GENERAL EXTENSION
DIVISION

BULLETIN

Correspondence Courses
1961-62

Department of Instruction, State-Wide
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 University 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 University of Oregon Medical School and the University of Oregon Dental School 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 preprofessional 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 of Oregon and Oregon State University, 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.
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**State Board of Higher Education**

**Officers of Administration, State System of Higher Education**

**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 Instruction. 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 instruction 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 instruction?

Correspondence instruction 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 com-
plete 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 pre-
requisites listed for certain courses apply only in cases where a student
intends to submit the credits he earns through correspondence instruc-
tion 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 University and Portland
State College will accept a maximum of 60 quarter hours of credit
earned by correspondence instruction. Southern Oregon College,
Eastern Oregon College and Oregon College of Education accept 24
quarter hours. The above named schools do not accept ecorrrespondence
instruction for graduate credit.

Technical Institute Credit

Before enrolling as a correspondence student, anyone wishing tech-
nical institute credit should consult the registrar of the technical insti-
tute 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 Instruction 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 stu-
dent wishing to apply correspondence instruction toward high school
graduation 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 Instruction 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 March 1 of the year in which he expects to graduate and must complete all work six weeks before the date of his graduation.

**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 Instruction, General Extension Division, 124 Education Hall, 16th and Alder, 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 of 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 Instruction, General Extension Division, 124 Education Hall, 16th and Alder, 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

A student may request and receive a refund provided application for such refund is made within three months of the date of registration. No course fee will be refunded after a student has submitted lesson reports. When refunds are made, $2.00 of the fee for each course will be retained to cover the cost of registration.

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 Instruction. Fee for this service is $2.00 plus any necessary fee adjustment and $1.25 for each assignment which has been corrected in the original course. Not more than one transfer will be allowed.

**Grading System**

The quality of student work is measured by a system of grades consisting of: \( A, B, C, D, F, \text{ Inc} \). The grade \( A \) denotes exceptional accomplishment; \( B \), superior; \( C \), average; \( D \), inferior; \( F \), failure; \( \text{ Inc} \), 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 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 Instruction, General Extension Division, and submit this to the Office of Correspondence Instruction, 124 Education Hall, 16th and Alder, 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 courses under Public Law 550 during any period when he is not registered in a residence program; that is, residence and correspondence instruction cannot be pursued concurrently under Public Law 550. Public Law 550 provides for reimbursement for tuition and books for correspondence instruction but does not provide for any subsistence allowance.
In addition to federal benefits, the State of Oregon affords educational assistance to veterans. Benefits under this program 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 Instruction.

**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 Instruction, 124 Education Hall, 16th and Alder, 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 Instruction. To obtain these free textbooks write to Office of Correspondence Instruction, 124 Education Hall, 16th and Alder, 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 Instruction, 124 Education Hall, 16th and Alder, Eugene, Oregon.

**Other Colleges and Universities Offering Correspondence Courses**

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.
Officers of Administration

JAMES W. SHERBURNE, Dean.
VIRON A. MOORE, Assistant Dean; Director, Department of Instruction, State-wide.
CHARLES D. DEAN, Head, Office of Correspondence Instruction.
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 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, OSU to Oregon State University, 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, $42.50.
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.

THE AMERICAN INDIAN. Anth C 418. UO
3 q.h. W 16. $33.00 for Oregon residents; others, $42.50.
A continuation of Anth C 417.

THE AMERICAN INDIAN. Anth C 419. UO
3 q.h. W 16. $33.00 for Oregon residents; others, $42.50.
A continuation of Anth C 418. No required text.

ARCHITECTURE

HOUSE PLANNING AND ARCHITECTURAL DRAWING. AA C 178. OSU
3 q.h. W 16. $33.00 for Oregon residents; others, $42.50.
Small-house construction, detail drawing and architectural drafting, with particular reference to the needs of students majoring in home economics and


**ART**

**INTRODUCTION TO ART HISTORY.** A C 251.

| 3 q.h. | W. 16. | $33.00 for Oregon residents; others, $42.50. |

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.


**SKETCHING.** AA C 298.

| 2 q.h. | W. 12. | $22.00 for Oregon residents; others, $31.50. |

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.

Noncredit. W. 12. $22.00 for Oregon residents; others, $31.50.

See *Journalism*.

**BIOLOGY**

**GENERAL BIOLOGY.** Bi C 101

| 3 q.h. | W. 16. | $33.00 for Oregon residents; others, $42.50. |

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.)*


**GENERAL BIOLOGY.** Bi C 102

| 3 q.h. | E. 16. | $33.00 for Oregon residents; others, $42.50. |

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

| 3 q.h. | E. 16. | $33.00 for Oregon residents; others, $42.50. |

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

| 3 q.h. | W. 16. | $33.00 for Oregon residents; others, $42.50. |

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).


**HUMAN PHYSIOLOGY.** Bi C 313

| 3 q.h. | W. 16. | $33.00 for Oregon residents; others, $42.50. |

A continuation of Bi C 312. Same text.
BUSINESS ADMINISTRATION and SECRETARIAL SCIENCE

FUNDAMENTALS OF ACCOUNTING. Ac C 211. UO
3 q.h. W. 22. $33.00 for Oregon residents; others, $42.50.
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.

FUNDAMENTALS OF ACCOUNTING. Ac C 212. UO
3 q.h. W. 22. $33.00 for Oregon residents; others, $42.50.
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, $42.50.
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 360. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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.

MATHEMATICS OF FINANCE. Mth C 108. UO
4 q.h. W. 22. $44.00 for Oregon residents; others, $53.50.
See Mathematics.

BUSINESS LAW. BA C 256. PSC
3 q.h. W. 15. $33.00 for Oregon residents; others, $42.50.
Application of fundamental legal principles to typical business situations illustrated by selected cases; formation, interpretation, discharge of contracts; law of agency, negotiable instruments, consideration, delivery, rights, liabilities of parties, real property, sales, bailments, chattel mortgages.

REAL ESTATE FUNDAMENTALS. FBE C 425. UO
3 q.h. W. 18. $33.00 for Oregon residents; others, $42.50.
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.

INTRODUCTION TO INDUSTRIAL PSYCHOLOGY. Psy C 447. UO
3 q.h. E. 16. $33.00 for Oregon residents; others, $42.50.
See Psychology.

PERSONNEL MANAGEMENT (Principles and Practices). BA C 451. OSU
3 q.h. E. 16. $33.00 for Oregon residents; others, $42.50.
Introductory course for supervisors and personnel managers. Survey of ob-
jectives, functions and practices of personnel administration which contribute to effective achievement of aims of organization.


**PERSONNEL MANAGEMENT (Techniques). BA C 452.**

OSU

3 q.h. E. 16. $33.00 for Oregon residents; others, $42.50.

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.


