has headquarters in Portland and offices in Ashland, Corvallis, Eugene, La Grande, Monmouth, and Salem.

At Oregon College of Education, Southern Oregon College, and Eastern Oregon College, students may complete major work in teacher education or general studies or enroll in a pre-professional program.

Portland State College offers major work in general studies and selected liberal arts and professional fields as well as certain preprofessional programs.

At the University and Oregon State College, major curricula, both liberal and professional, are grouped on either campus in accordance with the distinctive functions of the respective institutions in the unified state system of higher education.

Terminal courses in technical and semi-professional areas are offered at Oregon Technical Institute.

An interinstitutional booklet, *Your Education*, which outlines the curricula of the several institutions and contains other information, is available. For a copy, write to Division of Information, Board of Higher Education, P. O. Box 5175, Eugene, Oregon.

Table of Contents

	Page
STATE SYSTEM OF HIGHER EDUCATION.....	2
GENERAL INFORMATION.....	5
COLLEGE CORRESPONDENCE.....	12
Anthropology.....	12
Architecture.....	12
Art.....	13
Biology.....	13
Business Administration and Secretarial Science.....	14
Economics.....	16
Education.....	17
Education—Elementary.....	18
Education—Secondary.....	19
Engineering.....	19
English and Literature.....	20
Forestry.....	23
Geography.....	23
Geology.....	24
Health Education.....	25
History.....	25
Home Economics.....	27
Journalism.....	27
Foreign Languages.....	28
Library Methods.....	30
Literature (<i>See English and Literature</i>).....	20
Mathematics.....	30
Philosophy and Religion.....	32
Physics.....	32
Psychology.....	33
Secretarial Science (<i>See Business Administration and Secretarial Science</i>).....	14
TECHNICAL INSTITUTE CORRESPONDENCE COURSES.....	35
Allied Arts and Sciences Division.....	35
English.....	35
General Business.....	36
Mathematics.....	36
Physical and Life Sciences.....	37
Auto-Diesel Division.....	37
Business Associates Division.....	37
Engineering Associates Division.....	39
HIGH-SCHOOL COURSES.....	41
Business.....	41
Drawing.....	41
English.....	42

Foreign Languages.....	43
Mathematics.....	44
Science.....	45
Social Studies.....	45
GENERAL EXTENSION DIVISION.....	47
Portland Extension Center.....	47
Portland Summer Session.....	47
Department of Educational Media.....	48
College of the Air.....	48
Department of State-Wide Services.....	48
STATE BOARD OF HIGHER EDUCATION.....	50
OFFICERS OF ADMINISTRATION, STATE SYSTEM OF HIGHER EDUCATION.....	51
APPLICATION BLANKS.....	Facing back cover

General Information

It is the responsibility of General Extension Division to make available to Oregonians for off-campus study the resources of all units in the State System of Higher Education.

One of the important ways in which this is accomplished is through Correspondence Study. By pursuing their studies at home, thousands of persons in our state, and many in other states, are able to carry on work toward a high school goal, a technical education or a college degree. Many others seek only the satisfaction of life-long learning.

All in General Extension Division are interested in making available the best possible educational services to the citizens of Oregon. We believe that successful extension work moves along a two-way street. As you consider your experiences in correspondence study or other extension work, please do not hesitate to communicate to our offices any suggestions you may have for improving this service.

What is correspondence study?

Correspondence study is an arrangement for earning college or high school credit by study at home. Under the Oregon plan, the student receives the entire course when he enrolls. Completed lessons are mailed directly to the instructor, who reads the student's work carefully and makes whatever comments he feels are necessary to help the student. *Lesson reports should be sent to the instructor one at a time as they are completed so that a student may benefit from comments and corrections in working out subsequent lessons. Instructors may refuse to accept lesson reports which indicate the student is hurrying his work unduly.* Lessons are returned from the instructor directly to the student. At the close of most courses, the student takes a proctored examination. The final grade *may* be determined largely by this examination. However, the instructor usually gives considerable weight to lesson grades unless there is too much difference between these and the final examination score. In some courses it is not necessary to send written lessons to the instructor; instead, a number of proctored examinations, usually equivalent to the number of credit hours in the course, are required.

Why does the Oregon State System of Higher Education offer correspondence courses?

Correspondence courses are designed for those who wish to continue their education under supervision but are unable to enroll as resident students. Some desire to earn undergraduate credit toward academic

degrees or to complete professional requirements ; others want to complete their high-school work or meet college entrance requirements ; many adults wish to study specific subjects for personal enjoyment and betterment without concern for credit. All such persons are served by correspondence courses.

Courses are prepared and graded by faculty members of institutions in the State System of Higher Education in close cooperation with General Extension Division.

Enrollment Restrictions

Any person of sufficient maturity and preparation to undertake a course may enroll *at any time*. A student wishing to earn credit must meet the requirements of the institution accepting this credit. The prerequisites listed for certain courses apply only in cases where a student intends to submit the credits he earns through correspondence study to an institution in partial fulfillment of his degree requirements.

College Credit

Credit earned in correspondence courses is acceptable at all Oregon State System of Higher Education campus institutions and elsewhere subject to individual campus requirements. A student wishing college credit should consult the registrar of the institution at which he wishes to use the credit or the head of the organization to which he wishes to submit the credit. This person will be able to advise the student as to selection of the proper course or courses.

The University of Oregon, Oregon State College, Portland State College, Southern Oregon College and Eastern Oregon College will accept a maximum of 60 quarter hours of credit earned by correspondence study. Oregon College of Education accepts 24 quarter hours.

No graduate credit is offered by correspondence study.

Technical Institute Credit

Before enrolling as a correspondence student, anyone wishing technical institute credit should consult the registrar of the technical institute where he wishes to use the credit for assistance in the selection of proper courses to achieve his objective.

High School Credit

The Office of Correspondence Study offers courses accredited by the Oregon State Department of Education for application toward high school graduation.

Regardless of his age or present high school enrollment status a student wishing to apply correspondence study toward high school gradu-

ation should consult the principal of the high school from which he wishes to graduate for approval and for assistance in the selection of courses. The Office of Correspondence Study does not grant high school diplomas. Upon request, a transcript of the credits earned is sent to the high school of the student's choice.

A high school senior who wishes to use a correspondence course for spring graduation must enroll before April 1 of the year in which he expects to graduate.

Enrollment Procedure

Fill out one of the application blanks provided in the back of this catalog and mail it with a check, money order, or bank draft for the entire fee to the Office of Correspondence Study, General Extension Division, Eugene, Oregon.

Time Limit

The original enrollment period is one year. Students are permitted to renew their enrollment for one year by paying a renewal fee of \$2.00. Only one renewal is permitted. *Maximum time allowed on any course is two years.*

Examinations

Final examinations must be taken within six weeks after the return of the last graded lesson report if the student wishes credit for his course. Students not living near a General Extension Division office or a State System campus will take their examinations under the supervision of an approved proctor. Instructions for making arrangements for an examination are included with each course. *General Extension Division reserves the right to select the proctor.*

Fees

Fees for each course in this catalog are listed following course title and number. The nonresident fee is waived for service personnel. Fees for courses offered by General Extension Division correspond to fees in effect on campuses in the State System of Higher Education. A special charge will be made to the student who desires his lessons and reports handled by *air mail*. The fee per course for this service is \$2.50 in the United States and its possessions and \$5.00 for foreign countries. This special air mail fee must accompany the registration. No refunds will be made except as stated under the course refund rule.

Onionskin or other tissue-type writing paper must be used for all lessons and examinations handled by air mail.

Textbooks

The student supplies his own texts and other equipment. If he

wishes, he may order these from the University of Oregon Cooperative Store, Eugene, Oregon. Text prices are furnished with the course outline or on request. Please address inquiries concerning text prices to the Office of Correspondence Study, General Extension Division, Eugene, Oregon.

It is the aim of the General Extension Division to keep its correspondence courses up to date, and new textbook editions are adopted as soon as possible when new or reorganized material is introduced. For this reason, *a student should obtain the texts for a course only after he has enrolled and has received confirmation of the books currently in use.*

General Extension Division does not handle refunds on texts.

A student seeking a refund should contact the store from which the text was purchased.

Income-Tax Deductions

Under Section 162-5 of the Income Tax Regulations (adopted April 3, 1958), costs of tuition and textbooks are tax-deductible if the education is undertaken primarily to:

(1) Maintain or improve skills required in business, provided that members of that business customarily undertake such education, or

(2) Meet the minimum requirements set forth by law, regulation, or employer as necessary for retention of the taxpayer's salary, status, or employment. In the case of teachers, a written statement to this effect from an authorized school official will be accepted by tax authorities as adequate substantiation. Educational expenditures made primarily for advancement in salary or position, for meeting the requirements of a new position, or for personal reasons are not tax-deductible.

For further information consult your tax adviser or district Internal Revenue office.

Refunds

After a student has enrolled in a course, press of other work or unwillingness to carry on the course will not be considered adequate cause for a refund. Enrollment in a similar course as part of a resident program in an educational institution or an extension class will be regarded as sufficient reason for a request for a refund of fees, provided the course is returned with the request to General Extension Division within three months of the date of registration. When refunds are made, \$2.00 of the fee for each course will be retained to cover the cost of registration. No course fee will be refunded after a student has submitted lesson reports.

Transfers

A student may transfer from one correspondence course to another any time during the first three months of his enrollment, provided the original course is returned to the Office of Correspondence Study. Fee for this service is \$2.00 plus any necessary fee adjustment and \$1.00 for each assignment which has been corrected in the original course.

Grading System

The quality of student work is measured by a system of grades consisting of: *A, B, C, D, F, Inc.* The grade of *A* denotes exceptional accomplishment; *B*, superior; *C*, average; *D*, inferior; *F*, failure; *Inc.*, incomplete.

Teacher Certification

It is recommended in all cases that a student check with the department of education in his state. That office will indicate to a student the courses which he needs for certification and will also call his attention to any limitations concerning the manner in which those courses may be taken.

Service Personnel—USAFI

The General Extension Division has a correspondence study contract with the United States Armed Forces Institute. Under the terms of this contract, the Government pays instruction costs and the student pays nominal enrollment fees plus the cost of the text or texts. Most of the courses listed in this bulletin are available under the USAFI contract. For complete information concerning fees and courses, consult your unit Education Officer or write to USAFI, Madison 3, Wisconsin.

Veterans

The Oregon State System of Higher Education offers courses under Public Law 550 (Korean Bill). If a veteran is qualified under this law, he should contact his local Veterans Administration immediately and apply for a Certificate of Education and Training, to be made out to the Office of Correspondence Study, General Extension Division, and submit this to the Office of Correspondence Study, 1250 Emerald Street, Eugene, Oregon. Also, he should obtain from the institution from which he expects to receive a degree a letter certifying that the courses he wishes to take will apply toward that degree. General Extension Division cannot issue such a letter.

A veteran may enroll in correspondence study courses under Public Law 550 during any period when he is not registered in a residence program; that is, residence and correspondence study cannot be pur-

sued concurrently under Public Law 550. A veteran who elects to pay his own fees may, of course, enroll in a correspondence course on the same basis and under the same regulations as any non-veteran student. Public Law 550 provides for reimbursement for tuition and books for correspondence study but does not provide for any subsistence allowance for students enrolled in correspondence study.

In addition to federal benefits, the State of Oregon affords educational assistance to veterans. Benefits under this program recently have been approved for Oregon veterans enrolled in correspondence study. To determine eligibility for state aid, Oregon veterans should write to the State Department of Veterans Affairs, State Finance Building, 1225 Ferry Street, Salem, Oregon. If eligibility previously has been established, application may be made through the Office of Correspondence Study.

Supervised High School Study

The Oregon State System of Higher Education has a plan of supervised study designed for the advanced student who wishes to carry an extra load. *A student who has failed a subject is not eligible to study under this program.* Under this plan a student may enroll for half-fee provided a counselor (a local high school teacher) is assigned to work with him. However, the student must be capable of self-direction and be enrolled as a regular high school student. *The application must be signed by the high school principal and the name of the counselor listed thereon.* All supervised correspondence study courses must be completed during the current school year. For further information please write to the Office of Correspondence Study, 1250 Emerald Street, Eugene, Oregon.

Group Study

Courses have been prepared so that persons registering for them may study together if they wish. Small-group study through correspondence is specially appropriate in isolated areas or in larger communities where there are not enough persons interested in a particular course to organize an evening class. All courses listed as *examination* courses are specially designed for small-group study. As soon as a study group is organized, one person from the group should collect all applications and forward them, with fees, to the Office of Correspondence Study, 1250 Emerald Street, Eugene, Oregon.

Preparation for Citizenship

Textbooks prepared by the United States Government to assist in preparation for the citizenship examination are available free of charge through the Office of Correspondence Study. To obtain these free text-

books write to Office of Correspondence Study, 1250 Emerald Street, Eugene, Oregon.

Those wishing to have the help of an instructor may enroll in a correspondence course in Preparation for Citizenship, planned for persons who have a fair knowledge of English. Fee for the course is \$7.00. To register, fill out one of the application blanks in the back of this catalog and mail it with the registration fee to the Office of Correspondence Study, 1250 Emerald Street, Eugene, Oregon.

Other Colleges and Universities Offering Correspondence Study

If you are interested in a particular course that is not listed in this correspondence study bulletin, you may find it available through the correspondence study division of some other university or college. For a list of correspondence courses offered by accredited American colleges and universities, please consult the *Guide to Correspondence Study* which may be obtained for twenty-five cents from: National University Extension Association, c/o University of Minnesota, Minneapolis 14, Minnesota.

College Correspondence Courses

The courses in this catalog are numbered in accordance with the course-numbering system of the Oregon State System of Higher Education. Lower-division (freshman and sophomore) courses are numbered from 50 through 299. Upper-division (junior and senior) courses are numbered from 300 through 499. A number below 50 indicates a noncredit course.

The number of quarter hours (q.h.) of credit, type of course (W or E), the number of lessons and the enrollment fee are indicated on the line following the course title and number. A letter *W* stands for *Written* and indicates that the course is to be completed by submitting each lesson in writing. A letter *E* stands for *Examination* and indicates that in lieu of submitting each lesson in writing the student is required to take a series of proctored examinations. In most cases the number of such proctored examinations required is equivalent to the number or credit hours in the course. Proctored *final* examinations are required in *all* courses of both types.

For the convenience of students using this catalog, the Oregon State System of Higher Education campus institution from which the course originated is indicated by the letters on the right following course title and number. The letters UO refer to University of Oregon, OSC to Oregon State College, PSC to Portland State College, OCE to Oregon College of Education, EOC to Eastern Oregon College, SOC to Southern Oregon College and OTI to Oregon Technical Institute. Many of the courses are common to all State System campus institutions.

