Correspondence Courses

OFFICE OF CORRESPONDENCE INSTRUCTION
Department of Instruction, State-Wide
OREGON STATE SYSTEM OF HIGHER EDUCATION
GENERAL EXTENSION
DIVISION

BULLETIN

Correspondence Courses

1962-63

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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CORRESPONDENCE STUDY

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

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

Enrollment Restrictions

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

Technical Institute Credit

Before enrolling as a correspondence student, anyone wishing technical institute credit should consult the registrar of the technical institute where he wishes to use the credit for assistance in the selection of proper courses to achieve his objective. Technical institute credit should not be confused with college credit.

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 student 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 or a State System campus will take their examinations under the supervision of an approved proctor. Instructions for making arrangements for an examination are included with each course. General Extension Division reserves the right to select the proctor.

**Fees**

Fees for each course in this catalog are listed following course title and number. 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.

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.

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. No refunds are made on transfer courses.
Grading System

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

Teacher Certification

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

Service Personnel—USAFI

The General Extension Division has a 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.

**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, General Extension Division

Virron A. Moore, Assistant Dean; Director, Department of State-Wide Services

Charles D. Dean, Head, Office Correspondence Study.
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. $37.50.
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. Text: Underhill, Red Man's America, University of Chicago Press, 1953.

THE AMERICAN INDIAN. Anth C 418. UO
3 q.h. W. 16. $37.50.

THE AMERICAN INDIAN. Anth C 419. UO
3 q.h. W. 16. $37.50.
A continuation of Anth C 418. No required text.

ARCHITECTURE

HOUSE PLANNING AND ARCHITECTURAL DRAWING. AA C 178. OSU
3 q.h. W. 16. $37.50.
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.  $37.50.

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.  $25.00.

Sketching from direct observation. Offered especially for non-majors who have had no previous training in sketching or drawing.

**AUTO-DIESEL**

(See “Technical Institute Credit” Page 6.)

**INTERNAL COMBUSTION ENGINE THEORY. AD C 111a.**
3 q.h.  W. 15.  $37.50.

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.**
2 q.h.  W. 10.  $25.00.

A continuation of AD C 111a.


**FUNDAMENTAL ELECTRICITY. AD C 113a.**
3 q.h.  W. 16.  $37.50.

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.  $25.00.

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.  $37.50.

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. $25.00.
A continuation of AD C 114a. Same texts.

DIESEL ENGINE THEORY. AD C 271a
3 q.h. W. 15. $37.50.
Diesel engine theory, combustion cooling and lubrication systems, chambers, accessory arrangements, engine overhaul and assembly procedures.

DIESEL ENGINE THEORY. AD C 271b.
2 q.h. W. 10. $35.00.
Continuation of AD C 271a, same text.

BIOLOGY

GENERAL BIOLOGY. Bi C 101
3 q.h. W. 16. $37.50.
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. $37.50.
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. $37.50.
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. $37.50.
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. $37.50.
A continuation of Bi C 312. Same text.

BUSINESS ADMINISTRATION and SECRETARIAL SCIENCE

FUNDAMENTALS OF ACCOUNTING. Ac C 211.
3 q.h. W. 22. $37.50.
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.**

3 q.h. W. 22. $37.50.

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.**

3 q.h. W. 22. $37.50.

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.**

3 q.h. W. 16. $37.50.

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 110.**

4 q.h. W. 22. $50.00.

See Mathematics.

**BUSINESS LAW. BA C 256.**

3 q.h. W. 15. $37.50.

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.**

3 q.h. W. 18. $37.50.

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.**

3 q.h. E. 16. $37.50.

See Psychology.

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

3 q.h. E. 16. $37.50.

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


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

3 q.h. E. 16. $37.50.

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 MANAGEMENT.** BA C 463. 
3 q.h. E. 15. $37.50. 
Principles of organizing and operating retail institutions; store location, store layout, buying and selling, operating activities, personnel and control.


**STENOGRAPHY (Briefhand).** SS C 111. 
3 q.h. W. 16. $37.50. 
A simplified system of note taking using only the letters of the alphabet.


**STENOGRAPHY.** SS C 111. 
3 q.h. W. 16. $37.50. 
This course and the sequence SS C 112 and 113 use the Simplified Gregg theory. (Symbols)


**STENOGRAPHY.** SS C 112. 
3 q.h. W. 16. $37.50. 
A continuation of SS C 111. Same text.

**STENOGRAPHY.** SS C 113. 
3 q.h. W. 16. $37.50. 
A continuation of SS C 112.


**TYPING.** SS C 121. 
2 q.h. W. 12. $25.00. 
This course and SS C 122, 123 cover the theory and practice of touch typing; the keyboard; speed and accuracy drills; introduction to business letters. Students who have had a year of typing in high school may not take SS C 121 for credit.


**TYPING.** SS C 122. 
2 q.h. W. 12. $25.00. 
A continuation of SS C 121. More work on letters, speed emphasis, improvement of stroking skill, tabulating and manuscript typing.