**RETAIL MERCHANDISING. BA C 463.**

PSC

3 q.h. E. 15. $33.00 for Oregon residents; others, $42.50.

Principles of organizing and operating retail institutions; store location, store layout, buying and selling, operating activities, personnel and control.


**STENOGRAPHY (Briefhand). SS C 111.**

OSU

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

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


**STENOGRAPHY. SS C 112.**

UO

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

A continuation of SS C 111. Same text.

**STENOGRAPHY. SS C 113.**

UO

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

A continuation of SS C 112.


**TYPING. SS C 121.**

UO

2 q.h. W. 12. $22.00 for Oregon residents; others, $31.50.

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.


**TYPING. SS C 122.**

UO

2 q.h. W. 12. $22.00 for Oregon residents; others, $31.50.

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, $31.50.

A continuation of SS C 112. Office forms, legal documents, application letters, personal typewriting.

Texts: Same as for SS C 122.
OFFICE ORGANIZATION AND MANAGEMENT. SS C 422. OSU
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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.

BUSINESS ENGLISH. Wr C 214. UO
See English and Literature.

ECONOMICS

PRINCIPLES OF ECONOMICS. Ec C 201. OSU
3 q.h. E. 16. $33.00 for Oregon residents; others, $42.50.
The principles that underlie production, exchange, and distribution; practical problems, such as monetary and banking reform, trade regulations, taxation, labor movements, unemployment, business cycles.

PRINCIPLES OF ECONOMICS. Ec C 202. OSU
This course is a continuation of Ec C 201.
Same text as for Ec C 201.

PRINCIPLES OF ECONOMICS. Ec C 203. OSU
A continuation of Ec C 202.
Same text as for Ec C 201.

PUBLIC FINANCE. Ec C 319. UO
3 q.h. E. 16. $33.00 for Oregon residents; others, $42.50.
Principles and problems of government financing. Expenditures, revenues, debt, and financial administration.

INTERNATIONAL ECONOMICS. Ec C 440. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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.

EDUCATION

SCHOOL IN AMERICAN LIFE. Ed C 310. UO
3 q.h. W. 19. $33.00 for Oregon residents; others, $42.50.
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.
Text: Gould and Yoakam, The Teacher and His Work, The Ronald Press,

**HUMAN DEVELOPMENT. Ed C 311.**

4 q.h.  E. 15.  $44.00 for Oregon residents; others, $53.50.

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.


**EDUCATIONAL PSYCHOLOGY: LEARNING. Ed C 312.**

3 q.h.  W. 16.  $33.00 for Oregon residents; others, $42.50.

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.


**SCHOOL HEALTH PROGRAM. Ed C 351.**

3 q.h.  W. 15.  $33.00 for Oregon residents; others, $42.50.

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.


**MEASUREMENTS IN EDUCATION. Ed C 424.**

3 q.h.  W. 16.  $33.00 for Oregon residents; others, $42.50.

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.


**HISTORY OF EDUCATION. Ed C 440.**

3 q.h.  W. 16.  $33.00 for Oregon residents; others, $42.50.

A general review of the growth and development of education in relation to the civilization of the times; emphasis on development of educational philosophies.


**PARENT-TEACHER ORGANIZATION. Ed C 475.**

2 q.h.  E. 12.  $22.00 for Oregon residents; others, $31.50.

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.


**PRINCIPLES AND PRACTICES OF GUIDANCE SERVICES. Ed C 485.**

3 q.h.  E. 15.  $33.00 for Oregon residents; others, $42.50.

The need for guidance services in the schools; tests, inventories, question-
naires, and records; the role of the home and the community in guidance; counseling the individual student.


**SOCIAL EDUCATION. Ed C 491.**
3 q.h.  W. 16. $33.00 for Oregon residents; others, $42.50.
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.


**EDUCATION—ELEMENTARY**

**THE CHILD AND HIS CURRICULUM: LANGUAGE ARTS. Ed C 352.**
3 q.h.  W. 16. $33.00 for Oregon residents; others, $42.50.
Language development from kindergarten through the elementary school. Emphasis on language as a means of communication and as a tool for thinking. Reading, reading readiness, the psychology of the reading process, reading skills in relation to other parts of curriculum, diagnostic and remedial measures. Materials and teaching procedures in oral and written communication.


**THE CHILD AND HIS CURRICULUM: ARITHMETIC. Ed C 353.**
3 q.h.  E. 16. $33.00 for Oregon residents; others, $42.50.
Arithmetic in the elementary-school program. Types of instruction, criteria for selection, placement and organization of content.


**ADVANCED PRIMARY EDUCATION. Ed C 458.**
2 q.h.  W. 12. $22.00 for Oregon residents; others, $31.50.
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 area of the primary school and construction of actual materials in relation to scientific procedures and professional goals.


**ADVANCED INTERMEDIATE AND UPPER-GRADE EDUCATION. Ed C 459.**
2 q.h.  W. 12. $22.00 for Oregon residents; others, $31.50.
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.


**DEVELOPMENTAL PSYCHOLOGY I: INFANCY AND CHILDHOOD. Psy C 460.**
3 q.h.  W. 16. $33.00 for Oregon residents; others, $42.50.
See Psychology.
EDUCATION—SECONDARY

PRINCIPLES OF SECONDARY TEACHING. Ed C 314. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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 Doug­

THE JUNIOR HIGH SCHOOL. Ed C 484. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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: Gruhn and Douglas, The Modern Junior High School, The Ronald

DEVELOPMENTAL PSYCHOLOGY II: ADOLESCENCE AND MATURITY. Psy C 461. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
A continuation of Psy C 460.
See Psychology.

ENGINEERING

ENGINEERING GRAPHICS. GE C 111. OSU
2 q.h. W. 10. $22.00 for Oregon residents; others, $31.50.
Training in the use of drafting instruments and in the art of lettering; intro­
duction 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.
Workbook: Willey, Engineering Graphics Layouts, 1958; Lettering Book:
Lettering Plates or Engineering Drawing (same authors).

ENGINEERING GRAPHICS. GE C 112. OSU
2 q.h. W. 10. $22.00 for Oregon residents; others, $31.50.
Continuation of orthographic projection; methods of dimensioning and check­
ing drawings; use of auxiliary planes of projection; section drawings; iso­
metric 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. OSU
2 q.h. W. 10. $22.00 for Oregon residents; others, $31.50.
A continuation of GE C 112. Freehand orthographic and perspective sketch­
ing; 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. OSU
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
Forces and force systems with reference to the equilibrium of rigid bodies;
simple framed structure; methods of finding centers of gravity and moments
of inertia and their practical application; numerous problems having engi­
dneering application. Prerequisite: Differential and Integral Calculus (Mth
201, 202).
1959.

MECHANICS OF MATERIALS. ME C 218. OSU
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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).


**DYNAMICS OF SOLIDS AND FLUIDS. ME C 317.**

3 q.h. W. 21. $33.00 for Oregon residents; others, $42.50.