Anthropology

THE AMERICAN INDIAN. Anth C 417. UO
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

This course is the first term of a sequence dealing with Indian life in North, Central and South America before white contact. The study will include contemporary Indian life where groups still survive.

Text: Underhill, *Red Man's America*, University of Chicago Press, Chicago, 1953.

THE AMERICAN INDIAN. Anth C 418. UO
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Anth C 417.

Texts: Thompson, *The Rise and Fall of Maya Civilization*, University of Oklahoma Press, 1954; Vaillant, *The Aztecs of Mexico*, Penguin Books, 1950; Tax (ed.), *Heritage of Conquest*, The Free Press, 1952.

THE AMERICAN INDIAN. Anth C 419. UO
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Anth C 418. No required text.

Architecture

HOUSE PLANNING AND ARCHITECTURAL DRAWING. AA C 178 OSC
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Small-house construction, detail drawing and architectural drafting, with particular reference to the needs of students majoring in home economics and

industrial arts. Application of art principles to architectural and period styles. Emphasis upon needs of potential home owners and new trends in building. Service course for non-majors.

Texts: Sleeper and Sleeper, *The House for You*, John Wiley and Sons, 1948.

HOME-GROUND PLANNING. IA C 279. OSC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Organization and improvement of rural and urban home grounds.

Text: Eckbo, *Art of Home Landscaping*, Dodge Publishing Co., 1956.

Art

INTRODUCTION TO ART HISTORY. A C 251. EOC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A survey of historical periods forming the background of Western art with some reference to parallel developments in the Orient. Emphasis will be placed upon the major areas of architecture, sculpture and painting.

Text: Gardner, *Art Through the Ages* (4th ed.), Harcourt, Brace and Co.

SKETCHING. AA C 298. UO

2 q.h. W. 12. \$22.00 for Oregon residents; others, \$30.00.

Sketching from plates to develop ability to observe clearly and record accurately. Offered especially for non-major students who have had no previous training in sketching or drawing.

CARTOONING. JC 01. UO

Noncredit. W. 12. \$22.00 for Oregon residents; others, \$30.00.

A how-to-do-it course covering idea processes and techniques involved in producing editorial cartoons, comic strips, panels, gag cartoons, spot illustrations, advertising drawings. Attention given to problems of drawing, composition, lettering, use of materials, marketing of work. Personal criticism of student work. No text required.

Biology

GENERAL BIOLOGY. Bi C 101. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

An elementary study of the fundamental principles of biology as they apply to both plants and animals. Each term has laboratory exercises which require the use of a compound microscope.

(Students enrolling for the course will be furnished with a kit containing necessary supplies [with the exception of the microscope] for conducting the laboratory experiments. A deposit of \$8.00 for this kit should accompany the enrollment fee; upon return of this kit within one year, the deposit will be refunded. In the event the kit is returned in a damaged condition, appropriate charges will be deducted from the amount deposited.)

Text: Simpson, Pittendrigh and Tiffany, *Life, An Introduction to Biology*, Harcourt, Brace and Co., New York, 1957.

GENERAL BIOLOGY. Bi C 102. UO

3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Bi C 101. \$8.00 deposit for kit (see explanation above).

Text: Same as Bi C 101.

GENERAL BIOLOGY. Bi C 103. UO

3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Bi C 102. \$8.00 deposit for kit (see explanation above).

Text: Same as Bi C 102.

HUMAN PHYSIOLOGY. Bi C 312. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Required for majors in physical education; elective for others qualified. The

course includes a series of laboratory experiments for which General Extension Division furnishes a simple kit at the student's request. Charge for the kit is \$1.00. Prerequisites: one year of college chemistry and one year of college biology (or zoology).

Text: Best and Taylor, *The Living Body* (4th ed), Henry Holt and Co., 1958.

HUMAN PHYSIOLOGY. Bi C 313. UO
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Bi C 312. Same text.

Business Administration and Secretarial Science

FUNDAMENTALS OF ACCOUNTING. Ac C 211. UO
3q.h. W. 22. \$33.00 for Oregon residents; others, \$41.00.

An introduction to the field of accounting and business administration. The student who completes this course satisfactorily should have little difficulty in following the routine of almost any bookkeeping system.

Text: Pyle and White, *Fundamental Accounting Principles*, Richard D. Irwin, Inc.; Study Guide for use with *Fundamental Accounting Principles*; Working papers for chapters 1 through 16, *Fundamental Accounting Principles*.

FUNDAMENTALS OF ACCOUNTING. Ac C 212. UO
3 q.h. W. 22. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Ac C 211.

Texts: Same materials as listed for Ac C 211, plus working papers for chapters 17 through 32; Practice Set, *Decorator's Paint Pot*.

FUNDAMENTALS OF ACCOUNTING. Ac C 213. UO
3 q.h. W. 22. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Ac C 212.

Texts: Same materials as listed for Ac C 212; Practice Set, *Durham Mfg. Co.*

PRINCIPLES OF COST ACCOUNTING. Ac C 312. UO
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Basic principles of cost-accounting procedure, the cost-accounting cycle, control of materials, labor and manufacturing expense; departmentalization; emphasis on job-order cost system. Prerequisite: Ac C 211, 212, 213, or equivalent.

Texts: Matz, Curry and Frank, *Cost Accounting* (2nd ed.), South-Western Publishing Co, 1957.

MATHEMATICS OF FINANCE. Mth C 108. UO
4 q.h. W. 22. \$44.00 for Oregon residents; others, \$52.00.

Simple and compound interest and discount, annuities, amortization of debts, sinking funds, bonds, depreciation, elements of life insurance and other topics related to business. A required course in most schools of business administration. Prerequisite: college algebra.

Text: Hart, *The Mathematics of Investment*, with tables (4th ed.), D. C. Heath and Co., 1958.

REAL ESTATE FUNDAMENTALS. FBE C 425. UO
3 q.h. W. 18. \$33.00 for Oregon residents; others, \$41.00.

A study of problems relating to the purchase, transfer, lease and financing of land and buildings; home building; site selection; city structure as it affects real-property values. Designed to aid those preparing for the examination for a state license.

Texts: Unger, *Real-Estate*, South-Western Publishing Co., 1954; Semenow, *Questions and Answers on Real Estate*, Prentice-Hall, 1956.

RETAIL STORE MANAGEMENT. MPM C 436. UO
4 q.h. W. 21. \$44.00 for Oregon residents; others, \$52.00.

Retail policies and problems. Stock-control systems, buying methods of sales

promotion, plant operation, personnel, credit, turnovers, pricing, expense classifications and distribution.

Texts: Duncan and Phillips, *Retailing* (4th ed.), Richard D. Irwin, Homewood, Ill., 1955.

INTRODUCTION TO INDUSTRIAL PSYCHOLOGY. Psy C 447. UO

3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.

Application of psychological principles to human problems in industrial situations. Emphasis on the understanding of individual needs and motivation; problems of satisfaction and morale; uses of group processes.

Texts: Blum, *Industrial Psychology and Its Social Foundations*, Harper and Brothers, 1956; Brown, *The Social Psychology of Industry*, Penguin Books, Inc., 1954.

PERSONNEL MANAGEMENT (Principles and Practices). BA C 451. OSC

3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.

Introductory course for supervisors and personnel managers. Survey of objectives, functions and practices of personnel administration which contribute to effective achievement of aims of organization.

Text: Pfiffner, *The Supervision of Personnel* (2nd ed.), Prentice-Hall, 1958.

PERSONNEL MANAGEMENT (Techniques). BA C 452. OSC

3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.

Detailed consideration of techniques, uses and limitations of such personnel activities as job analysis, job evaluation, evaluation of employees, employee services, employee publications, and suggestion system.

Text: Jucius, *Personnel Management* (4th ed.), Richard D. Irwin, Inc., 1959.

STENOGRAPHY (Briefhand). SS C 111. OSC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A simplified system of note taking using only the letters of the alphabet.

Texts: Carter, et al, *Briefhand, Basic Course*, Allied Publishers, Inc., Portland, Oregon; Workbook, Briefhand, Lessons 1-30, Allied Publishers, Inc.

STENOGRAPHY. SS C 111. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

This course and the sequence SS C 112 and 113 use the Simplified Gregg theory. (Symbols)

Text: Leslie, Zoubek and Hosler, *Gregg Shorthand Simplified for Colleges* (2nd ed.) (Vol. I), McGraw-Hill Book Co., 1958.

STENOGRAPHY. SS C 112. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of SS C 111. Same text.

STENOGRAPHY. SS C 113. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of SS C 112.

Text: Leslie, Zoubek and Hosler, *Gregg Shorthand Simplified for Colleges* (2nd ed.) (Vol. II), McGraw-Hill Book Co., 1958.

TYPING. SS C 121. UO

2 q.h. W. 12. \$22.00 for Oregon residents; others, \$30.00.

This course and SS C 122, 123 cover the theory and practice of touch typing; the keyboard; speed and accuracy drills; introduction to business letters. Students who have had a year of typing in high school may not take SS C 121 for credit.

Text: Rowe & Lloyd, *Gregg Typing*, New Series, Complete Course, Gregg Publishing Division, McGraw-Hill Book Co.

TYPING. SS C 122. UO

2 q.h. W. 12. \$22.00 for Oregon residents; others, \$30.00.

A continuation of SS C 121. More work on letters, speed emphasis, improve-

ment of stroking skill, tabulating and manuscript typing.

Texts: Same text as for SS C 121; *Workbook for Gregg Typing*, New Series, One-Year Course, McGraw-Hill Book Co.

TYPING. SS C 123. UO

2 q.h. W. 12. \$22.00 for Oregon residents; others, \$30.00.

A continuation of SS C 122. Office forms, legal documents, application letters, personal typewriting.

Texts: Same as for SS C 122.

OFFICE ORGANIZATION AND MANAGEMENT. SS C 422. OSC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A study of the field of management as it pertains to the office and its activities in relation to other phases of the business. Instruction begins with the development of elementary office routines and progresses to more complicated problems of planning and layouts and the selection and training of office personnel. Considerable emphasis is placed on office management in relation to small or moderate-size offices.

Text: Neuner, *Office Management*, South Western Publishing Co., 1959.

BUSINESS ENGLISH. Wr C 214. UO

3 q.h. W. 14. \$33.00 for Oregon residents; others, \$41.00.

Study of modern practices in business correspondence, primarily for students of business administration. Analysis and writing of the principal types of correspondence. Prerequisite: Wr 111, 112, 113.

Text: Aurner, *Effective Communication in Business* (3rd ed.), South Western Publishing Co., 1950.

Economics

PRINCIPLES OF ECONOMICS. Ec C 201. OSC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A study of principles which underlie production, consumption, money, banking, demand, supply, prices and price functions, prices and markets.

Texts: Samuelson, *Economics* (4th ed.), McGraw-Hill Book Co., 1958; Samuelson, *Study Guide and Workbook* to accompany *Economics*, McGraw-Hill Book Co., 1958.

PRINCIPLES OF ECONOMICS. Ec C 202. OSC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

This course is a continuation of Ec C 201 and is concerned with wages, interest, rent, profits, business cycles, controls, business organization and finance, labor and labor relations, regulation of industry, the relation of government to the economic system. Same texts as for Ec C 201.

PRINCIPLES OF ECONOMICS. Ec C 203. OSC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Ec C 202 and a study of government spending and its effect; the tax system, national and local; international economics; personal distribution and uses of income; social security; types of economic systems. Same texts as for Ec C 201.

PUBLIC FINANCE. Ec C 319. UO

3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.

Principles and problems of government financing. Expenditures, revenues, debt, and financial administration.

Text: Shultz and Harriss, *American Public Finance* (7th ed.), Prentice-Hall, 1959.

INTERNATIONAL ECONOMICS. Ec C 440. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Theory of international trade; nature and effects of government interference

in the form of bounties, subsidies, import and export duties; commercial policies of the more important nations.

Text: Towle, *International Trade and Commercial Policy* (2nd ed.), Harper & Bros., 1956.

Education

- SCHOOL IN AMERICAN LIFE. Ed C 310. UO**
3 q.h. W. 19. \$33.00 for Oregon residents; others, \$41.00.
 Education as a career, function of education in a democracy, curriculum and organization of schools, current educational trends and contemporary problems, financing public education, the characteristics, needs and interests of pupils by age groupings, general principles of growth and learning, and relation to current practices. Students completing this course have automatically fulfilled the Oregon requirement for Oregon school law and need not take Ed 476.
 Texts: Gould and Yoakam, *The Teacher and His Work*, The Ronald Press, 1954; Meyers and Williams, *Education in a Democracy*, Prentice-Hall, 1954; *Laws Relating to the Oregon Public School System* (latest ed.).
- HUMAN DEVELOPMENT. Ed C 311. UO**
4 q.h. E. 15. \$44.00 for Oregon residents; others, \$52.00.
 Designed to provide psychological knowledge especially relevant to the professional activities of teachers in the elementary and secondary schools. Various aspects of the development and adjustment of the school child, with attention to the role of the teacher and the school program in the development of the pupil.
 Text: Breckenridge and Vincent, *Child Development*, W. D. Saunders Co., 1955.
- EDUCATIONAL PSYCHOLOGY: LEARNING. Ed C 312. OCE**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A study of some of the factors that promote growth through learning; principles of learning, of motivation, of mental health; the psychological theory of teaching procedures.
 Texts: Bernard, *Psychology of Learning and Teaching*, McGraw-Hill Co., 1954; Cronbach, *Educational Psychology*, Harcourt, Brace and Co., 1954.
- SCHOOL HEALTH PROGRAM. Ed C 351. OCE**
2 q.h. W. 12. \$22.00 for Oregon residents; others, \$30.00.
 Teaching health education with emphasis on the health knowledge, health attitudes and health habits of school children and the development of a health-service program.
 Texts: Turner, Sellery and Smith, *School Health and Health Education* (3rd ed.), C. V. Mosby Co., 1957; Irwin, Humphrey and Johnson, *Methods and Materials in School Health Education*, C. V. Mosby Co., 1956.
- MEASUREMENTS IN EDUCATION. Ed C 424. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 Use and interpretation of informal and standardized tests as supervisory and guidance instruments for the diagnosis, analysis, evaluation, and improvement of instruction in the elementary and secondary schools.
 Text: Remmers, Gage and Rummel, *A Practical Introduction to Measurement and Evaluation*, Harper and Brothers, 1960.
- HISTORY OF EDUCATION. Ed C 440. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A general review of the growth and development of education in relation to the civilization of the times; emphasis on development of educational philosophies.
 Texts: Ulich, *History of Educational Thought*, American Book Co., 1945; Ulich, *Three Thousand Years of Educational Wisdom: Selections from Great Documents*, Harvard University Press, 1947; Duggan, *A Student's Textbook in the History of Education*, D. Appleton-Century Co., 1948.