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 201) and ME 217.


**ENGLISH and LITERATURE**

**GRAMMAR, PUNCTUATION AND USAGE REVIEW. Eng C 01.**

Noncredit. W. 24. $33.00 for Oregon residents; others, $42.50.

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.


**ENGLISH COMPOSITION. Wr C 111.**

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

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 tests 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 Instruction, General Extension Division.


**ENGLISH COMPOSITION. Wr C 112.**

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

A continuation of Wr C 111. Same texts.

**ENGLISH COMPOSITION. Wr C 113.**

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

A continuation of Wr C 112.


**TECHNICAL REPORT WRITING. Eng C 207.**

3 q.h. W. 15. $33.00 for Oregon residents; others, $42.50.

See Technical Institute Courses, English.

**ADVANCED WRITING. Wr C 211.**

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

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


**ADVANCED WRITING. Wr C 212.**

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

A continuation of Wr C 211. Same text.

**ADVANCED WRITING. Wr C 213.**

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

A continuation of Wr C 212. Same text.
BUSINESS ENGLISH. Wr C 214.
3 q.h. W. 14. $33.00 for Oregon residents; others, $42.50.

SHORT-STORY WRITING. Wr C 324.
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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.

SHORT-STORY WRITING. Wr C 325.
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
Designed to enable students to tryout 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.

SHORT-STORY WRITING. Wr C 326.
3 q.h. $33.00 for Oregon residents; others, $42.50.
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.

MANUSCRIPT CRITICISM.
Noncredit. $42.00 for Oregon residents; others, $51.50.
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 $51.50 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.
3 q.h. W. 20. $33.00 for Oregon residents; others, $42.50.
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.

SURVEY OF ENGLISH LITERATURE. Eng C 102.
3 q.h. W. 20. $33.00 for Oregon residents; others, $42.50.
Covers the seventeenth and eighteenth centuries.

SURVEY OF ENGLISH LITERATURE. Eng C 103.
3 q.h. W. 21. $33.00 for Oregon residents; others, $42.50.
Covers the period from the eighteenth century to the present.

**WORLD LITERATURE. Eng C 107.**

| SOC | 3 q.h. | W. 16. | $33.00 for Oregon residents; others, $42.50. |

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.


**WORLD LITERATURE. Eng C 108.**

| SOC | 3 q.h. | W. 16. | $33.00 for Oregon residents; others, $42.50. |

A continuation of Eng C 107.


**WORLD LITERATURE. Eng C 109.**

| SOC | 3 q.h. | W. 16. | $33.00 for Oregon residents; others, $42.50. |

A continuation of Eng C 108.


**SHAKESPEARE. Eng C 201.**

| UO | 3 q.h. | W. 5. | $33.00 for Oregon residents; others, $42.50. |

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 for those who wish to fulfill a norm in English.


**SHAKESPEARE. Eng C 202.**

| UO | 3 q.h. | W. 4. | $33.00 for Oregon residents; others, $42.50. |

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, $42.50. |

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, 42.50. |

American literature from its beginning to the present day. Two consecutive terms will satisfy the high school teaching requirement in English.

Texts: *Foerster and Falk, American Poetry and Prose (new shorter ed.),*

**SURVEY OF AMERICAN LITERATURE.** Eng C 254.  
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
A continuation of Eng C 253. Same texts.

**SURVEY OF AMERICAN LITERATURE.** Eng C 255.  
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
A continuation of Eng C 254.  
Texts: Same texts.

**CONTEMPORARY LITERATURE.** Eng C 361.  
3 q.h. W. 15. $33.00 for Oregon residents; others, $42.50.  
Postwar poetry, prose, and drama, with emphasis on the development of new literary forms, new concepts, attitudes, and movements. Recent European influences.  

**CHILDREN'S LITERATURE.** Eng C 388.  
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
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.)  

**AMERICAN NOVEL (Contemporary).** Eng C 393.  
3 q.h. W. 15. $33.00 for Oregon residents; others, $42.50.  
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.  
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
See Journalism.

**FORESTRY**

**CONSERVATION OF NATURAL RESOURCES.** FC 260.  
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
Nature, extent and importance of organic resources of United States and methods of conserving them; forest, forage, recreation, wildlife, soil, water aspects.  

**GEOGRAPHY**

**INTRODUCTORY GEOGRAPHY.** Geog C 105.  
3 q.h. E. 16. $33.00 for Oregon residents; others, $42.50.  
This course and Geog C 106, 107 constitute a general introduction to the field of geography. The first term deals with physical elements.
INTRODUCTORY GEOGRAPHY. Geog C 106.
3 q.h. E. 16. $33.00 for Oregon residents; others, $42.50.
This term deals with regional elements.
Text: James, Geography of Man (2nd ed.), Ginn and Co., 1959.

INTRODUCTORY GEOGRAPHY. Geog C 107.
3 q.h. E. 16. $33.00 for Oregon residents; others, $42.50.
This term deals with cultural elements.

WORLD ECONOMIC GEOGRAPHY. Geog C 201.
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
A study of the major types of production and their geographical background.

WORLD ECONOMIC GEOGRAPHY. Geog C 202.
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
A continuation of Geog C 201. Same texts.

WORLD ECONOMIC GEOGRAPHY. Geog C 203.
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
A continuation of Geog C 202. Same texts.

GEOGRAPHY OF NORTH AMERICA Geog C 301.
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
Physical and cultural geography of Oregon.

GEOGRAPHY OF NORTH AMERICA. Geog C 302.
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

GEOGRAPHY OF NORTH AMERICA. Geog C 303.
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
Text: same as for Geog C 302.

GEOGRAPHY OF THE SOVIET UNION. Geog C 427.
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
A study of the physical, economic and human geography of the Soviet Union.
Prerequisite: Geog 105, 106, 107 or Geog 201, 202, 203.

GEOGRAPHY OF AFRICA. Geog C 422.
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
A study of the physical, economic and human geography of the continent.
Prerequisite: Geog 105, 106, 107 or Geog 201, 202, 203.

**GEOLOGY OF LATIN AMERICA.** Geog C 461. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
Regional geography of the Latin American countries.

**GEOLOGY**

**GENERAL GEOLOGY.** Geol C 101. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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.*

**GENERAL GEOLOGY.** Geol C 102. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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, $42.50.
A continuation of Geol C 102.

**HEALTH EDUCATION**

**PERSONAL HEALTH PROBLEMS.** HE C 361. UO
3 q.h. E. 12. $33.00 for Oregon residents; others, $42.50.
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.

**COMMUNITY HEALTH PROBLEMS.** HE C 62. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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.

**COMMUNICABLE AND NONCOMMUNICABLE DISEASES.** HE C 363. UO
3 q.h. W. 10. $33.00 for Oregon residents; others, $42.50.
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.