PARENT-TEACHER ORGANIZATION. Ed C 475. UO
 2 q.h. E. 12. \$22.00 for Oregon residents; others, \$30.00.

Presents problems, techniques and projects of the parent-teacher movement. Emphasis placed on what the home expects of the school; what the school expects of the home; what the child needs of both; the role of the PTA in fostering close and effective home-school-community cooperation. Current source materials and parent-teacher practices and programs will be examined. Special problems facing both beginning and experienced teachers will be studied.

Texts: Overstreet, Harry and Bonaro, *Where Children Come First* (latest ed.), National Congress of Parents and Teachers.

SOCIAL EDUCATION. Ed C 491. UO
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Structure and functioning of society as a background for the study and evaluation of education in its varied forms; the contribution of sociological principles and findings to the improvement of educational practices.

Texts: Brown, *Educational Sociology* (2nd ed.), Prentice-Hall, 1954; Moore and Cole, *Sociology in Educational Practice*, Houghton Mifflin Co., 1952.

Education—Elementary

THE CHILD AND HIS CURRICULUM: READING. Ed C 352. UO
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Reading development from kindergarten through the elementary school. Reading, reading readiness, the psychology of the reading process, reading skills in relation to other parts of the curriculum, diagnostic and remedial measures. Materials and teaching procedures in oral and written communication.

Texts: Hildreth, *Teaching Reading*, Henry Holt and Co., 1958; Starr, *Curriculum Bulletins*, University of Oregon, Nos. 178, 185 and 186, dated 1957 and 1958.

THE CHILD AND HIS CURRICULUM: ARITHMETIC. Ed C 353. UO
 3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.

Arithmetic in the elementary-school program. Types of instruction, criteria for selection, placement and organization of content.

Texts: Marks, Purdy and Kinney, *Teaching Arithmetic for Understanding*, McGraw-Hill Co., 1958; Spitzer, *The Teaching of Arithmetic*, Houghton-Mifflin Co., 1954.

ADVANCED PRIMARY EDUCATION. Ed C 458. OCE
 2 q.h. W. 12. \$22.00 for Oregon residents; others, \$30.00.

Planned for experienced teachers or those specializing at the primary level. Effectiveness of techniques; materials and their evaluation; solving of problems growing out of actual experience. Provides opportunity for special study in chosen areas of the primary school and construction of actual materials in relation to scientific procedures and professional goals.

Text: Stendler, *Teaching in the Elementary School*, Harcourt, Brace and Co., 1958.

ADVANCED INTERMEDIATE AND UPPER-GRADE EDUCATION. Ed C 459. OCE
 2 q.h. W. 12. \$22.00 for Oregon residents; others, \$30.00.

Planned for experienced teachers or those specializing at the intermediate and upper-grade levels. Effectiveness of techniques; materials and their evaluation; solving of problems growing out of actual experience. Provides opportunities for special study in chosen areas and application of specific procedure to organization of new materials.

Texts: Brueckner and Grossnickle, *Making Arithmetic Meaningful*, Winston Co., 1953; Lee and Lee, *The Child and His Curriculum* (rev. ed.), D. Appleton-Century Co., 1950.

DEVELOPMENTAL PSYCHOLOGY I: INFANCY AND CHILDHOOD. Psy C 460. UO
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Development of behavior and psychological activity through the prenatal

period, infancy, childhood, adolescence, maturity, and old age. Changes of intelligence, motor capacity, emotional response, language, and social behavior. Emphasis on social influence.

Texts: Thompson, *Child Psychology*, Houghton Mifflin Co., 1952; Barker, Kounin, Wright, *Child Behavior and Development*, McGraw-Hill Book Co., 1943.

Education—Secondary

PRINCIPLES OF SECONDARY TEACHING. Ed C 314. UO

3 q.h. W. 16 \$33.00 for Oregon residents; others, \$41.00.

Study of actual classroom teaching process, including classroom organization and management, planning teaching units, evaluating pupil learning, and similar problems. Prerequisite: Ed 310, 312.

Texts: Spears, *Principles of Teaching*, Prentice-Hall, 1951; Mills and Douglas, *Teaching in High School*, The Ronald Press, 1957.

THE JUNIOR HIGH SCHOOL. Ed C 484. UO

3 q.h. W. 16 \$33.00 for Oregon residents; others, \$41.00.

Origin and functions of the junior high school; characteristics and needs of the early adolescent; administration of the junior high school; curriculum and instruction; guidance; school activities; evaluation of the junior high school.

Texts: Koos, *Junior High School Trends*, Harper and Bros., 1955; Gruhn and Douglas, *The Modern Junior High School*, The Ronald Press, 1956.

DEVELOPMENTAL PSYCHOLOGY II: ADOLESCENCE AND MATURITY. Psy C 461 UO

3 q.h. W. 16 \$33.00 for Oregon residents; others, \$41.00.

A continuation of Psy C 460.

Texts: Horrocks, *Psychology of Adolescence*, Houghton Mifflin Co., 1951; National Society for Study of Education, 43rd Yearbook, Part 1, *Adolescence*.

Engineering

ENGINEERING GRAPHICS. GE C 111. OSC

2 q.h. W. 10. \$22.00 for Oregon residents; others, \$30.00.

Training in the use of drafting instruments and in the art of lettering; introduction to elementary principles of orthographic projection. May be taken by students who have had no college training in mechanical drawing. A list of instruments and materials for the course will be sent on request.

Texts: Willey and Wanless, *Engineering Graphics Manual* (5th ed.), 1958; Workbook: Willey, *Engineering Graphics Layouts*, 1958; Lettering Book: *Lettering Plates for Engineering Drawing* (same authors).

ENGINEERING GRAPHICS. GE C 112. OSC

2 q.h. W. 10. \$22.00 for Oregon residents; others, \$30.00.

Continuation of orthographic projection; methods of dimensioning and checking drawings; use of auxiliary planes of projection; section drawings; isometric drawing; working drawings of machine parts; tracings from drawings. Prerequisite: GE 111 or equivalent. Same text as for GE C 111.

ENGINEERING GRAPHICS. GE C 113. OSC

2 q.h. W. 10. \$22.00 for Oregon residents; others, \$30.00.

A continuation of GE C 112. Freehand orthographic and perspective sketching; practical application of drawing principles to working drawings; use of charts and diagrams. Prerequisite: GE 112. Same text as for GE C 111 and 112.

MECHANICS OF MATERIALS. ME C 217. OSC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Forces and force systems with reference to the equilibrium of rigid bodies; simple framed structures; methods of finding centers of gravity and moments of inertia and their practical application; numerous problems having engi-

neering application. Prerequisite: Differential and Integral Calculus (Mth 201, 202).

Texts: Meriam, L. J. *Mechanics Part I—Statics*, John Wiley and Sons, Inc., 1959.

MECHANICS OF MATERIALS. ME C 218.

OSC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Mechanics as applied to analysis of stress and strain distribution in machine and structural elements; rational design possibilities. Prerequisite: Differential and Integral Calculus (Mth 201, 202).

Text: Popov, *Mechanics of Materials*, Prentice-Hall, 1952.

DYNAMICS OF SOLIDS AND FLUIDS. ME C 317.

OSC

3 q.h. W. 21. \$33.00 for Oregon residents; others, \$41.00.

Application of the principles of mechanics to flow of incompressible and compressible fluids. Basic theory and many applications in the field of engineering. Prerequisite: Differential and Integral Calculus (Mth 203) and ME 217.

Text: Binder, *Fluid Mechanics* (3rd ed.), Prentice-Hall, 1955.

English and Literature

GRAMMAR, PUNCTUATION AND USAGE REVIEW. Eng C 01.

UO

Noncredit. W. 24. \$33.00 for Oregon residents; others, \$41.00.

For mature persons who feel the need of a thorough review of all facts and principles of grammar which have practical application in relation to punctuation and good usage.

Text: Tressler, *Grammar in Action* (3rd ed.), D. C. Heath and Co., 1953.

ENGLISH COMPOSITION. Wr C 111.

UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Wr C 111, 112 and 113 make up a sequence in fundamentals of composition and rhetoric equivalent to the usual freshman requirements in college English. A student wishing to take Wr C 111 for credit must make a satisfactory score on the English Placement Test if he has not previously taken this examination. Arrangements to take the test should be made before registering for the course. A student requesting the test should send a \$1.00 fee for the examination to the Office of Correspondence Study, General Extension Division.

Texts: McCrimmon, *Writing With A Purpose* (2nd ed.), Houghton Mifflin Co., 1957; Blair and Gerber, *Better Reading I: Factual Prose* (3rd ed.), Scott, Foresman and Co., 1955.

ENGLISH COMPOSITION. Wr C 112.

UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Wr C 111.

Texts: McCrimmon, *Writing With A Purpose* (2nd ed.), Houghton Mifflin Co., 1957; Blair and Gerber, *Better Reading I: Factual Prose* (3rd ed.), Scott, Foresman and Co., 1955.

ENGLISH COMPOSITION. Wr C 113.

UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Wr C 112.

Texts: McCrimmon, *Writing With A Purpose* (2nd ed.), Houghton Mifflin Co., 1957; Bartel, Roland (ed.), *London in Plague and Fire, 1665, 1666*, D. C. Heath and Company, 1957; Blair and Gerber, *Better Reading I: Factual Prose* (3rd ed.), Scott, Foresman and Co., 1955.

ADVANCED WRITING. Wr C 211.

UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

The study and practice of general magazine writing—sketches, essays, narratives, criticisms, etc. Prerequisite: Wr 111, 112, 113 or equivalent training.

Text: Frederick and Ward, *Reading for Writing* (3rd ed.), F. S. Crofts and Co., 1946.

- ADVANCED WRITING. Wr C 212. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Wr C 211. Same text.
- ADVANCED WRITING. Wr C 213. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Wr C 212. Same text.
- BUSINESS ENGLISH. Wr C 214. UO**
3 q.h. W. 14. \$33.00 for Oregon residents; others, \$41.00.
 Study of modern practices in business correspondence, primarily for students of business administration. Analysis and writing of the principal types of correspondence. Prerequisite: Wr 111, 112, 113.
 Text: Aurner, *Effective Communication in Business* (3rd ed.), South-Western Publishing Co., 1950.
- SHORT-STORY WRITING. Wr C 324. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 Critical study of the structure of typical short stories; attention to plot construction, character portrayal, introductions, dialogues and conclusions. A course for beginners in creative writing. A knowledge of English fundamentals is essential.
 Text: Bement and Taylor, *The Fabric of Fiction*, Harcourt, Brace and Co., 1946.
- SHORT-STORY WRITING. Wr C 325. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 Designed to enable students to try out their abilities in creative writing. Prerequisite: previous training in English fundamentals and in creative writing equivalent to that given in Wr 111, 112, 113 and Wr 324.
 Texts: Kempton, *The Short Story*, Harvard University Press, 1947; Cerf, *Modern American Short Story*, The World Publishing Company, 1948.
- SHORT-STORY WRITING. Wr C 326. UO**
3 q.h. \$33.00 for Oregon residents; others, \$41.00.
 An advanced course calling for 25,000 words of manuscript of satisfactory quality. The student submits manuscripts as if for market rather than as "lessons." Expert criticism given. Prerequisite: completion of Wr 324 and Wr 325 with proficiency, or submission of short-story manuscripts of merit.
 Text: Hoffman, *The Writing of Fiction*, Norton, 1939.
- MANUSCRIPT CRITICISM.**
Noncredit. \$42.00 for Oregon residents; others, \$50.00.
 Manuscripts of full-length novels, biographies, travels and similar literary undertakings will be read by an experienced critic and will receive whatever criticism seems to be indicated by the nature of the undertaking. Fee for this service will be \$42.00 (or \$50.00 for non-residents) for manuscripts not over 50,000 words. Arrangements for larger manuscripts should be made with the Extension Division. Application for manuscript criticism should be made before the manuscript is submitted and should indicate its nature and length. Manuscripts will not be accepted for criticism unless they are typed. Fee and return postage should be sent with the manuscript.
- SURVEY OF ENGLISH LITERATURE. Eng C 101. UO**
3 q.h. W. 20. \$33.00 for Oregon residents; others, \$41.00.
 This course and Eng C 102, 103 comprise a study of significant features in English literature from the Old English period to the present. For college freshmen. The first term covers the early period through the sixteenth century.
 Text: Whiting (ed.), *The College Survey of English Literature, Vol. I*, Harcourt, Brace and Co., 1942.
- SURVEY OF ENGLISH LITERATURE. Eng C 102. UO**
3 q.h. W. 20. \$33.00 for Oregon residents; others, \$41.00.
 Covers the seventeenth and eighteenth centuries.

Texts: Whiting (ed.), *The College Survey of English Literature, Vols. I and II*, Harcourt, Brace and Co., 1942.

SURVEY OF ENGLISH LITERATURE. Eng C 103. UO

3 q.h. W. 21. \$33.00 for Oregon residents; others, \$41.00.

Covers the period from the eighteenth century to the present.

Text: Whiting (ed.), *The College Survey of English Literature, Vol. II*, Harcourt, Brace and Co., 1942.

WORLD LITERATURE. Eng C 107. SOC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A three-term sequence designed to acquaint the student with outstanding works of ancient, medieval, and modern literature that have had a permanent and wide appeal outside their own country.

Texts: The student should procure inexpensive, paper-backed editions of the texts listed for this sequence.

In general, it is not necessary to use the exact editions listed. *The Pocket Bible*, Pocket Books; Homer, *The Iliad*, Mentor Books; Homer, *The Odyssey*, Mentor Books; Robinson, *Anthology of Greek Drama*, Rinehart Edition; Plato, *Euthyphro, Apology and Crito*, Liberal Arts Press; Thucydides, *Complete Writings*, Modern Library College Edition; Aristotle, *The Art of Poetry*, Liberal Arts Press; Lucretius, *On the Nature of the Universe*, Penguin Books; Vergil, *The Aeneid*, Rinehart Edition.

WORLD LITERATURE. Eng C 108. SOC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Eng C 107.

Texts: Thomas à Kempis, *The Imitation of Christ*, Penguin Books; *The Song of Roland*, Houghton Mifflin Co.; Bédier, *The Romance of Tristan and Iseult*, Anchor Books; Dante, *The Divine Comedy*, Modern Library College Edition; Chaucer, *Canterbury Tales*, Crofts Classics; Machiavelli, *The Prince*, Mentor Books; Rabelais, *Gargantua and Pantagruel*, Penguin Books; Montaigne, *Selections from the Essays*, Crofts Classics; Cervantes, *Don Quixote*, Modern Library College Edition; Shakespeare, *The Complete Sonnets, Songs and Poems*, Pocket Books.

WORLD LITERATURE. Eng C 109. SOC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Eng C 108.

Texts: Descartes, *Discourse on Method*, Library of Liberal Arts; Molière, *Plays*, Modern Library College Edition; Voltaire, *Candide*, Penguin Books; Diderot, *Rameau's Nephew*, Anchor Books; Paine, *The Age of Reason*, Library of Liberal Arts; Rousseau, *Confessions*, Penguin Books; *The Centuries' Poetry No. 3, Pope to Keats*, Penguin Books; Goethe, *Faust*, Penguin Books; Balzac, *Old Goriot*, Penguin Books; Poe, *Tales and Poems of Poe*, Pocket Books; Emerson, *Five Essays on Man and Nature*, Crofts Classics.

SHAKESPEARE. Eng C 201. UO

3 q.h. W. 5. \$33.00 for Oregon residents; others, \$41.00.

The important comedies. Eng C 201, 202 and 203 constitute a sequence. A student need not, however, necessarily take these courses in numerical order. The three terms meet requirements for English majors and for those who wish to fulfill a norm in English.

Texts: Kittredge (ed.), *The Complete Works of Shakespeare*, Ginn and Co.; Harrison, G. B., *Introducing Shakespeare* (A Pelican Book) Penguin Books, Ltd., London, 1957.

SHAKESPEARE. Eng C 202. UO

3 q.h. W. 4. \$33.00 for Oregon residents; others, \$41.00.

The important tragedies. Same texts as for Eng C 201.

SHAKESPEARE. Eng C 203. UO

3 q.h. W. 5. \$33.00 for Oregon residents; others, \$41.00.

The important historical plays. Same texts as for Eng C 201.

- SURVEY OF AMERICAN LITERATURE. Eng C 253. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 American literature from its beginning to the present day. Two consecutive terms will satisfy the high-school teaching requirement in English.
 Texts: Foerster and Charvat, *American Poetry and Prose* (shorter ed.), Houghton Mifflin Co., 1952; Blankenship, *American Literature* (rev. ed.), Henry Holt and Co., 1949.
- SURVEY OF AMERICAN LITERATURE. Eng C 254. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Eng C 253. Same texts.
- SURVEY OF AMERICAN LITERATURE. Eng C 255. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Eng C 254.
 Texts: Same texts, plus Duffey, *Modern American Literature*, Rinehart and Co., 1951.
- CHILDREN'S LITERATURE. Eng C 388. OCE**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 Designed to acquaint the student with many excellent books written for children from the nursery school age through pre-adolescence. Attention will also be given to the problems connected with the purchase of books and the establishment and maintenance of an elementary school library. (Applicable as *Education* on elementary degree requirements and certification.)
 Text: Arbuthnot, *Children and Books* (rev. ed.), Scott, Foresman and Co., 1957.
- AMERICAN NOVEL (Contemporary). Eng C 393. UO**
 3 q.h. W. 15. \$33.00 for Oregon residents; others, \$41.00.
 A survey of the contemporary American scene as it is found in the modern novel in America. Study plans for forty-three novels are offered, from which the student must complete sixteen. Books may be obtained from a local library.
- MAGAZINE ARTICLE WRITING. J C 468. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A study of the problems of writing and selling articles, with emphasis on the marketing of manuscripts.
 Text: Schoenfeld, *Effective Feature Writing*, Harper and Brothers, 1960.

Forestry

- CONSERVATION OF NATURAL RESOURCES. F C 260. OSC**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 Nature, extent and importance of organic resources of United States and methods of conserving them; forest, forage, recreation, wildlife, soil, water aspects.
 Text: Allen, *Conserving Natural Resources*, McGraw-Hill Book Co., 1958.

Geography

- INTRODUCTORY GEOGRAPHY. Geog C 105. UO**
 3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.
 This course and Geog C 106, 107 constitute a general introduction to geography. The first term deals with physical geography.
 Texts: Kendall, Glendinning and MacFadden, *Introduction to Geography*, Harcourt-Brace and Co., (2nd ed.), 1958; *Goode's World Atlas*, Rand-McNally, (11th ed.), 1960.
- INTRODUCTORY GEOGRAPHY. Geog C 106. UO**
 3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.
 This term deals with world resources.
 Text: James, *Geography of Man* (2nd ed.), Ginn and Co., 1959.

- INTRODUCTORY GEOGRAPHY. Geog C 107. UO**
 3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.
 This term deals with human and regional geography.
 Texts: Rostlund, *Outline of Cultural Geography*, Berkeley, California, California Book Co., Ltd., 1955; Kendall, Glendinning and MacFadden, *Introduction to Geography*, Harcourt-Brace and Co., (2nd ed.), 1958; *Goode's World Atlas*, Rand-McNally (11th ed.), 1960.
- WORLD ECONOMIC GEOGRAPHY. Geog C 201. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A study of the major types of production and their geographical background.
 Texts: Dicken, *Economic Geography*, D. C. Heath and Co., 1955; *Goode's World Atlas*, Rand McNally and Co. (latest ed.).
- WORLD ECONOMIC GEOGRAPHY. Geog C 202. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Geog C 201. Same texts.
- WORLD ECONOMIC GEOGRAPHY. Geog C 203. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Geog C 202. Same texts.
- GEOGRAPHY OF NORTH AMERICA. Geog C 301. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 Physical and cultural geography of Oregon.
 Texts: Dicken, *Oregon Geography* (latest ed.), distributed by University of Oregon Cooperative Store, Eugene, Oregon; Freeman and Martin, *The Pacific Northwest*, John Wiley and Sons, 1954.
- GEOGRAPHY OF NORTH AMERICA. Geog C 302. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 Physical and cultural geography of western North America north of the Rio Grande.
 Text: White and Foscue, *Regional Geography of Anglo-America*, 1954 ed., Prentice-Hall; Raisz, Map of the Landforms of the U.S. prepared at the Institute of Geographical Exploration, Harvard University, 1939.
- GEOGRAPHY OF NORTH AMERICA. Geog C 303. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 Text: same as for Geog C 302.
- GEOGRAPHY OF THE SOVIET UNION. Geog C 427. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A study of the physical, economic and human geography of the Soviet Union.
 Prerequisite: Geog 105, 106, 107 or Geog 201, 202, 203.
 Texts: Jorré, *The Soviet Union: The Land and Its People*, Longmans, Green & Co., 1950. Cressey, *How Strong Is Russia? A Geographic Appraisal*, Syracuse Univ. Press, 1954. Goodall (ed.), *Soviet Union in Maps*, Denoyer-Geppert, 1954. Maps: Oberlander, *Landforms of the Soviet Union*, Syracuse Univ. Bookstore, 1956.
- GEOGRAPHY OF AFRICA. Geog C 432. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A study of the physical, economic and human geography of the continent.
 Prerequisite: Geog 105, 106, 107 or Geog 201, 202, 203.
 Texts: Stamp, *Africa: A Study in Tropical Development*, John Wiley, 1953. Gourou, *The Tropical World: Its Social and Economic Conditions and Its Future Status* (2nd ed.), Longmans, Green & Co., 1958.
- GEOGRAPHY OF LATIN AMERICA. Geog C 461. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 Regional geography of the Latin American countries.
 Text: James, *Latin America* (3rd ed.), Odyssey Press, 1959.

Geology

- GENERAL GEOLOGY. Geol C 101. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 Processes of nature affecting the surface of the earth; formation of economic geologic deposits; the main events in the history of the earth. *This sequence does not include laboratory exercises.*
 Text: Longwell and Flint, *Introduction to Physical Geology* (1st ed.), John Wiley and Sons, 1955.
- GENERAL GEOLOGY. Geol C 102. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Geol C 101. Same text.
- GENERAL GEOLOGY. Geol C 103. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Geol C 102.
 Text: Dunbar, *Historical Geology*, John Wiley and Sons, 1960.

Health Education

- PERSONAL HEALTH PROBLEMS. HE C 361. UO**
3 q.h. E. 12. \$33.00 for Oregon residents; others, \$41.00.
 For health teachers in the public schools. Hygienic care of the body and other personal health problems important in health instruction. Prerequisite: junior standing in health and physical education or consent of instructor.
 Text: Davis and Southworth, *Meredith's Hygiene* (5th ed.), Blakiston Co., 1954.
- COMMUNITY HEALTH PROBLEMS. HE C 362. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 Designed primarily for health teachers in the public schools. Basic community health problems important in health instruction. Prerequisite: junior standing in health and physical education or consent of instructor.
 Text: Paterson, *Foundations of Community Health Education* (4th ed.), McGraw-Hill, 1950.
- COMMUNICABLE AND NONCOMMUNICABLE DISEASES. HE C 363. UO**
3 q.h. W. 10. \$33.00 for Oregon residents; others, \$41.00.
 Nature, prevention and control of common communicable diseases, considered in relation to health instruction in public schools. Prerequisite: junior standing in science or health and physical education.
 Text: Anderson and Arnstein, *Communicable Disease Control* (3rd ed.), Macmillan Co., 1953.

History

- HISTORY OF WESTERN CIVILIZATION. Hst C 101. UO**
3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.
 This course and Hst C 102, 103 constitute a review of the great civilizations of the world from ancient times to the present. Hst C 101 covers the period from the Stone Age to about 1500 A.D.
 Texts: Burns, *Western Civilization* (5th ed.), W. W. Norton and Co., 1958; Beatty and Johnson, *Heritage of Western Civilization: Select Readings*, Prentice-Hall, Inc., 1958.
- HISTORY OF WESTERN CIVILIZATION. Hst C 102. UO**
3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Hst C 101 to the early nineteenth century.
 Texts: Same texts as for Hst C 101.
- HISTORY OF WESTERN CIVILIZATION. Hst C 103. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Hst C 102 to recent times.
 Texts: Burns, *Western Civilization* (5th ed.), W. W. Norton and Co., 1958; Stearns, *Pageant of Europe*, Harcourt, Brace and Co., 1948. *After September 1, 1960, texts will be same as for Hst C 101 and Hst C 102.*

- HISTORY OF THE UNITED STATES. Hst C 201. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 This course and Hst C 202, 203 constitute a general survey of American history from colonial times to the present. The first term deals with discovery and settlement of North America and development of the United States to 1850.
 Texts: Hicks, *The Federal Union* (2nd ed.), Houghton Mifflin Co., 1957; Hofstadter, *American Political Tradition*, Alfred A. Knopf, Vintage Books.
- HISTORY OF THE UNITED STATES. Hst C 202. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Hst C 201. Covers the period from 1850 to 1898.
 Texts: Same texts plus Hicks, *The American Nation* (3rd ed.), Houghton Mifflin Co., 1955.
- HISTORY OF THE UNITED STATES. Hst C 203. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Hst C 202. Covers the period from 1898 to the present.
 Texts: Hicks, *The American Nation* (3rd ed.), Houghton Mifflin Co., 1955; Hofstadter, *American Political Tradition*, Alfred A. Knopf, Vintage Books.
- ENGLISH HISTORY. Hst C 207. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 This course and Hst C 208, 209 constitute a general survey, covering political, economic, social, intellectual and religious developments from earliest times to the present. Hst C 207 ends with the beginning of the seventeenth century.
 Texts: Hall and Albion, *A History of England and the British Empire* (3rd ed.), Ginn and Co., 1953; Trevelyan, *English Social History*, Longmans, Green and Co., 1942.
- ENGLISH HISTORY. Hst C 208. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Hst C 207, covering the period from beginning of the seventeenth century to the close of the Napoleonic War in 1815.
 Same texts as for Hst C 207.
- ENGLISH HISTORY. Hst C 209. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Hst C 208, covering the period from 1815 to the present.
 Same texts as for Hst C 207 and 208.
- HISPANIC AMERICA. Hst C 350. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 This course and Hst C 351, 352 deal with South America and those countries other than the United States which border on the Gulf of Mexico and the Caribbean Sea. The first term covers the colonial period from about 1500 to 1800. Prerequisite: Hst 201, 202, 203 or equivalent preparation in history of the United States.
 Text: Williams, *The People and Politics of Latin America* (rev. ed.), Ginn and Co., 1955.
- HISPANIC AMERICA. Hst C 351. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A study of the Caribbean area with special emphasis on the relationship of the United States to this region. Prerequisite: Same as for Hst C 350. Same text as for Hst C 350.
- HISPANIC AMERICA. Hst C 352. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of the study of the Caribbean area with emphasis on the Monroe Doctrine and American imperialism and on the development of South American republics and their international relations, particularly with the United States, as exemplified by Pan-Americanism and with the continent of

Europe through the medium of Pan-Hispanism. Prerequisite: Same as for Hst C 350 and 351. Same text as for Hst C 350 and 351.

HISTORY OF THE FAR EAST. Hst C 390. SOC
3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.

Political, economic, and diplomatic history of the Far East with specific emphasis on the contemporary situation.

Text: Crofts and Buchanan, *A History of the Far East*, Longmans, Green and Co., 1958.

AMERICAN FOREIGN RELATIONS. Hst C 473. UO
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

This course and Hst C 474 constitute a study of the relations of the United States with other powers and development of American foreign policies.

Text: Bailey, *A Diplomatic History of the American People* (5th ed.), F. S. Crofts and Co., 1955.

HISTORY OF THE PACIFIC NORTHWEST. Hst C 478. UO
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Detailed study of the building of civilization in the Pacific Northwest. Prerequisite: Hst 201, 202.

Text: Gates and Johansen, *Empire of the Columbia*, Harpers.

WORLD PROBLEMS. Hst C 492. SOC
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Consideration is given to current and significant political, economic, and social problems of the nations in relation to American culture.

Text: Schuman, *International Politics* (6th ed.), McGraw-Hill Book Co., 1958.

Home Economics

NUTRITION. FN C 225. OSC
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Nutritive value of foods from the standpoint of newer scientific investigations; selection of an optimal diet for health; present-day problems in nutrition.

Text: Wilson, Fisher and Fuqua, *Principles of Nutrition*, John Wiley and Sons, Inc., 1959.

HOME FURNISHING. CT C 331. OSC
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Furnishing a small home from standpoint of comfort, beauty, and economy; influence of historic design. Prerequisite: CT 250, AA 161, 178.

Text: Faulkner, *Inside Today's Home*, Henry Holt and Co., 1954.

MANAGEMENT IN FAMILY LIVING. HAd C 240. OSC
2 q.h. W. 12. \$22.00 for Oregon residents; others, \$30.00.

The family's time and energy problems and their application to family-centered situations. Prerequisite: junior standing.