**HISTORY**

**HISTORY OF WESTERN CIVILIZATION.** Hst C 101. UO
3 q.h. E. 16. $33.00 for Oregon residents; others, $42.50.
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.
HISTORY OF WESTERN CIVILIZATION. Hst C 102.  
3 q.h. E. 16. $33.00 for Oregon residents; others, $42.50.  
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.  
3 q.h. E. 16. $33.00 for Oregon residents; others, $42.50.  
A continuation of Hst C 102 to recent time.  
Texts: Same as for Hst C 101 and Hst C 102.

HISTORY OF THE UNITED STATES. Hst C 201.  
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
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.  

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
A continuation of Hst C 201. Covers the period from 1850 to 1898.  

HISTORY OF THE UNITED STATES. Hst C 203.  
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
A continuation of Hst C 202. Covers the period from 1898 to the present.  

ENGLISH HISTORY. Hst C 207.  
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
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.  

ENGLISH HISTORY. Hst C 208.  
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
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.  
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
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.  
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
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.  

HISPANIC AMERICA. Hst C 351.  
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
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, $42.50.
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, $42.50.
Political, economic, and diplomatic history of the Far East with specific emphasis on the contemporary situation.

AMERICAN FOREIGN RELATIONS. Hst C 473. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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.

HISTORY OF THE PACIFIC NORTHWEST. Hst C 478. UO
3 q.h. W. 16. $33.00 for Oregon residents; others $42.50.
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, $42.50.
Consideration is given to current and significant political, economic, and social problems of the nations in relation to American culture.

HOME ECONOMICS

NUTRITION. FN C 225. OSU
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
Nutritive value of foods from the standpoint of newer scientific investigations; selection of an optimal diet for health; present-day problems in nutrition.

HOME FURNISHING. CT C 331. OSU
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
Furnishing a small home from standpoint of comfort, beauty, and economy; influence of historic design. Prerequisite: CT 250, AA 161, 178.

MANAGEMENT IN FAMILY LIVING. HAD C 240. OSU
2 q.h. W. 12. $32.00 for Oregon residents; others, $31.50.
The family's time and energy problems and their application to family-centered situations. Prerequisite: junior standing.
FAMILY FINANCE MANAGEMENT.  HAd C 341.  
2 q.h.  W. 12.  $22.00 for Oregon residents; others, $31.50.  
Management of income, expenditures, credit, savings, insurance, Social Security, and taxes. Prerequisite: Junior standing.  

JOURNALISM

CARTOONING.  J C 01.  
Noncredit.  W 12.  $22.00 for Oregon residents; others, $31.50.  
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.

MAGAZINE ARTICLE WRITING.  J C 468.  
3 q.h.  W. 16.  $33.00 for Oregon residents; others, $42.50.  
A study of the problems of writing and selling articles, with emphasis on the marketing of manuscripts.

FOREIGN LANGUAGES

FRENCH

FIRST-YEAR FRENCH (first term).  RL C 50.  
4 q.h.  W. 20.  $44.00 for Oregon residents; others, $53.50.  
This course and RL C 51 and 52 provide a thorough grammatical foundation and an elementary reading knowledge of French.
Texts: Fraser, Squair and Parker, Foundation Course in French, D. C. Heath and Co., 1957; Foundation Course in French, six 7-inch 33 1/3 L.P. records, D. C. Heath and Co. NOTE: Records will be furnished by General Extension Division. A deposit of $10 will be required. Students must return the records to General Extension Division upon completion of the course, or at the end of one year from the time of enrollment, whichever comes first. If records are damaged in any way beyond normal wear, the Extension Division reserves the right to withhold part, or all, of the student's deposit.

FIRST-YEAR FRENCH (second term).  RL C 51.  
4 q.h.  W. 20.  $44.00 for Oregon residents; others, $53.50.  
A continuation of RL C 50.
Texts: Fraser, Squair and Parker, Foundation Course in French, D. C. Heath and Co., 1957; Bellé and Haas, Promenades en France, Henry Holt and Co., 1957; also records as used for RL C 50 (description above).

FIRST-YEAR FRENCH (third term).  RL C 52.  
4 q.h.  W. 20.  $44.00 for Oregon residents; others, $53.50.  
A continuation of RL C 51.
Texts: Same as for RL C 51. No records for this course.

4 q.h.  W. 20.  $44.00 for Oregon residents; others, $53.50.  
Study of selected texts of representative authors; review of grammar.
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
A continuation of RL C 101.

SECOND-YEAR FRENCH (third term). RL C 103.
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
A continuation of RL C 102.

SURVEY OF FRENCH LITERATURE. RL C 311.
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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: Two years of college French.

GERMAN

FIRST-YEAR GERMAN (first term). GL C 50.
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
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.

4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
A continuation of GL C 50.

FIRST-YEAR GERMAN (third term). GL C 52.
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
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.

SPANISH

FIRST-YEAR SPANISH (first term). RL C 60.
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
An introduction to Spanish, stressing speaking and reading. Exercises in elementary composition.
FIRST-YEAR SPANISH (second term). RL C 61. UO
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
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, $53.50.
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, $53.50.
Intensive oral and written exercises designed to help the student acquire an accurate and fluent use of Spanish. Reading of representative authors.

SECOND-YEAR SPANISH (second term). RL C 108. UO
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
A continuation of RL C 107.

SECOND-YEAR SPANISH (third term). RL C 109. UO
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
A continuation of RL C 108.

LIBRARY METHODS

BOOK SELECTION AND EVALUATION. Lib C 482. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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.

INTRODUCTION TO CATALOGING AND CLASSIFICATION. Lib C 486. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
Instruction and practice in simplified procedures for the acquisition, preparation, organization, and circulation of books and related library materials.

CHILDREN'S LITERATURE. Lib C 388. OCE
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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.)

SCHOOL LIBRARY ADMINISTRATION. Lib C 484. UO
3 q.h. W. 15. $33.00 for Oregon residents; others, $42.50.
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.

BOOKS AND RELATED MATERIALS FOR YOUNG PEOPLE. Lib C 488. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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.

MATHEMATICS

ELEMENTS OF ALGEBRA. Mth C 10. UO
Noncredit. W. 24. $44.00 for Oregon residents; others $53.50.
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.

ELEMENTARY GEOMETRY. Mth C 70. EOC
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
This course covers essentials of plane geometry for students with less than one year of geometry in high school.

INTERMEDIATE ALGEBRA. Mth C 100. OSU
4 q.h. W. 24. $44.00 for Oregon residents; others $53.50.
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.

COLLEGE ALGEBRA. Mth C 101. OSU
INTRODUCTORY COLLEGE MATHEMATICS. Mth C 105. UO
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
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.

TRIGONOMETRY. Mth C 102. OSU
INTRODUCTORY COLLEGE MATHEMATICS. Mth C 106. UO
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
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 103 and plane geometry.
Text: Rosenback, Whitman, Mockovitz, Plane Trigonometry, with tables, Ginn and Co., 1943.
INTRODUCTORY COLLEGE MATHEMATICS. Mth C 107. 
See Mth 200 listed below.

MATHEMATICS OF FINANCE Mth C 108. 
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
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.

CALCULUS WITH ANALYTIC GEOMETRY. Mth C 200. 
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
Accepted by University of Oregon in lieu of Mth 107. Primarily introductory differential and integral calculus interwoven with analytical geometry. Prerequisite: Mth 102 or Mth 106.

DIFFERENTIAL AND INTEGRAL CALCULUS. Mth C 201. 
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
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.

DIFFERENTIAL AND INTEGRAL CALCULUS. Mth C 202. 
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
A continuation of Mth C 201. Same text.

DIFFERENTIAL AND INTEGRAL CALCULUS. Mth C 203. 
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
A continuation of Mth C 202. Same text.

ADVANCED COLLEGE ALGEBRA. Mth C 314. 
3 q.h. W. 19. $33.00 for Oregon residents; others, $42.50.
An extension of the work in algebra given in freshman mathematics. Prerequisite: one year of college mathematics.

COORDINATE GEOMETRY. Mth C 317. 
3 q.h. W. 17. $33.00 for Oregon residents; others, $42.50.
An analytic treatment of curves and surfaces in three-dimensional space. Prerequisite: Mth 105, 106, 107 or equivalent.

DIFFERENTIAL EQUATIONS. Mth C 321. 
3 q.h. W. 20. $33.00 for Oregon residents; others, $42.50.
Ordinary differential equations arising in geometry, physics, and engineering. Prerequisite: calculus.

ELEMENTS OF STATISTICAL METHODS. Mth C 425. 
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
Tabulation and graphical presentation of statistical data; descriptive statistics and correlation. Prerequisite: one year of high-school algebra or equivalent.
PHILOSOPHY and RELIGION

ELEMENTARY LOGIC. Phi C 203. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
An introduction to the study of reasoning. How to recognize, analyze, criticize, and construct the main types of argument and proof.

HISTORY OF GREAT RELIGIONS. R C 462. OSU
3 q.h. E. 16. $33.00 for Oregon residents; others, $42.50.
Comparative study of religions that command a large following today, such as Hinduism, Buddhism, Confucianism, Judaism, Christianity and Islam.

PHYSICS

RUDIMENTS OF METEOROLOGY. Ph C 191. OSU
1 q.h. E. 10. $22.00 for Oregon residents; others, $31.50.
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.

GENERAL PHYSICS. Ph C 201. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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.

GENERAL PHYSICS. Ph C 202. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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
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. OSU
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
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.

METEOROLOGY. Ph C 491. OSU
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
Dynamic meteorology, covering meteorological statics. In this first term of a
three-term sequence the student begins the study of physical and dynamical meteorology with the gas laws, elements of thermodynamics, adiabatic processes of both unsaturated and saturated air, the thermodynamic diagrams, and the determination of hydrostatic equilibrium and layer stability in the atmosphere.


**METEOROLOGY. Ph C 492.**

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

Dynamic meteorology, continuing the sequence begun with Ph C 491, and covering radiation and the equation of motion in the atmosphere. This course takes up the fundamental processes of radiation, the earth’s radiation balance, the equations of motion on the earth, the geostrophic wind and the gradient wind, and the concept of vorticity.

Text: Same as for Ph C 491.

**METEOROLOGY. Ph C 493.**

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

A continuation of Ph C 492.

Dynamic meteorology, concluding the sequence begun with Ph C 491 and continued in Ph C 492 and covering the combined effects of air flow and thermodynamic variables. In this course the student examines the causes of pressure change, the relations of wind to pressure at a front, the relation of vorticity to convergence, the quantitative relations involving flow on a constant pressure surface, turbulence theory, energy relations, numerical methods, and theory of the general circulation.

Text: Same as for Ph C 491 and 492.

**RADAR METEOROLOGY. Ph C 494.**

3 q.h. W. 15. $33.00 for Oregon residents; others, $42.50.

Radar systems, radar data presentation, microwave radar propagation, and quantitative relations involving power transmitted, power received, pulse length, antenna, transmitter, and receiver.


**RADAR METEOROLOGY. Ph C 495.**

3 q.h. W. 15. $33.00 for Oregon residents; others, $42.50.

Use of radar for meteorological purposes, including case studies and computations of the resulting data for various radars and weather effects.

Texts: Same as for Ph C 494.

**POLITICAL SCIENCE**

**AMERICAN GOVERNMENTS. PS C 201.**

3 q.h. W. 15. $33.00 for Oregon residents; others, $42.50.

An introduction to political science applied primarily to the materials of American government and politics.


**PSYCHOLOGY**

**GENERAL PSYCHOLOGY. Psy C 201.**

3 q.h. E. 16. $33.00 for Oregon residents; others, $42.50.

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.


GENERAL PSYCHOLOGY.  Psy C 202. UO
3 q.h.  E. 16.  $33.00 for Oregon residents; others, $42.50.
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, $42.50.
The nature and origins of differences in personality; means of making desired changes. Prerequisite: Psy 201, 202.

INTRODUCTION TO INDUSTRIAL PSYCHOLOGY.  Psy C 447. UO
3 q.h.  E. 16.  $33.00 for Oregon residents; others, $42.50.
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.

ABNORMAL PSYCHOLOGY.  Psy C 450. UO
3 q.h.  W. 16.  $33.00 for Oregon residents; others, $42.50.
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.

DEVELOPMENTAL PSYCHOLOGY I: INFANCY AND CHILDHOOD.  Psy C 460. UO
3 q.h.  W. 16.  $33.00 for Oregon residents; others, $42.50.
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.

DEVELOPMENTAL PSYCHOLOGY II: ADOLESCENCE AND MATURITY.  Psy C 461. UO
3 q.h.  W. 16.  $33.00 for Oregon residents; others, $42.50.
A continuation of Psy C 460.

SECRETARIAL SCIENCE
See Business Administration and Secretarial Science.

SOCIOLGY

**GENERAL SOCIOLOGY. Soc C 205.**
3 q.h. E. 15. $33.00 for Oregon residents; others, $42.50.
Continuation of Soc C 204. Same texts.

**MARRIAGE AND THE FAMILY. Soc C 338.**
3 q.h. E. 15. $33.00 for Oregon residents; others, $42.50.
The growth and development of the husband-wife relationship throughout the family life cycle. Special emphasis on the period from engagement through the birth of the first child.

**CRIMINOLOGY AND DELINQUENCY. Soc C 416.**
3 q.h. E. 15. $33.00 for Oregon residents; others, $42.50.
The nature and extent of delinquency and crime as forms of deviant social behavior; contributing factors; current prevention and treatment programs.
Technical Institute
Correspondence Courses

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

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, OSU to Oregon State University, 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.  
Noncredit. W. 24. $33.00 for Oregon residents; others, $42.50.  
See English and Literature, College Course Section.