Texts: Gross and Crandall, *Management for Modern Families* (1st ed.), Appleton-Century-Crofts, Inc., 1954; Goodyear and Klohr, *Managing for Effective Living* (1st ed.), John Wiley and Sons, Inc., 1954.

FAMILY FINANCE MANAGEMENT. HAd C 341. OSC
2 q.h. W. 12. \$22.00 for Oregon residents; others, \$30.00.

Management of income, expenditures, credit, savings, insurance, Social Security, and taxes. Prerequisite: junior standing.

Texts: Gross and Crandall, *Management for Modern Families*, Appleton-Century-Crofts, Inc., 1954; Morgan, *Consumer Economics*, Prentice-Hall, 1955.

Journalism

CARTOONING. J C 01. UO
Noncredit. W. 12. \$22.00 for Oregon residents; others, \$30.00.

A how-to-do-it course covering idea processes and techniques involved in pro-

ducing editorial cartoons, comic strips, panels, gag cartoons, spot illustrations, advertising drawings. Attention given to problems of drawing, composition, lettering, use of materials, marketing of work. Personal criticism of student work. No text required.

MAGAZINE ARTICLE WRITING. J C 468. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A study of the problems of writing and selling articles, with emphasis on the marketing of manuscripts.

Text: Schoenfeld, *Effective Feature Writing*, Harper and Brothers, 1960.

Foreign Languages

FRENCH

FIRST-YEAR FRENCH (first term). RL C 50. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

This course and RL C 51 and 52 provide a thorough grammatical foundation and an elementary reading knowledge of French.

Texts: Micks and Longi, *Fundamental French*, Oxford University Press, 1940; Beattie, *A French Reader for Beginners*, Dryden Press, 1949.

FIRST-YEAR FRENCH (second term). RL C 51. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

A continuation of RL C 50. Same texts.

FIRST-YEAR FRENCH (third term). RL C 52. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

A continuation of RL C 51.

Texts: Micks and Longi, *Fundamental French*, Oxford University Press, 1940; Beattie, *A French Reader for Beginners*, Dryden Press, 1949; Skinner and Brady, *Vingt Contes Divers*, Dryden Press, 1946.

SECOND-YEAR FRENCH (first term). RL C 101. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

Study of selected texts of representative authors; review of grammar.

Texts: Pargment, *Trente-Trois Contes et Nouvelles*, Henry Holt and Co., 1929; Barton and Sirich, *Simplified French Review Grammar and Composition*, F. S. Crofts and Co., 1941.

SECOND-YEAR FRENCH (second term). RL C 102. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

A continuation of RL C 101.

Texts: Barton and Sirich, *Simplified French Review Grammar and Composition*, F. S. Crofts and Co., 1941; Loti, *Pêcheur d'Islande*, Henry Holt and Co., 1948.

SECOND-YEAR FRENCH (third term). RL C 103. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

A continuation of RL C 102.

Texts: Barton and Sirich, *Simplified French Review Grammar and Composition*, F. S. Crofts and Co., 1941; de Musset, *Les Trois Comédies*, D. C. Heath and Co., 1932.

SURVEY OF FRENCH LITERATURE. RL C 311. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

The first term of a three-term sequence in third-year French. A general review of French literature with reading of masterpieces of various periods. Not open to students who have had RL 201, 202, 203 in residence. Prerequisite: 2 years of college French.

Texts: Lanson and Tuffrau, *Manual d'Histoire de la Littérature Française*, D. C. Heath and Co., 1938; Schinz, Robert and Giroud (eds.), *Nouvelle Anthologie Française*, Harcourt, Brace and Co., 1950.

GERMAN

FIRST-YEAR GERMAN (first term). GL C 50. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others \$52.00.

This course and GL C 51 and 52 provide a thorough grammatical foundation and an elementary reading knowledge of German. The three courses or their equivalent must be taken in sequence. GL C 50 covers the first 18 chapters of the text.

Texts: Fehling and Paulsen, *Elementary German* (2nd ed.), American Book Co., 1957; Goedsche and Glaettli, *Schweitzer*, Cultural Graded Readers, Alternate German Series, American Book Co., 1957.

FIRST-YEAR GERMAN (second term). GL C 51. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others \$52.00.

A continuation of GL C 50.

Texts: Fehling and Paulsen, *Elementary German* (2nd ed.), American Book Co., 1957; Goedsche and Glaettli, *Thomas Mann*, American Book Co., 1957.

FIRST-YEAR GERMAN (third term). GL C 52. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others \$52.00.

A continuation of GL C 51. It also includes a review of all the basic principles of German grammar and thus may be used as a review of first-year German by those who have had no contact with the language for some time.

Texts: Fehling and Paulsen, *Elementary German* (2nd ed.), American Book Co., 1957; Goedsche and Glaettli, *Beethoven*, American Book Co., 1959.

SPANISH

FIRST-YEAR SPANISH (first term). RL C 60. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others \$52.00.

An introduction to Spanish, stressing speaking and reading. Exercises in elementary composition.

Texts: LaGrone, *Basic Conversational Spanish*, Henry Holt and Co., 1957; La Grone, two 12-inch 33 1/3 L.P. records, *Basic Conversational Spanish: American Standard Pronunciation*, Henry Holt and Co.; Crow and Crow, *Panorama de las Américas*, Henry Holt and Co., 1956.

FIRST-YEAR SPANISH (second term). RL C 61. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others \$52.00.

A continuation of RL C 60. Same texts.

FIRST-YEAR SPANISH (third term). RL C 62. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others \$52.00.

A continuation of RL C 61. Same texts.

SECOND-YEAR SPANISH (first term). RL C 107. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others \$52.00.

Intensive oral and written exercises designed to help the student acquire an accurate and fluent use of Spanish. Reading of representative authors.

Texts: Keniston, *A Standard List of Spanish Words and Idioms*, D. C. Heath and Co., 1941; Jarrett, *Sal y Sabor de México*, Houghton Mifflin Co., 1944; Centano and Rogers, *Libro de Repaso y Conversación*, The Dryden Press, 1952.

SECOND-YEAR SPANISH (second term). RL C 108. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others \$52.00.

A continuation of RL C 107.

Texts: Centano and Rogers, *Libro de Repaso y Conversación*, The Dryden Press, 1952; Miller and Farr, *First Readings in Spanish Literature*, D. C. Heath and Co., 1942; Goldos, *Doña Perfecta*, Ginn and Co., 1950.

SECOND-YEAR SPANISH (third term). RL C 109. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others \$52.00.

A continuation of RL C 108.

Texts: Brady and Turk, *Romantic Spanish Readings*, D. Appleton-Century Co., 1939; Goldos, *Doña Perfecta*, Ginn and Co., 1950.

Library Methods

BOOK SELECTION AND EVALUATION. Lib C 382. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Designed to provide a general survey of the best books and authors, old and new, in various fields of writing and to assist the student in interpreting and applying principles and standards for judging them. Consideration is given to the best aids in book selection. Practice in book reviewing and annotation.

Texts: Carter and Wallace, *Building Library Collections*, Scarecrow Press, New York, 1959; Committee on College Reading, *Good Reading*, (paper back), New American Library of World Literature, Inc., New York, 1960; Haines, *Living with Books* (latest ed.), Columbia University Press.

INTRODUCTION TO CATALOGING AND CLASSIFICATION. Lib C 386. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Instruction and practice in simplified procedures for the acquisition, preparation, organization, and circulation of books and related library materials.

Text: Akers, *Simple Library Cataloging* (4th ed.), American Library Association, 1954.

CHILDREN'S LITERATURE. Lib C 388. OCE

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Designed to acquaint the student with many excellent books written for children from the nursery school age through pre-adolescence. Attention will also be given to the problems connected with the purchase of books and the establishment and maintenance of an elementary school library. (Applicable as *Education* on elementary degree requirements and certification.)

Text: Arbuthnot, *Children and Books* (rev. ed.), Scott, Foresman and Co., 1957.

SCHOOL LIBRARY ADMINISTRATION. Lib C 484. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Planned for school administrators as well as librarians; particular emphasis on the place of the library in the instructional program. Problems of support and control; housing and equipment; standards; evaluation; objectives.

Texts: Fargo, *The Library in the School* (4th ed.), American Library Association, 1947; Douglas, *The Teacher-Librarian's Handbook* (2nd ed.), American Library Association, 1949.

BOOKS AND RELATED MATERIALS FOR YOUNG PEOPLE. Lib C 488. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Primarily a reading course based on materials suitable for the junior and senior high school. Emphasis on the library as an information laboratory.

Texts: Haines, *Living with Books*, Columbia University Press, 1950; *Standard Catalog for High School Libraries* (1947 and 1952 editions and supplements), H. W. Wilson Co. (If these cannot be borrowed from your school library, they should be purchased directly from the publisher.)

Literature

See *English and Literature*, page 20.

Mathematics

ELEMENTS OF ALGEBRA. Mth C 10. UO

Noncredit. W. 24. \$44.00 for Oregon residents; others, \$52.00.

For mature students who feel the need for a thorough review of all the facts and principles of algebra. This course may be required of those students with inadequate preparation in secondary school algebra to qualify for mathematics courses on a college level.

Text : Peterson, *Intermediate Algebra for College Students* (rev. ed.), Harper and Bros., 1954.

ELEMENTARY GEOMETRY. Mth C 70. EOC

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

This course covers essentials of plane geometry for students with less than one year of geometry in high school.

Text : Welchons and Krickenberger, *New Plane Geometry*, Ginn and Co., 1956.

INTERMEDIATE ALGEBRA. Mth C 100. OSC

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

The course is built about the essential technique of algebra; the functional core of algebra, comprising the formula, equation and graph; the solution of problems. Prerequisite: one year of high school algebra.

Text : Betz, *Algebra for Today, Second Course*, Ginn and Co., 1946.

COLLEGE ALGEBRA. Mth C 101. OSC

INTRODUCTORY COLLEGE MATHEMATICS. Mth C 105. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

A standard course in college algebra. The arrangement and classification of the material and the manner of treatment are based upon the function concept. Prerequisite: Mth 100 or three semesters of high school algebra.

Text : Hart, *College Algebra* (4th ed.), D. C. Heath and Co., 1953.

TRIGONOMETRY. Mth C 102. OSC

INTRODUCTORY COLLEGE MATHEMATICS. Mth C 106. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

The standard college course, emphasizing the theory of trigonometric functions as well as their application in solving triangles. Prerequisite: Mth 100, Mth 101 or Mth 105 and plane geometry.

Text : Rosenback, Whitman, Mockovitz, *Plane Trigonometry*, with tables, Ginn and Co., 1943.

INTRODUCTORY COLLEGE MATHEMATICS. Mth C 107. UO

See Mth 200 listed below.

MATHEMATICS OF FINANCE. Mth C 108. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

Simple and compound interest and discount, annuities, amortization of debts, sinking funds, bonds, depreciation, elements of life insurance and other topics related to business. A required course in most schools of business administration. Prerequisite: college algebra.

Text : Hart, *The Mathematics of Investment*, with tables (4th ed.), D. C. Heath and Co., 1958.

CALCULUS. Mth C 200. OSC

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

Accepted by University of Oregon in lieu of Mth 107.

The straight line, circle, conics, translation and rotation of axes, parametric equations, and polar coordinates. Prerequisite: Mth 102 or equivalent.

Text : Thomas, *Calculus and Analytic Geometry* (2nd ed.), Addison-Wesley Publishing Co., 1953.

DIFFERENTIAL AND INTEGRAL CALCULUS. Mth C 201. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

The first term of a three-term sequence designed to lay a thorough foundation for all advanced work in mathematics and its application. Prerequisite: Mth 105, 106, 107 or equivalent.

Text : Granville, Smith, Longley, *Elements of the Differential and Integral Calculus*, Ginn and Co., 1957.

DIFFERENTIAL AND INTEGRAL CALCULUS. Mth C 202. UO

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

A continuation of Mth C 201. Same text.

- DIFFERENTIAL AND INTEGRAL CALCULUS. Mth C 203. UO**
 4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.
 A continuation of Mth C 202. Same text.
- ADVANCED COLLEGE ALGEBRA. Mth C 314. OCE**
 3 q.h. W. 19. \$33.00 for Oregon residents; others, \$41.00.
 An extension of the work in algebra given in freshman mathematics. Prerequisite: one year of college mathematics.
 Text: Hart, *College Algebra* (4th ed.), D. C. Heath and Co., 1953.
- COORDINATE GEOMETRY. Mth C 317. UO**
 3 q.h. W. 17. \$33.00 for Oregon residents; others, \$41.00.
 An analytic treatment of curves and surfaces in three-dimensional space. Prerequisite: Mth 105, 106, 107 or equivalent.
 Text: Olmstead, *Solid Analytic Geometry*, D. Appleton-Century Mathematics Series, 1947.
- DIFFERENTIAL EQUATIONS. Mth C 321. OSC**
 3 q.h. W. 20. \$33.00 for Oregon residents; others, \$41.00
 Ordinary differential equations arising in geometry, physics, and engineering. Prerequisite: calculus.
 Text: Murray, *Differential Equations*, Longmans, Green and Co., 1934.
- ELEMENTS OF STATISTICAL METHODS. Mth C 425. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 Tabulation and graphical presentation of statistical data; descriptive statistics and correlation. Prerequisite: one year of high-school algebra or equivalent.
 Text: Dixon and Massey, *Introduction to Statistical Analysis* (2nd ed.), McGraw-Hill Book Co., 1957.

Philosophy and Religion

- ELEMENTARY LOGIC. Phi C 203. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 An introduction to the study of reasoning. How to recognize, analyze, criticize, and construct the main types of argument and proof.
 Text: Copi, *Introduction to Logic* (1st ed.), Macmillan Co.
- HISTORY OF GREAT RELIGIONS. R C 462. OSC**
 3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.
 Comparative study of religions that command a large following today, such as Hinduism, Buddhism, Confucianism, Judaism, Christianity and Islam.
 Text: Smith, *The Religions of Man*, Harper and Bros., 1958.

Physics

- RUDIMENTS OF METEOROLOGY. Ph C 191. OSC**
 1 q.h. E. 10. \$22.00 for Oregon residents; others, \$30.00.
 For any students who need a descriptive treatment of weather, including such new topics as the jet stream, and the upper atmosphere in addition to the phenomena of winds, air masses, fronts, clouds, the wave cyclone, and precipitation. The integrating theme of "energy" is introduced and developed throughout.
 Text: Day and Decker, *Rudiments of Weather*, latest edition O.S.C. Book Store.
- GENERAL PHYSICS. Ph C 201. UO**
 3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 This course and Ph C 202 and 203 cover the equivalent of classwork in first-year college physics. Ph C 201 is a study of mechanics and properties of matter. Prerequisite: mathematics equivalent to Mth 105 and Mth 106 or similar

preparation. *This course does not include laboratory exercises.*

Text: *Foley's College Physics*, revised by Glathart (4th ed.), Blakiston Co., 1947.

GENERAL PHYSICS. Ph C 202. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Ph C 201, covering sound, heat and approximately one-half of the material on magnetism and electricity.

Text: Same as for Ph C 201.

GENERAL PHYSICS. Ph C 203. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Ph C 202, completing the work on electricity and covering light and modern physics, including the quantum theory and atomic structure; X-rays and radioactivity; an introduction to nuclear physics and atomic energy.

Text: Same as for Ph C 201 and 202.

BASIC METEOROLOGY. Ph C 390. OSC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

An introduction to the science of meteorology, dealing with the physical processes underlying observed weather phenomena. Designed for those who wish to study the subject for general information and enjoyment and for those interested in preparing themselves professionally—for example, for the Civil Service examinations for the lower ranks in the service on the U.S. Weather Bureau. Prerequisites: elementary algebra, plane geometry, and elementary physics.

Text: Blair, *Weather Elements* (4th ed.), Prentice-Hall, 1957.

METEOROLOGY. Ph C 491. OSC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A course primarily for persons engaged in weather work as well as for those seeking professional opportunities in meteorology. It is designed to give a fundamental understanding of the physical processes of the atmosphere and of the various techniques employed by the weather analyst and the forecaster. The theory is developed for the general gas law, humidity measurements, atmospheric pressure and height, adiabatic processes, thermodynamic diagrams, gradient wind, thermal wind, and slope of frontal surfaces. Practical problems are used to illustrate applications of the theory. Prerequisites: Ph 390 or equivalent work in meteorology, college physics, algebra, elementary trigonometry, and some familiarity with the notation of calculus.

Text: Byers, *General Meteorology*, McGraw-Hill Book Co.

METEOROLOGY. Ph C 492. OSC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A study of the meteorological factors which must be considered in preparing a forecast. Included are the following topics: air masses, atmospheric stability; development of the wave cyclone; frontal structure; analysis of surface and upperlevel weather charts; the tools of the forecaster; preparation and verification of sample forecasts. Prerequisite: Ph 491 or equivalent preparation.

Text: Byers, *General Meteorology*, McGraw-Hill Book Co.

METEOROLOGY. Ph C 493. OSC

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Ph C 492.

Text: Malone, *Compendium of Meteorology*, American Meteorology Society, Boston, Massachusetts, 1951. If the student is unable to borrow a copy of this book, he should order it directly from the American Meteorology Society in Boston.

Psychology

GENERAL PSYCHOLOGY. Psy C 201. UO

3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.

This course is the first of a three-term sequence. The first two terms cover

the principles; the third term covers the psychology of adjustment. The three together constitute the first-year work in psychology and provide students with a scientific basis for understanding their own behavior and that of others.

Texts: Morgan, *Introduction to Psychology*, McGraw-Hill Book Co., 1956; Students Manual to accompany *Introduction to Psychology*; Hartley and Hartley, *Outside Readings in Psychology* (2nd ed.), 1957, Crowell Publishing Co.

GENERAL PSYCHOLOGY. Psy C 202. UO

3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Psy C 201. Same texts.

PSYCHOLOGY OF ADJUSTMENT. Psy C 204. UO

3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.

The nature and origins of differences in personality; means of making desired changes. Prerequisite: Psy 201, 202.

Texts: Shaffer and Shoben, *The Psychology of Adjustment* (2nd ed.), Houghton Mifflin Co., 1956; Bernard, *Toward Better Personal Adjustment* (2nd ed.), McGraw-Hill Book Co., 1957.

INTRODUCTION TO INDUSTRIAL PSYCHOLOGY. Psy C 447. UO

3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.

Application of psychological principles to human problems in industrial situations. Emphasis on the understanding of individual needs and motivation; problems of satisfaction and morale; uses of group processes.

Texts: Blum, *Industrial Psychology and Its Social Foundations*, Harper and Brothers, 1956; Brown, *The Social Psychology of Industry*, Penguin Books, Inc., 1954.

ABNORMAL PSYCHOLOGY. Psy C 450. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Various forms of unusual behavior, including anxiety states, hysteria, hypnotic phenomena and psychoses. Normal motives and adjustment mechanisms as they are exaggerated in the so-called neurotic person.

Texts: Maslow and Mittlemann, *Principles of Abnormal Psychology: The Dynamics of Psychic Illness* (rev. ed.), Harper and Bros., 1951; White, *The Abnormal Personality, A Textbook*, The Ronald Press, 1948.

DEVELOPMENTAL PSYCHOLOGY I: INFANCY AND CHILDHOOD. Psy C 460. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Development of behavior and psychological activity through the prenatal period, infancy, childhood, adolescence, maturity, and old age. Changes of intelligence, motor capacity, emotional response, language, and social behavior. Emphasis on social influence.

Texts: Thompson, *Child Psychology*, Houghton Mifflin Co., 1952; Barker, Kounin, Wright, *Child Behavior and Development*, McGraw-Hill Book Co., 1943.

DEVELOPMENTAL PSYCHOLOGY II: ADOLESCENCE AND MATURITY. Psy C 461. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Psy C 460.

Texts: Horrocks, *Psychology of Adolescence*, Houghton Mifflin Co., 1951; National Society for Study of Education, 43rd Yearbook, Part 1, *Adolescence*.

Secretarial Science

See **Business Administration and Secretarial Science**, pages 14, 15, 16.

Technical Institute Correspondence Courses

Courses listed in this section are the equivalents of Oregon Technical Institute courses or are courses drawn from the curriculum of Oregon Technical Institute and are acceptable in partial fulfillment of Certificate or Associate Degree requirements at that institution.

Before enrolling as a correspondence student, anyone wishing technical institute credit should consult the registrar of the technical institute where he wishes to use the credit for assistance in the selection of proper courses to achieve his objective.

The number of quarter hours (q.h.) of credit, type of course (W or E), the number of lessons and the enrollment fee are indicated on the line following the course title and number. A letter *W* stands for *Written* and indicates that the course is to be completed by submitting each lesson in writing. A letter *E* stands for *Examination* and indicates that in lieu of submitting each lesson in writing the student is required to take a series of proctored examinations. In most cases the number of such proctored examinations required is equivalent to the number of credit hours in the course. Proctored *final* examinations are required in *all* courses of both types.

For the convenience of students using this catalog, the Oregon State System of Higher Education campus institution from which the course originated is indicated by the letters on the right following course title and number. The letters UO refer to University of Oregon, OSC to Oregon State College, PSC to Portland State College, OCE to Oregon College of Education, EOC to Eastern Oregon College, SOC to Southern Oregon College and OTI to Oregon Technical Institute. Many of the courses are common to all State System campus institutions.

Allied Arts and Sciences Division

ENGLISH

GRAMMAR, PUNCTUATION AND USAGE REVIEW. Eng C 01. UO
Noncredit. W. 24. \$33.00 for Oregon residents; others, \$41.00.

For mature persons who feel the need of a thorough review of all facts and principles of grammar which have practical application in relation to punctuation and good usage.

Text: Tressler, *Grammar in Action* (3rd ed.), D. C. Heath and Co., 1953.

ENGLISH COMPOSITION. Wr C 111. UO
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

Wr C 111, 112 and 113 make up a sequence in fundamentals of composition and rhetoric equivalent to the usual freshman requirements in college English. A student wishing to take Wr C 111 *for credit* must make a satisfactory score on the English Placement Test if he has not previously taken this examination. Arrangements to take the test should be made before registering for the course. A student requesting the test should send a \$1.00 fee for the examination to the Office of Correspondence Study, General Extension Division.

Texts: McCrimmon, *Writing With A Purpose* (2nd ed.), Houghton Mifflin Co., 1957; Blair and Gerber, *Better Reading I: Factual Prose* (3rd ed.), Scott, Foresman and Co., 1955.

ENGLISH COMPOSITION. Wr C 112. UO

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A continuation of Wr C 111.

Texts: Same as for Wr C 111.

TECHNICAL REPORT WRITING. Eng C 207. OTI

3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.

A study of various forms of technical reports emphasizing research, organization, and effective writing techniques, and direct application of reports to student's curriculum.

Text: Marder, *The Craft of the Technical Writer*, Macmillan Co., 1960.

GENERAL BUSINESS**BUSINESS ENGLISH. Wr C 214. UO**

3 q.h. W. 14. \$33.00 for Oregon residents; others, \$41.00.

Study of modern practices in business correspondence, primarily for students of business administration. Analysis and writing of the principal types of correspondence. Prerequisite: Wr 111, 112, 113.

Text: Aurner, *Effective Communication in Business* (3rd ed.), South-Western Publishing Co., 1950.

RETAIL STORE MANAGEMENT. MPM C 436. UO

4 q.h. W. 21. \$44.00 for Oregon residents; others, \$52.00.

Retail policies and problems. Stock-control systems, buying, methods of sales promotion, plant operation, personnel, credit, turnovers, pricing, expense classifications and distribution.

Texts: Duncan and Phillips, *Retailing* (4th ed.), Richard D. Irwin, Homewood, Ill., 1955.

MATHEMATICS**INTERMEDIATE ALGEBRA. Mth C 100. OSC**

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

The course is built about the essential technique of algebra; the functional core of algebra, comprising the formula, equation and graph; the solution of problems. Prerequisite: one year of high school algebra.

Text: Betz, *Algebra for Today, Second Course*, Ginn and Co., 1946.

COLLEGE ALGEBRA. Mth C 101. OSC

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

A standard course in college algebra. The arrangement and classification of the material and the manner of treatment are based upon the function concept. Prerequisite: Mth 100 or three semesters of high school algebra.

Text: Hart, *College Algebra* (4th ed.), D. C. Heath and Co., 1953.

TRIGONOMETRY. Mth C 102. OSC

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

The standard college course, emphasizing the theory of trigonometric functions as well as their application in solving triangles. Prerequisite: Mth 100, Mth 101 or Mth 105 and plane geometry.

Text: Rosenback, Whitman, Mockovitz, *Plane Trigonometry*, with tables, Ginn and Co., 1943.

CALCULUS. Mth C 200. OSC

4 q.h. W. 24. \$44.00 for Oregon residents; others, \$52.00.

The straight line, circle, conics, translation and rotation of axes, parametric equations, and polar coordinates. Prerequisite: Mth 102 or equivalent.

Text: Thomas, *Calculus and Analytic Geometry* (2nd ed.), Addison-Wesley Publishing Co., 1953.

PHYSICAL AND LIFE SCIENCES

- GENERAL BIOLOGY. Bi C 101. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 An elementary study of the fundamental principles of biology as they apply to both plants and animals. Each term has laboratory exercises which require the use of a compound microscope.
(Students enrolling for the course will be furnished with a kit containing necessary supplies [with the exception of the microscope] for conducting the laboratory experiments. A deposit of \$8.00 for this kit should accompany the enrollment fee; upon return of this kit within one year, the deposit will be refunded. In the event the kit is returned in a damaged condition, appropriate charges will be deducted from the amount deposited.)
 Text: Simpson, Pittendrigh and Tiffany, *Life, An Introduction to Biology*, Harcourt, Brace and Co., New York, 1957.
- GENERAL BIOLOGY. Bi C 102. UO**
3 q.h. E. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Bi C 101. \$8.00 deposit for kit (see explanation above).
 Text: Same as Bi C 101.
- GENERAL PHYSICS (Mechanics). Ph C 201. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 This course and Ph C 202 and 203 cover the equivalent of classwork in first-year college physics. Ph C 201 is a study of mechanics and properties of matter. Prerequisite: mathematics equivalent to Mth 105 and Mth 106 or similar preparation. *This course does not include laboratory exercises.*
 Text: *Foley's College Physics*, revised by Glathart (4th ed.), Blakiston Co., 1947.
- GENERAL PHYSICS (Electricity and Magnetism). Ph C 202. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Ph C 201, covering sound, heat and approximately one-half of the material on magnetism and electricity.
 Text: Same as for Ph C 201.
- GENERAL PHYSICS (Heat, Sound and Light). Ph C 203. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A continuation of Ph C 202, completing the work on electricity and covering light and modern physics, including the quantum theory and atomic structure; X-rays and radioactivity; an introduction to nuclear physics and atomic energy.
 Text: Same as for Ph C 201 and 202.

Auto-Diesel Division

- FUNDAMENTAL ELECTRICITY. AD C 113a. OTI**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
 A theory course on terminology, principles and problems applicable to electrical circuits, and components of the electrical system as applied to automotive and diesel units.
 Texts: Crouse, *Automotive Electrical Equipment*, McGraw-Hill Book Co., 1959; Delco-Remy, *Delco-Remy Electrical Equipment DR 324* (13th ed.), Delco-Remy, General Motors Corp.
- FUNDAMENTAL ELECTRICITY. AD C 113b. OTI**
2 q.h. W. 12. \$22.00 for Oregon residents; others, \$30.00.
 A continuation of AD C 113a.
 Texts: Same as for AD C 113a.