*ENGLISH COMPOSITION. Wr C 111.  
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
See English and Literature, College Course Section.

*ENGLISH COMPOSITION. Wr C 112.  
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.  
See English and Literature, College Course Section.

TECHNICAL REPORT WRITING. Eng C 207.  
3 q.h. W. 16. $33.00 for Oregon residents; others $42.50.  
A study of various forms of technical reports emphasizing research, organization, and effective writing techniques, and direct application of reports to student's curriculum.  
GENERAL BUSINESS

*BUSINESS ENGLISH. Wr C 214. UO
3 q.h. W. 14. $33.00 for Oregon residents; others, $42.50.
See English and Literature, College Course Section.

*RETAIL MERCHANDISING. BA C 463. PSC
3 q.h. E. 15. $33.00 for Oregon residents; others, $42.50.
See Business Administration and Secretarial Science, College Course Section.

MATHEMATICS

*INTERMEDIATE ALGEBRA. Mth C 100. OSU
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
See Mathematics, College Course Section.

*COLLEGE ALGEBRA. Mth C 101. OSU
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
See Mathematics, College Course Section.

*TRIGONOMETRY. Mth C 102. OSU
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
See Mathematics, College Course Section.

*CALCULUS WITH ANALYTIC GEOMETRY. Mth C 200. OSU
4 q.h. W. 24. $44.00 for Oregon residents; others, $53.50.
See Mathematics, College Course Section.

PHYSICAL AND LIFE SCIENCES

*GENERAL BIOLOGY. Bi C 101. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
See Biology, College Course Section.

*GENERAL BIOLOGY. Bi C 102. UO
3 q.h. E. 16. $33.00 for Oregon residents; others, $42.50.
See Biology, College Course Section.

*GENERAL PHYSICS (Mechanics). Ph C 201. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
See Physics, College Course Section.

*GENERAL PHYSICS (Electricity and Magnetism). Ph C 202. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
See Physics, College Course Section.

*GENERAL PHYSICS (Heat, Sound and Light). Ph C 203. UO
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
See Physics, College Course Section.

AUTO-DIESEL DIVISION

INTERNAL COMBUSTION ENGINE THEORY. AD C 111a. OTI
3 q.h. W. 15. $33.00 for Oregon residents; others, $42.50.
A theory course with complete analysis of construction, working principles, and proper service procedures for modern internal combustion engines. The study of measurements and fittings is also included.

INTERNAL COMBUSTION ENGINE THEORY. AD C 111b. OTI
2 q.h. W. 10. $22.00 for Oregon residents; others, $31.50.
A continuation of AD C 111a.
Texts: Kates, Diesel and High Compression Gas Engines—Fundamentals,

**FUNDAMENTAL ELECTRICITY. AD C 113a.**

3 q.h. W. 16. $33.00 for Oregon residents; others, 42.50.

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.


**FUNDAMENTAL ELECTRICITY. AD C 113b.**

2 q.h. W. 12. $22.00 for Oregon residents; others, $31.50.

A continuation of AD C 113a.

Texts: Same as for AD C 113a.

**THEORY OF FUELS AND FUEL SYSTEMS. AD C 114a.**

3 q.h. W. 15. $33.00 for Oregon residents; others, $42.50.

A study of the basic theories, terminology and general principles of carburetor fundamentals, carburetor accessory devices, fuel storage, fuel pumps, manifolds, air cleaners, fuel gauges, fuel injection devices and combustion chambers.


**THEORY OF FUELS AND FUEL SYSTEMS. AD C 114b.**

2 q.h. W. 10. $22.00 for Oregon residents; others, $31.50.

A continuation of AD C 114a. Same texts.

**BUSINESS ASSOCIATES DIVISION**

**FUNDAMENTALS OF ACCOUNTING. AC C 211.**

3 q.h. W. 22. $33.00 for Oregon residents; others, $42.50.

See Business Administration and Secretarial Science, College Course Section.

**FUNDAMENTALS OF ACCOUNTING. AC C 212.**

3 q.h. W. 22. $33.00 for Oregon residents; others, $42.50.

See Business Administration and Secretarial Science, College Course Section.

**FUNDAMENTALS OF ACCOUNTING. AC C 213.**

3 q.h. W. 22. $33.00 for Oregon residents; others, $42.50.

See Business Administration and Secretarial Science, College Course Section.

**PRINCIPLES OF COST ACCOUNTING. AC C 312.**

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

See Business Administration and Secretarial Science, College Course Section.

**STENOGRAPHY. SS C 111.**

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

See Business Administration and Secretarial Science, College Course Section.

**STENOGRAPHY. SS C 112.**

3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.

See Business Administration and Secretarial Science, College Course Section.
**STENOGRAPHY. SS C 113.**
3 q.h. W. 16. $33.00 for Oregon residents; others, $42.50.
See Business Administration and Secretarial Science, College Course Section.

**TYPING. SS C 121.**
2 q.h. W. 12. $22.00 for Oregon residents; others, $31.50.
See Business Administration and Secretarial Science, College Course Section.

**TYPING. SS C 122.**
2 q.h. W. 12. $22.00 for Oregon residents; others, $31.50.
See Business Administration and Secretarial Science, College Course Section.

**TYPING. SS C 123.**
2 q.h. W. 12. $22.00 for Oregon residents; others, $31.50.
See Business Administration and Secretarial Science, College Course Section.

**ENGINEERING ASSOCIATES DIVISION**

**ENGINEERING GRAPHICS. GE C 111.**
2 q.h. W. 10. $22.00 for Oregon residents; others, $31.50.
See Engineering, College Course Section.

**ENGINEERING GRAPHICS. GE C 112.**
2 q.h. W. 10. $22.00 for Oregon residents; others, $31.50.
See Engineering, College Course Section.

**ENGINEERING GRAPHICS. GE C 113.**
2 q.h. W. 10. $22.00 for Oregon residents; others, $31.50.
See Engineering, College Course Section.

**CIVIL DRAFTING. EA C 103.**
3 q.h. W. 15. $33.00 for Oregon residents; others, $42.50.
Types of maps and their use. Methods of map production, reproduction and projection. Prerequisite: EA 101 or its equivalent.

**STRENGTH OF MATERIALS (Statics). EA C 110.**
4 q.h. W. 20. $44.00 for Oregon residents; others, $53.50.
A basic study of forces, stress and strain, and their effects on materials.
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 instruction 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 spring graduation must enroll before March 1 of the year in which they expect to graduate and must complete all lesson assignments and the final examination at least six weeks prior to the date of graduation.

BUSINESS

INTRODUCTION TO ACCOUNTING. BA C 1.