Business Associates Division

- FUNDAMENTALS OF ACCOUNTING. Ac C 211. UO**
3 q.h. W. 22. \$33.00 for Oregon residents; others, \$41.00.
 An introduction to the field of accounting and business administration. The

- student who completes this course satisfactorily should have little difficulty in following the routine of almost any bookkeeping system.
Text: Pyle and White, *Fundamental Accounting Principles*, Richard D. Irwin, Inc.; Study Guide for use with *Fundamental Accounting Principles*; Working papers for chapters 1 through 16, *Fundamental Accounting Principles*.
- FUNDAMENTALS OF ACCOUNTING. Ac C 212. UO**
3 q.h. W. 22. \$33.00 for Oregon residents; others, \$41.00.
A continuation of Ac C 211.
Texts: Same materials as listed for Ac C 211, plus working papers for chapters 17 through 32; Practice Set, *Decorator's Paint Pot*.
- FUNDAMENTALS OF ACCOUNTING. Ac C 213. UO**
3 q.h. W. 22. \$33.00 for Oregon residents; others, \$41.00.
A continuation of Ac C 212.
Texts: Same materials as listed for Ac C 212; Practice Set, *Durham Mfg. Co.*
- PRINCIPLES OF COST ACCOUNTING. Ac C 312. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
Basic principles of cost-accounting procedure, the cost-accounting cycle, control of materials, labor and manufacturing expense; departmentalization; emphasis on job-order cost system. Prerequisite: Ac C 211, 212, 213, or equivalent.
Texts: Matz, Curry and Frank, *Cost Accounting* (2nd ed.), South-Western Publishing Co., 1957.
- STENOGRAPHY. SS C 111. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
This course and the sequence SS C 112 and 113 use the Simplified Gregg theory. (Symbols)
Text: Leslie, Zoubek and Hosler, *Gregg Shorthand Simplified for Colleges*, (Vol. I) (2nd ed.), McGraw-Hill Book Co., 1958.
- STENOGRAPHY. SS C 112. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
A continuation of SS C 111.
Text: Same as for SS C 111.
- STENOGRAPHY. SS C 113. UO**
3 q.h. W. 16. \$33.00 for Oregon residents; others, \$41.00.
A continuation of SS C 112.
Text: Leslie, Zoubek and Hosler, *Gregg Shorthand Simplified for Colleges*, (Vol. II) (2nd ed.), McGraw-Hill Book Co., 1958.
- TYPING. SS C 121. UO**
2 q.h. W. 12. \$22.00 for Oregon residents; others, \$30.00.
This course and SS C 122, 123 cover the theory and practice of touch typing; the keyboard; speed and accuracy drills; introduction to business letters. Students who have had a year of typing in high school may not take SS C 121 for credit.
Text: Rowe & Lloyd, *Gregg Typing*, New Series, Complete Course, Gregg Publishing Division, McGraw-Hill Book Co.
- TYPING. SS C 122. UO**
2 q.h. W. 12. \$22.00 for Oregon residents; others, \$30.00.
A continuation of SS C 121. More work on letters, speed emphasis, improvement of stroking skill, tabulating and manuscript typing.
Texts: Same text as for SS C 121; *Workbook for Gregg Typing*, New Series, One-Year Course, McGraw-Hill Book Co.

TYPING. SS C 123.**UO****2 q.h. W. 12. \$22.00 for Oregon residents; others, \$30.00.**

A continuation of SS C 122. Office forms, legal documents, application letters, personal typewriting.

Texts: Same as for SS C 122.

Engineering Associates Division**ENGINEERING GRAPHICS. GE C 111.****OSC****2 q.h. W. 10. \$22.00 for Oregon residents; others, \$30.00.**

Training in the use of drafting instruments and in the art of lettering; introduction to elementary principles of orthographic projection. May be taken by students who have had no college training in mechanical drawing. A list of instruments and materials for the course will be sent on request.

Texts: Willey and Wanless, *Engineering Graphics Manual* (5th ed.), 1958; Workbook: Willey, *Engineering Graphics Layouts*, 1958; Lettering Book: *Lettering Plates for Engineering Drawing* (same authors).

ENGINEERING GRAPHICS. GE C 112.**OSC****2 q.h. W. 10. \$22.00 for Oregon residents; others, \$30.00.**

Continuation of orthographic projection; methods of dimensioning and checking drawings; use of auxiliary planes of projection; section drawings; isometric drawing; working drawings of machine parts; tracings from drawings. Prerequisite: GE 111 or equivalent.

Texts: Same as for GE C 111.

ENGINEERING GRAPHICS. GE C 113.**OSC****2 q.h. W. 10. \$22.00 for Oregon residents; others, \$30.00.**

A continuation of GE C 112. Freehand orthographic and perspective sketching; practical application of drawing principles to working drawings; use of charts and diagrams. Prerequisite: GE 112.

Texts: Same as for GE C 111 and 112.

High-School Courses

These courses are offered in cooperation with the office of the State Superintendent of Public Instruction and, when approved by the student's high-school principal, may be applied for credit toward graduation. General Extension Division does not grant diplomas; this is done by the local high school. Regardless of his age, the student wishing to graduate from high school through the use of correspondence study should consult his high-school principal who will advise him in the selection of courses. Credit earned through General Extension Division may be transferred to the high school at which it is to be used.

These courses also may be used by students who wish to clear college entrance deficiencies.

College credit will not be given for any of the high-school courses listed below, but college entrance credit will be granted for satisfactory completion of any of them.

One-half unit of credit is the equivalent of five recitations, not less than forty minutes each, in one branch of study, once each week for not less than eighteen weeks.

The number of units (u.) of high-school or college entrance credit and the enrollment fee are indicated after each course title. A number followed by the letter *W* indicates the number of written lesson assignments.

High-school seniors who expect to use any of these courses for graduation credit must enroll before April 1 of the year in which they expect to graduate.

The supervised-study program is described on page 10.

Business

BA C 1. Introduction to Accounting. ½ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

The aim of this course is to give the student instruction in practical methods of bookkeeping and information concerning principles underlying all accounting records. It includes a study of business relationships as affecting accounting records, recording of transactions in the more simple forms of books of original entry, posting to ledgers and preparation of financial statements.

Texts: Carlson, Forkner and Boynton, *20th Century Bookkeeping and Accounting* (21st ed.), South-Western Publishing Co., 1957 (Stock No. B 65); *Working Papers and Study Guides, 20th Century Bookkeeping and Accounting*, Chapters 1-36 (Stock No. B 651); *Randall Wholesale Grocery Practice Set* WITHOUT business papers. (Stock No. B 614).

BA C 2. Introduction to Accounting. ½ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

A continuation of BA C 1 E.

Texts: Carlson, Forkner and Boynton, *20th Century Bookkeeping and Accounting* (21st ed.), South-Western Publishing Co., 1957 (Stock No. B 65); *Working Papers and Study Guides, 20th Century Bookkeeping and Accounting*, Chapters 1-36 (Stock No. B 651); *Burton Hardware Store Practice Set* WITHOUT business papers (Stock No. B 623).

Drawing

JC 01. Cartooning. Noncredit. 12 W. \$22.00 for Oregon residents; others \$30.00.

A how-to-do-it course covering idea processes and techniques involved in

producing editorial cartoons, comic strips, panels, gag cartoons, spot illustrations, advertising drawings. Attention given to problems of drawing, composition, lettering, use of materials, marketing of work. Personal criticism of student work. No text required.

Mech D C 1. Mechanical Drawing I. $\frac{1}{2}$ u. 10 W. \$26.00 for Oregon residents; others, \$34.00.

This is the first semester of a course for students who are beginning the study of mechanical drawing. It includes tool care and use; view shape; simple dimensions; circles; angles; parts of circles; ellipses; sections; shape descriptions; working drawings; graphs, charts, maps and tracings; lettering.

Texts: French and Svensen, *Mechanical Drawing* (6th ed.), McGraw-Hill Book Co., 1956; workbook, Levens and Edstrom, *Problems in Mechanical Drawing, First Course* (6th ed.), McGraw-Hill Book Co., 1958.

Mech D C 2. Mechanical Drawing II. $\frac{1}{2}$ u. 10 W. \$26.00 for Oregon residents; others, \$34.00.

Continuation of Mech D C 1. Includes working drawing sections; auxiliary views, revolutions; threads, bolts and nuts; assembly and detail drawings; pictorial drawings; inking and tracing; development of sheet-metal drawing; lettering. Prerequisite: Mech D C 1 or equivalent.

Texts: French and Svensen, *Mechanical Drawing* (6th ed.), McGraw-Hill Book Co., 1958; workbook, Levens and Edstrom, *Problems in Mechanical Drawing, Second Course*, McGraw-Hill Book Co., 1958.

English

Eng C 1. Ninth-Grade English I. $\frac{1}{2}$ u. 18 W. \$26.00 for Oregon residents; others, \$34.00.

The first semester of first-year high-school English.

Text: Tressler, *English in Action, Course I* (5th ed.), D. C. Heath and Co., 1950.

Eng C 2. Ninth-Grade English II. $\frac{1}{2}$ u. 18 W. \$26.00 for Oregon residents; others, \$34.00.

The second semester of first-year high-school English.

Text: Ross, Thompson and Lodge, *Adventures in Reading* (Mercury Edition), Harcourt, Brace and Co., 1952.

Eng C 3. Tenth-Grade English III. $\frac{1}{2}$ u. 18 W. \$26.00 for Oregon residents; others, \$34.00.

The first semester of second-year high-school English.

Text: Tressler, *English in Action, Course II* (5th ed.), D. C. Heath and Co., 1950.

Eng C 4. Tenth-Grade English IV. $\frac{1}{2}$ u. 18 W. \$26.00 for Oregon residents; others, \$34.00.

The second semester of second-year high-school English.

Text: Cook, Loban and Baxter, *Adventures in Appreciation* (Mercury Edition), Harcourt, Brace and Co., 1952.

Eng C 5. Eleventh-Grade English V. $\frac{1}{2}$ u. 18 W. \$26.00 for Oregon residents; others, \$34.00.

The first semester of third-year high-school English.

Text: Tressler, *English in Action, Course III* (5th ed.), D. C. Heath and Co., 1950.

Eng C 6. Eleventh-Grade English VI. $\frac{1}{2}$ u. 18 W. \$26.00 for Oregon residents; others, \$34.00.

The second semester of third-year high-school English.

Text: Inglis, Bowman, Gehlman, Schramm, *Adventures in American Literature* (Mercury Edition), Harcourt, Brace and Co., 1952.

Eng C 7. **Twelfth-Grade English VII.** $\frac{1}{2}$ u. 18 W. \$26.00 for Oregon residents; others, \$34.00.

The first semester of fourth-year high-school English.

Text: Tressler, *English in Action, Course IV* (5th ed.), D. C. Heath and Co., 1950.

Eng C 8. **Twelfth-Grade English VIII.** $\frac{1}{2}$ u. 18 W. \$26.00 for Oregon residents; others, \$34.00.

The second semester of fourth-year high-school English.

Text: Inglis, Stauffer and Larsen, *Adventures in English Literature* (Mercury Edition), Harcourt, Brace and Co., 1952.

Eng C 13. **Grammar, Punctuation and Usage Review.** $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

Intended to give the student a review of all facts and principles of grammar having practical application in relation to punctuation and good usage. Practice is followed by objective mastery tests.

Text: Tressler, *Grammar in Action* (3rd ed.), D. C. Heath and Co., 1953.

Foreign Languages

LATIN

Lat C 1. **Beginning Latin.** (First semester). $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

This course and Lat C 2 are the equivalent of the regular high-school course in first-year Latin. Their purpose is to help students understand the structure of the Latin and English languages, their similarities and differences; to know common Latin words and phrases used in English; to analyze words and appreciate distinctions of meaning; to appreciate the great contributions of the Romans toward civilization; and to recognize the influence of Greece and Rome in many phases of our daily lives.

Text: Ullman and Henry, *Latin for Americans, First Book* (rev. ed.), Macmillan Co., 1950.

Lat C 2. **Beginning Latin.** (Second semester). $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

A continuation of Lat C 1 and equivalent to the second semester of first-year high-school Latin. Same text.

Lat C 3. **Second-Year Latin.** (First Semester). $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

This course and Lat C 4 are the equivalent of second-year high-school Latin.

Text: Ullman and Henry, *Latin for Americans, Second Book* (rev. ed.), Macmillan Co., 1950.

Lat C 4. **Second-Year Latin.** (Second semester). $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

Continues the preceding course and includes portions of Caesar's Gallic Wars. Same text.

SPANISH

Sp C 1. **First-Year High-School Spanish.** (First semester). $\frac{1}{2}$ u. 18 W. \$26.00 for Oregon residents; others, \$34.00.

For students who are beginning the study of Spanish.

Texts: Jarrett and McManus, *El Camino Real, Book I* (3rd ed.), Houghton Mifflin Co., 1958.

- Sp C 2. **First-Year High-School Spanish.** (Second semester). $\frac{1}{2}$ u. 25 W. \$26.00 for Oregon residents; others, \$34.00.
A continuation of Sp C1.
Texts: Same texts as for Sp C1.
- Sp C 3. **Second-Year High-School Spanish.** (First semester). $\frac{1}{2}$ u. 23 W. \$26.00 for Oregon residents; others, \$34.00.
A continuation of high-school Spanish for those who have completed the first-year course.
Text: Jarrett, *El Camino Real, Book II* (3rd ed.), Houghton Mifflin Co., 1954.
- Sp C 4. **Second-Year High-School Spanish.** (Second semester). $\frac{1}{2}$ u. 23 W. \$26.00 for Oregon residents; others, \$34.00.
A continuation of Sp C 3. Same text.

Mathematics

- Mth C 1. **Elementary Algebra, A1.** $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.
This course and A2 correspond to the two semesters' work in this subject offered in standard high schools. A1 covers pages 1-234 of the text.
Text: Betz, *Everyday Algebra, Elementary Course*, Ginn and Co., 1946.
- Mth C 2. **Elementary Algebra, A2.** $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.
A continuation of A1, covering remainder of the text. Same text.
- Mth C 3. **Intermediate Algebra.** $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.
This is an intermediate course between Elementary Algebra (A2) and College Algebra. It covers the work done in the third semester of high-school algebra.
Text: Betz, *Algebra for Today, Second Course*, Ginn and Co., 1946.
- Mth C 4. **Plane Geometry, G1.** $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.
The two courses in plane geometry (G1 and G2), and the course in solid geometry (G3), correspond to the three semesters' work in this subject offered in standard high schools.
Text: Welchons and Krickenberger, *New Plane Geometry*, Ginn and Co., 1956 edition.
- Mth C 5. **Plane Geometry, G2.** $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.
A continuation of G1. Same text.
- Mth C 6. **Solid Geometry, G3.** $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.
This course follows Plane Geometry, G2. Students who expect to specialize in mathematics, science, engineering or architecture should take this course.
Text: Welchons and Krickenberger, *Solid Geometry*, Ginn and Co., 1950.
- Mth C 7. **Elementary Trigonometry.** $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.
Students taking this course should have completed one year of high-school algebra and one year of high-school geometry.
Text: Seymour and Smith, *Plane and Spherical Trigonometry*, Macmillan Co., 1945.
- Mth C 8. **Arithmetic.** $\frac{1}{2}$ u. 22 W. \$26.00 for Oregon residents; others, \$34.00.
For high-school students or adults who feel they need further study in practical everyday problems in arithmetic. First lessons of the course deal with

basic processes of arithmetic; later lessons include practical application in consumer mathematics.

Text: Bartoo and Osborn, *Home and Job Mathematics*, Webster Publishing Co., 1943.

Science

Bi C 1. Biology I. $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

This course and Bi C 2 cover the fundamental principles of plant and animal life, with special emphasis on human and everyday biology. Field work and laboratory exercises supplement the text work. Current reference material is used. A magnifying glass or access to a microscope is required.

Text: Smith, *Exploring Biology*, Harcourt, Brace and Co., 1954.

Bi C 2. Biology II. $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

A continuation of Bi C 1 and the equivalent of the second semester's work in high-school biology. Same text.

Ph C 1. Physics I. $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

The first semester of high-school physics.