$ \text{1/2 u.} \quad 24 \text{ W.} \quad $28.00 \text{ for Oregon residents; others, } $37.50.

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.


INTRODUCTION TO ACCOUNTING. BA C 2.

$ \text{1/2 u.} \quad 24 \text{ W.} \quad $28.00 \text{ for Oregon residents; others, } $37.50.

A continuation of BA C 1.


DRAWING

CARTOONING. JC 01.

Noncredit. \quad 12 \text{ W.} \quad $22.00 \text{ for Oregon residents; others, } $31.50.

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.


MECHANICAL DRAWING I. Mech D C 1.
½ u. 10 W. $28.00 for Oregon residents; others, $37.50.
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.

MECHANICAL DRAWING II. Mech D C 2.
½ u. 10 W. $28.00 for Oregon residents; others, $37.50.
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.

ENGLISH

NINTH-GRADE ENGLISH I. Eng C 1.
½ u. 18 W. $28.00 for Oregon residents; others, $37.50.
The first semester of first-year high school English.

½ u. 18 W. $28.00 for Oregon residents; others, $37.50.
The second semester of first-year high school English.

TENTH-GRADE ENGLISH III. Eng C 3.
½ u. 18 W. $28.00 for Oregon residents; others, $37.50.
The first semester of second-year high school English.

TENTH-GRADE ENGLISH IV. Eng C 4.
½ u. 18 W. $28.00 for Oregon residents; others $37.50.
The second semester of second-year high school English.

ELEVENTH-GRADE ENGLISH V. Eng C 5.
½ u. 18 W. $28.00 for Oregon residents; others, $37.50.
The first semester of third-year high school English.

ELEVENTH-GRADE ENGLISH VI. Eng C 6.
½ u. 18 W. $28.00 for Oregon residents; others, $37.50.
The second semester of third-year high school English.
FOREIGN LANGUAGES


TWELFTH-GRADE ENGLISH VII. Eng C 7.

½ u. 18 W. $28.00 for Oregon residents; others, $37.50.

The first semester of fourth-year high school English.


TWELFTH-GRADE ENGLISH VIII. Eng C 8.

½ u. 18 W. $28.00 for Oregon residents; others, $37.50.

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


GRAMMAR, PUNCTUATION AND USAGE REVIEW. Eng C 13.

½ u. 24 W. $28.00 for Oregon residents; others, $37.50.

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.


FOREIGN LANGUAGES

LATIN

BEGINNING LATIN. (First semester). Lat C 1.

½ u. 24 W. $28.00 for Oregon residents; others, $37.50.

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.


BEGINNING LATIN. (Second semester). Lat C 2.

½ u. 24 W. $28.00 for Oregon residents; others, $37.50.

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

SECOND-YEAR LATIN. (First semester). Lat C 3.

½ u. 24 W. $28.00 for Oregon residents; others, $37.50.

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


SECOND-YEAR LATIN. (Second semester). Lat C 4.

½ u. 24 W. $28.00 for Oregon residents; others, $37.50.

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

SPANISH

FIRST-YEAR HIGH SCHOOL SPANISH. (First semester). Sp C 1.

½ u. 18 W. $28.00 for Oregon residents; others, $37.50.

For students who are beginning the study of Spanish.

1/2 u. 18 W. $28.00 for Oregon residents; others, $37.50.
A continuation of Sp Cl.
Texts: Same texts as for Sp Cl.

SECOND-YEAR HIGH SCHOOL SPANISH. (First semester). Sp C 3.
1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
A continuation of high school Spanish for those who have completed the
first-year course.
1954.

1/2 u. 23 W. $28.00 for Oregon residents; others, $37.50.
A continuation of Sp C 3. Same text.

MATHEMATICS

1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
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.

1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
A continuation of A1, covering remainder of the text. Same text.

INTERMEDIATE ALGEBRA. Mth C 3.
1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
This is an intermediate course between Elementary Algebra (A2) and Col­
lege Algebra. It covers the work done in the third semester of high school
algebra.

1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
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.

1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
A continuation of G1. Same text.

1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
This course follows Plane Geometry, G2. Students who expect to specialize in
mathematics, science, engineering or architecture should take this course.

ELEMENTARY TRIGONOMETRY. Mth C 7.
1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
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.

ARITHMETIC. Mth C 8.
1/2 u. 18 W. $28.00 for Oregon residents; others, $37.50.
For high school students or adults who feel they need further study in prac-
tical everyday problems in arithmetic. First lessons of the course deal with basic processes of arithmetic; later lessons include practical application in consumer mathematics.


**SCIENCE**

**BIOLOGY I. Bi C 1.**
1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
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.

**BIOLOGY II. Bi C 2.**
1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
A continuation of Bi C 1 and the equivalent of the second semester’s work in high school biology. Same text.

**PHYSICS I. Ph C 1.**
1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
The first semester of high school physics.

**PHYSICS II. Ph C 2.**
1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
The second semester of high school physics. Same text as for Ph C 1.

**SOCIAL STUDIES**

**WORLD GEOGRAPHY I. Geog C 1.**
1/2 u. 18 W. $28.00 for Oregon residents; others, $37.50.
Geography C 1 and C 2 fulfill the ninth-grade requirement in social studies. These courses present the geographical approach recommended by the State Department of Education.

**WORLD GEOGRAPHY II. Geog C 2.**
1/2 u. 18 W. $28.00 for Oregon residents; others, $37.50.
Continuation of Geog C 1. Same texts.

**WORLD HISTORY I. Hst C 3.**
1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
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.

**WORLD HISTORY II. Hst C 4.**
1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
A continuation of Hst C 3, reviewing briefly world history from the French Revolution to the present. Same text as for Hst C 3.

**AMERICAN HISTORY I. Hst C 5.**
1/2 u. 24 W. $28.00 for Oregon residents; others, $37.50.
This course and Hst C 6 aim to give the student an understanding of the
beginning and growth of the United States. The first semester covers Amer­
ican history from its beginning to the close of the reconstruction period fol­
lowing the Civil War.


**AMERICAN HISTORY II.** Hst C 6.

½ u. 24 W. $28.00 for Oregon residents; others, $37.50.

A continuation of Hst 5. The second semester covers the period in Ameri­
can 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.

**AMERICAN PROBLEMS I.** Prb C 7.

½ u. 24 W. $28.00 for Oregon residents; others, $37.50.

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.

Hill Book Co., 1956.

**AMERICAN PROBLEMS II.** Prb C 8.

½ u. 24 W. $28.00 for Oregon residents; others, $37.50.

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

Through its extension program of the educational resources of its seven campus institutions, the Oregon State System of Higher Education has the responsibility of serving the higher education needs of the people of Oregon not regularly enrolled in a college or university.