Texts: Dull, Metcalfe, Brooks, *Modern Physics*, Henry Holt and Co., 1955; Dull and Metcalfe, *Laboratory Experiments in Physics* (rev. ed.), Henry Holt and Co., 1955.

Ph C 2. Physics II. $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

The second semester of high-school physics. Same text as for Ph C 1.

Social Studies

Hst C 3. World History I. $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

This course and Hst C 4 are designed to give students a knowledge of the background of history. This term deals with world history from the time of primitive man to the French revolution.

Texts: Hughes, *The Making of Today's World*, Allyn and Bacon, 1949; Pahlow, *Man's Great Adventure* (rev. ed.), Ginn and Co., 1949.

Hst C 4. World History II. $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

A continuation of Hst C 3, reviewing briefly world history from the French Revolution to the present. Same text as for Hst C 3.

Hst C 5. American History I. $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

This course and Hst C 6 aim to give the student an understanding of the beginnings and growth of the United States. The first semester covers American history from its beginning to the close of the reconstruction period following the Civil War.

Texts: Harlow and Miller, *Story of America*, 1957 ed., Henry Holt and Co.

Hst C 6. American History II. $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

A continuation of Hst C 5. The second semester covers the period in American history from the close of the reconstruction aftermath of the Civil War to the end of World War II. Same texts as for Hst C 5.

Prb C 7. American Problems I. $\frac{1}{2}$ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

American Problems I and II fulfill the twelfth-grade requirement in social studies. By integrating problems of social, economic and political significance ranging in scope from problems of personal and community interest to those of national and world-wide importance, the course covers a wide area of

topics fundamental to the information and understanding of an alert American citizen. In dealing with these, a genuine problem study approach is taken.

Texts: Hanna, *Facing Life's Problems*, Rand-McNally & Co., 1955; Blaich and Baumgartner, *The Challenge of Democracy* (3rd ed., rev.) McGraw-Hill Book Co., 1956.

Prb C 8. **American Problems II.** ½ u. 24 W. \$26.00 for Oregon residents; others, \$34.00.

This course covers the second semester's work in American Problems. Same texts as for Prb C 7.

General Extension Division

General Extension Division is interinstitutional in character. It extends to all areas of the state the combined resources of the campus institutions integrated within the Oregon State System of Higher Education.

This state-wide form of extension is unusual among the various states and is considered an ideal by educators throughout the nation. Its effectiveness results from its being based on the vast resources of all State System institutions of higher education, rather than on the resources of only one institution.

Notwithstanding the many and varied services it is thus able to offer throughout the state, General Extension Division is to a considerable extent self-sufficient financially, earning much of its own way through collection of authorized fees for the services it performs.

Administration

JAMES W. SHERBURNE, Ph.D., Dean.

RALPH W. STEETLE, M.A., Associate Dean ; Director, Department of Educational Media.

JAMES C. CAUGHLAN, Ph.D., Assistant Dean ; Director, Portland Extension Center and Portland Summer Session.

VIRON A. MOORE, Ed.D., Assistant Dean, Director, Department of State-Wide Services.

DONALD R. LARSON, B.A., Assistant to the Dean ; Director, Office of General Services.

JAMES M. MORRIS, Ed.D., Assistant Director, Department of Educational Media.

W. CURTIS REID, Ph.D., Assistant Director, Department of Educational Media.

HOWARD IMPECOVON, Ed.D., Registrar.

WILLIAM T. LEMMAN, JR., B.S., Business Manager.

JEAN P. BLACK, Ph.D., Librarian.

CHARLES R. WENSTROM, B.S., Coordinator, Information Services.

Headquarters office of General Extension Division is at 1633 S. W. Park Ave., Portland 1, Oregon. Information on General Extension Division departments and activities follows.

Portland Extension Center

Portland Extension Center functions during the regular school year as the metropolitan-area evening college program of the Oregon State System of Higher Education. Current enrollments at the center exceed 6,000 students in all categories.

Neither Portland Extension Center nor Portland Summer Session grants degrees; instead, in line with the State System extension concept, the student chooses the institution from which he wishes to receive his degree, and works out with this campus institution the Portland Extension Center or Portland Summer Session courses which may be applied toward the degree.

Varied non-credit activities are offered, along with the Center's continuing program of courses carrying college credit. Most of these non-credit offerings are part of the Center's program in Liberal Education for Adults.

Portland Summer Session

Portland Summer Session is principally a daytime program generally operating

from June through August. It has the largest enrollment of any summer session in the state, with registrations in recent years exceeding 3,000. A full program of undergraduate and graduate studies is offered, along with many special workshops for teachers, administrators, and others.

Evening offerings have been expanded in recent years for the convenience of students employed days during the summer. Numerous non-credit activities are offered as well.

Portland Extension Center and Portland Summer Session operate under the same administration with offices at 1633 S. W. Park Ave., Portland 1, Oregon.

Department of Educational Media

The Department of Educational Media provides audio-visual instruction services including programming, administration and engineering for the state-owned educational radio station KOAC and KOAC-TV, channel 7, in Corvallis and for educational television station KOAP-TV, channel 10, scheduled to begin broadcasting in Portland, January, 1961.

Now a relatively low-power transmission which began as a campus television teaching experiment, with present programming until 9 p.m. Monday through Friday, KOAC-TV will increase its power sometime in the future. KOAC radio transmission on 550 kc. is received throughout the state Monday through Saturday from 10 a.m. until 10 p.m.

In addition to the transmission of both radio and television the departmental staff at KOAC also has developed the Tapes for Teaching library which assists teachers in classrooms throughout the state.

Through its office of visual instruction the Department provides educational film library service for schools, community clubs, and other organizations. More than 4,000 motion pictures and a small selection of color slides and filmstrips are available on a rental basis. A catalog of the selection may be obtained by writing the department.

Other functions of the department include community consultant services in planning audio-visual programs, assistance with teacher workshops, demonstrations of teaching techniques in the use of a wide variety of audio and visual materials, consultation in planning county and city film services, a production program of motion pictures, and an artist service.

Principal office is at 1633 S. W. Park Avenue, Portland, with offices also in Corvallis, studios in Portland, Corvallis, Eugene, Salem, and Monmouth, and branch film libraries on the college campuses at Ashland and La Grande.

College of the Air

Telecourses carrying college credit are offered throughout the state over KOAC-TV, channel 7, and through public service facilities of commercial television outlets. College of the Air telecourses closely parallel courses offered at campus institutions of the Oregon State System of Higher Education. Included in College of the Air offerings is a Television Junior College originating over KOAC-TV and made possible through a grant under Title VII of the National Defense Education Act.

State-Wide Services

See information on the following page.

Department of State-Wide Services

The Department of State-Wide Services carries the State System's extension program to every section of the state. Any community in Oregon may be a meet-

ing place for state-wide evening classes if a satisfactory classroom facility is provided and if enrollment is sufficient to cover actual operating costs.

State-wide services include correspondence courses, evening courses for college credit, College of the Air telecourses, conferences, workshops, and consultant services to business, education, and other groups.

Through the Institute of International Affairs, the Department of State-Wide Services assists other organizations in programs concerning international affairs such as Great Decisions, which it has developed in cooperation with Oregon State Extension Service and the Foreign Policy Association. In addition, the Institute serves as a distribution center for U. S. State Department and UNESCO publications.

In order to serve Oregonians most effectively state-wide regional offices are maintained in Salem, Eugene, Corvallis, Monmouth, Ashland and La Grande with extension Centers maintained in Salem and Eugene where larger populations have required a continuing program of undergraduate and graduate evening study.

Administration and Staff

VIRON A. MOORE, Ed.D., Director of Department, Eugene.
 HOWARD J. AKERS, Ed.D., Administrative Assistant; Head, Salem Extension Center, North Central Regional Office, Salem.
 FLOYD B. ALBIN, Ed.D., Campus Representative, Monmouth.
 DONALD S. BRYANT, M.A., Head, Northwest Regional Office, Corvallis.
 CHARLES D. DEAN, Ph.D., Head, Office of Correspondence Study; Education Consultant, Eugene.
 KENNETH W. FERRIER, Ed.D., Consultant, Alcohol Education, Portland.
 MOZELLE HAIR, B.A., Head Emeritus, Office of Correspondence Study.
 CHARLES A. IVIE, M.A., Head, Southern Regional Office, Ashland.
 DONALD E. LOW, M.B.A., Consultant, Business and Industrial Services, Eugene.
 JENNELLE MOORHEAD, M.S., Consultant, Health and Community Welfare, Eugene.
 MARION E. PATTULLO, Specialist in Study Group Discussion, Portland.
 ROY L. SKEEN, Ed.D., Head, Eastern Regional Office, LaGrande.
 DOROTHY D. SMITH, B.A., Head, Eugene Extension Center, Central Regional Office, Eugene.
 MAUD WALKER, M.S., Coordinator of Televised Instruction, Portland.

Regional and Center Offices

Northwest Oregon Regional Office General Extension Division College Campus Corvallis, Oregon	Eugene Extension Center General Extension Division 1250 Emerald St. Eugene, Oregon
Southern Oregon Regional Office General Extension Division College Campus Ashland, Oregon	Salem Extension Center and North Central Oregon Regional Office General Extension Division 565 Capitol, N.E. Salem, Oregon
Eastern Oregon Regional Office General Extension Division College Campus La Grande, Oregon	Branch Office, Department of State-Wide Services General Extension Division College Campus Monmouth, Oregon

Further information, bulletins, or catalogs may be obtained from the Department of State-Wide Services, General Extension Division, Eugene, Oregon, or from any of the regional offices.

State Board of Higher Education*

	Term Expires
CHARLES R. HOLLOWAY, JR., Portland.....	1961
A. S. GRANT, Baker.....	1962
CHERYL S. MACNAUGHTON, Portland.....	1963
J. W. FORRESTER, JR., Pendleton.....	1963
ALLAN HART, Portland.....	1964
DOUGLAS MCKEAN, Beaverton.....	1964
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EARL M. PALLETT, Ph.D., Secretary of Board

Office of the State Board of Higher Education
Post Office Box 5175
Eugene, Oregon

* Board members are appointed to six-year terms by the Governor of Oregon with confirmation by the State Senate.

Oregon State System of Higher Education

JOHN REESE RICHARDS, Ph.D., Chancellor State System of Higher Education; Professor.

B.A. (1929), M.S. (1931), Pennsylvania State; Ph.D. (1936), Chicago. With System since 1953, chancellor since 1955.

DAVID W. E. BAIRD, M.D., LL.D., Dean of Medical School; Professor of Medicine.

M.D. (1926), Oregon; LL.D. (1946), Portland. With System since 1927, dean, Medical School, since 1943.

FRANK BROWN BENNETT, Ed.D., President, Eastern Oregon College; Professor.

B.A. (1921), Willamette; M.A. (1933), Oregon; Ed.D. (1948), Willamette. With System since 1932, president, Eastern Oregon, since 1952.

HERBERT ARNOLD BORK, M.S., C.P.A., Comptroller and Bursar, State System of Higher Education; Dean; Professor.

B.A. (1924), Wisconsin; C.P.A. (1926); M.S. (1940), Oregon State. With System since 1934, comptroller since 1934.

RICHARD LYLE COLLINS, M.A., C.P.A., Budget Director, State System of Higher Education; Professor.

B.B.A. (1927), Oregon; C.P.A. (1931); M.A. (1940), Columbia. With System 1927-29 and since 1932, budget director since 1948.

WILLIAM C. JONES, Ph.D., Acting President, University of Oregon; Professor.

A.B. (1926), Whittier; M.B.A. (1929), Southern California; Ph.D. (1940), Minnesota. With System 1941-44, 1951-53, since 1954; acting president, University, since 1960.

ROY ELWAYNE LIEUALLEN, Ed.D., President, Oregon College of Education; Professor.

B.S. (1940), Pacific; M.S. (1947), Oregon; Ed.D. (1955), Stanford. With System since 1946, president, Oregon College, since 1955.

BRANFORD P. MILLAR, Ph.D., President, Portland State College; Professor.

A.B. (1935), A.M. (1938), Ph.D. (1946), Harvard. With System since 1959, president, Portland State, since 1959.

HAROLD J. NOYES, D.D.S., M.D., Dean of Dental School; Professor of Dentistry.

Ph.B. (1923), M.D. (1933), Chicago; B.S. (1928), D.D.S. (1928), Illinois. With System since 1946, dean, Dental School, since 1946.

EARL M. PALLETT, Ph.D., Secretary of Board and Chairman, High School-College Relations Committee; Professor.

B.S. (1921), M.S. (1922), Wisconsin; Ph.D. (1931), Oregon. With System since 1927, Secretary of Board since 1955.

WINSTON D. PURVINE, A.B., LL.D., Director, Oregon Technical Institute; Associate Professor.

A.B. (1933), Lewis and Clark (Albany College). With System since 1960, director, Oregon Technical Institute, since 1947.

JAMES W. SHERBURNE, Ph.D., Dean, General Extension Division; Professor.

A.B. (1927), Greenville College; M.A. (1928), Michigan; Ph.D. (1938), Ohio State. With System since 1938, dean, Extension Division, since 1956.

ELMO NALL STEVENSON, Ed.D., President, Southern Oregon College; Professor.

A.B. (1927), San Jose State; A.M. (1929), Ed.D. (1938), Stanford. With System since 1929, president, Southern Oregon, since 1945.

AUGUST LEROY STRAND, Ph.D., LL.D., President, Oregon State College; Professor.

B.S. (1917), Montana State; M.S. (1925), Ph.D. (1928), Minnesota; LL.D. (honorary, 1957), Montana State. With System since 1942, president, Oregon State, since 1942.

Directions for Enrolling in a Correspondence Course

1. Read carefully pages 5 through 11 in this bulletin.
2. Fill out both sides of one of the applications below, tear on perforated lines, and mail it in an envelope with check or money order to:

**Office of Correspondence Study
General Extension Division
University Campus
Eugene, Oregon**

*All checks or money orders should be made payable to:
General Extension Division*

Application for Correspondence Course

Mr. ()
Miss ()
Mrs. ()

_____ **Please Print—Include Middle and Maiden Names**

_____ **Present Mailing Address**

_____ **Home or Permanent Address**

Occupation _____ **Age** _____

Enclosed is my check or money order in the amount of \$ _____

I wish the following courses : _____

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Your complete course and directions for completing it will be mailed to you promptly upon receipt of your application and fee.

Texts should be ordered directly from the University of Oregon Cooperative Store, Eugene, Oregon. A list of text prices will be included with the course.

Educational Background (circle highest year completed) :

grammar school high school college
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 Degree.....

Institution at which you expect to use credit.....

Have you ever before registered with General Extension Division? Yes No.

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