General Extension Division serves as the administrative agency of the state system of higher education—initiating, coordinating and guiding extension programs: 1. Offerings for credit, such as regular courses, correspondence instruction, workshops, institutes and telecourses; 2. Services of a nonecredit nature, such as audio-visual activities and facilities, cultural activities, and other educational service projects; 3. Continuing-education opportunities for adults through noncredit courses, institute conference programs, radio, television, films and other media of communication of information.

General Extension Division is responsible for establishing, staffing and maintaining departments for education services, regional offices to represent all departments of the division, audio-visual, radio and television facilities to provide higher education for adults based on the unified program of the Oregon State System of Higher Education.

Administration and Staff

*JOHN R. RICHARDS, Chancellor, State System of Higher Education
JAMES W. SHERBURNE, Dean, General Extension Division
RALPH W. STEETLE, Associate Dean; Director, Department of Educational Media
DANIEL W. FULLMER, Director, Department of Instruction, Portland Center
VIRON A. MOORE, Assistant Dean; Director, Department of Instruction, State-Wide

Department of State-Wide Instruction

Helping implement the objectives of the General Extension Division, the Department of Instruction, State-Wide serves the state's citizens with college-level evening classes, correspondence instruction courses, conferences, workshops, telecourses, and consultant services to business, industry, education and other activities. Any community in Oregon may become a meeting place for state-wide evening classes if satisfactory facilities are provided and sufficient enrollment is guaranteed to cover actual operating costs.

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, Corvallis and Eugene where larger populations have required a continuing program of undergraduate and graduate evening study.

State-Wide Offices

Office of Correspondence Instruction
General Extension Division
124 Education Hall, 16th and Alder
Eugene, Oregon

Office of Televised Instruction
General Extension Division
565 Capitol, N. E.
Salem, Oregon

Office of Business and Public Administration
General Extension Division
124 Education Hall, 16th and Alder
Eugene, Oregon

Southern Regional Office
General Extension Division
College Campus
Ashland, Oregon

Eastern Regional Office
General Extension Division
College Campus
La Grande, Oregon

Corvallis Center and Northwest Regional Office
General Extension Division
119 Extension Hall, University Campus
Corvallis, Oregon

Eugene Center and Central Regional Office
General Extension Division
124 Education Hall, 16th and Alder
Eugene, Oregon

Salem Center and North Central Regional Office
General Extension Division
565 Capitol, N. E.
Salem, Oregon

Branch Office, Department of Instruction, State-Wide
General Extension Division
College Campus
Monmouth, Oregon

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

Department of Educational Media

The Department of Educational Media, established and embodied in the General Extension Division in 1960, utilizes radio, television and other audio-visual instruments in the service of the people of the state. Radio station KOAC is received through western and central Oregon. Two non-commercial educational television stations, KOAC-TV and KOAP-TV, serve more than 70 per cent of the state's population. Oregon Educational Television Network draws program resources from studios in Portland, Corvallis, Eugene, Monmouth and Salem. Inter-institutional course work is augmented by a variety of telecourses for the off-campus viewer. The network is affiliated with the Educational Television and Radio Center, providing access to the best in ETV programming in the nation.

The Office of Audio-Visual Services makes 16mm motion picture films and slides available to schools, community groups and other educational organizations. A film library and such services as planning and production of films, demonstrations, workshops and consultation on audio-visual methods and materials are the further responsibility of the office. Located on the campus of Oregon State University, the Office of Audio-Visual Services is maintained jointly by General Extension Division and the Federal Cooperative Extension Service.
Department of Instruction, Portland Center

Working in liaison with other departments of the General Extension Division, Portland Center develops and offers evening and summer term programs for students in the Portland metropolitan area and for others who wish to avail themselves of specific programs. A wide range of both credit and noncredit offerings is available through Portland Center.

The summer term program is designed to serve full-time and part-time students in all areas of credit—lower division, upper division and graduate. In addition, noncredit short courses, conferences, workshops and other special programs are provided, many of these in cooperation with the business, industrial and economic community.

The policy of the Department of Instruction, Portland Center is to serve the needs of the greater Portland metropolitan area with whatever resources are available from catalogs of member institutions of the State System of Higher Education with safeguards to assure fulfillment of the responsibility regarding institutional standards for staff, library, and physical facility.

Special institutes and training programs, developed through marshalling of multiple resources and talent, are featured in Portland Center's summer term as well as during the other quarters.

Office of General Services

The Office of General Services functions as a management structure for the various service activities of the General Extension Division—including the Business Office, Registrar's Office, Library, Information Services, Duplicating and Mailing Services.

In addition, it assists in the encouragement of special community programs and assists the department in their projects in the area of community relations.
State Board of Higher Education*

Term Expires

A. S. Grant, Baker........................................ 1962
Cheryl S. MacNaughton, Portland........... 1963
J. W. Forrester, Jr., Pendleton............. 1963
Allan Hart, Portland............................ 1964
Douglas McKean, Beaverton.................. 1964
William E. Walsh, Coos Bay................. 1965
Ralph E. Purvine, Salem..................... 1965
John Merrifield, Portland.................... 1966
Charles R. Holloway, Jr., Portland......... 1967

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William E. Walsh................................. President
Charles R. Holloway, Jr............... Vice-President
J. W. Forrester, Jr.......................... Member, Executive Committee

†John R. Richards, Ph.D., Chancellor
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.
†Resignation effective October 31, 1961.
Oregon State System of Higher Education

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Arthur S. Flemming, LL.D.
President, University of Oregon

Branford P. Millar, Ph.D.
President, Portland State College

David W. E. Baird, M.D., LL.D.
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Winston D. Purvine, A.B., LL.D.
Director, Oregon Technical Institute

Herbert A. Bork, M.S., C.P.A.
Comptroller and Bursar

Richard L. Collins, M.A., C.P.A.
Budget Director

William H. Carlson, M.A.
Director of Libraries

Wolf D. von Otterstedt, LL.B.
Assistant Attorney General

assigned to the State Board of Higher Education

Earl M. Pallett, Ph.D.
Chairman
High School-College Relations Committee

Francis B. Nickerson, D.Ed.
Executive Secretary
High School-College Relations Committee

Former Chancellors
Oregon State System of Higher Education

William J. Kerr, D.Sc., LL.D. 1932-1935

Frederick M. Hunter, Ed.D., LL.D. 1935-1946

Paul C. Packer, Ph.D., LL.D. 1946-1950

Charles D. Byrne, Ed.D. 1950-1955

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 Instruction
General Extension Division
124 Education Hall, 16th and Alder
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 Name 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:………………………………………………………………………

Please list courses by both number and title
(Over)
BEFORE ENROLLING IN ANY COURSE
PLEASE READ CAREFULLY
THE GENERAL INFORMATION ON
PAGES 5 THROUGH 11
OF THIS CATALOG

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):

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<th>High School</th>
<th>College</th>
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<td>13 14 15 16 17 18</td>
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Degree

Institution at which you expect to use credit

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

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