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

**TYPING.** SS C 123. 
2 q.h. W. 12. $25.00. 
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. 
3 q.h. W. 16. $37.50. 
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.**

See English and Literature.

**ECONOMICS**

**PRINCIPLES OF ECONOMICS. Ec C 201.**

3 q.h. E. 16. $37.50.

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.**

3 q.h. E. 16. $37.50.

This course is a continuation of Ec C 201.

Same text as for Ec C 201.

**PRINCIPLES OF ECONOMICS. Ec C 203.**

3 q.h. E. 16. $37.50.

A continuation of Ec C 202.

Same text as for Ec C 201.

**MONEY AND BANKING. Ec C 318.**

3 q.h. E. 15. $37.50.

Operations of commercial banks, the Federal Reserve System and the Treasury that affect the United States monetary system.


**PUBLIC FINANCE. Ec C 319.**

3 q.h. E. 16. $37.50.

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


**INTERNATIONAL FINANCE. Ec C 320.**

3 q.h. E. 15. $37.50.

The nature of foreign-exchange markets, techniques of international payments; exchange rates and their determination; problems of an international monetary standard; international banking facilities. Economic aspects of major international organizations.


**EDUCATION**

**SCHOOL IN AMERICAN LIFE. Ed C 310.**

3 q.h. E. 15. $37.50.

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.

Cressman and Benda, *Public Education in America*. New York. Appleton-
HUMAN DEVELOPMENT. Psy C 311.  
3 q.h.  E. 15.  $37.50.  
See Psychology.

EDUCATIONAL PSYCHOLOGY: LEARNING. Ed C 312.  
3 q.h.  E. 15.  $37.50.  
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.  $37.50.  
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.  $37.50.  
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.  $37.50.  
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.  $25.00.  
Presents problems, techniques and projects of the parent-teacher movement. Emphasis placed on what the home expects of the school; what the school expects of the home; what the child needs of both; the role of the PTA in fostering close and effective home-school-community cooperation. Current source materials and parent-teacher practices and programs will be examined. Special problems facing both beginning and experienced teachers will be studied.  

PRINCIPLES AND PRACTICES OF GUIDANCE SERVICES. Ed C 485.  
3 q.h.  E. 15.  $37.50.  
The need for guidance services in the schools; tests, inventories, questionnaires, and records; the role of the home and the community in guidance; counseling the individual student.  
SOCIAL EDUCATION. Ed C 491. UO
3 q.h. E 15. $37.50.
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. UO
3 q.h. W 16. $37.50.
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. UO
3 q.h. E 16. $37.50.
Arithmetic in the elementary-school program. Types of instruction, criteria for selection, placement and organization of content.

DEVELOPMENTAL PSYCHOLOGY I: INFANCY AND CHILDHOOD. Psy C 460. UO
3 q.h. W 16. $37.50.
See Psychology.

EDUCATION—SECONDARY

PRINCIPLES OF SECONDARY TEACHING. Ed C 314. UO
3 q.h. E 15. $37.50.
Study of actual classroom teaching process, including classroom organization and management, planning, teaching units, evaluating pupil learning, and similar problems. Prerequisite: Ed 310, 312.

THE JUNIOR HIGH SCHOOL. Ed C 484. UO
3 q.h. W 16. $37.50.
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.

DEVELOPMENTAL PSYCHOLOGY II: ADOLESCENCE AND MATURITY. Psy C 461. UO
3 q.h. E 15. $37.50.
A continuation of Psy C 460.
See Psychology.
ENGINEERING GRAPHICS. GE C 115. OSU
3 q.h. W. 15. $37.50.
Fundamental principles of the graphic language; spatial analysis by projection and visualization; conventional three-dimensional representation.

ENGINEERING GRAPHICS. GE C 116. OSU
3 q.h. W. 15. $37.50.
Variations and professional applications in three-dimensional graphical representation; surface intersection and development; pictorial representation; emphasis for clarification. Prerequisite: GE C 115 or equivalent.
Texts: Same as for GE C 115.

ENGINEERING GRAPHICS. GE C 117. OSU
3 q.h. W. 15. $37.50.
Fundamental principles of graphics in communication, analysis, and solution of problems; graphs, graphical mathematics, empirical equations, nomography, and graphical mechanics as related to engineering. Prerequisite: Background in algebra and graphics recommended. This course, GE C 117, may be taken in lieu of GE C 121, 122 and 123.
Text: Same as for GE C 115 and 116.

CIVIL DRAFTING. EA C 103. OTI
3 q.h. W. 15. $37.50.
Types of maps and their use. Methods of map production, reproduction and projection. Prerequisite: EA 101 or its equivalent. (See “Technical Institute Credit,” Page 6.)

STRENGTH OF MATERIALS (Statics). EA C 110. OTI
4 q.h. W. 20. $50.00.
A basic study of forces, stress and strain, and their effects on materials. (See “Technical Institute Credit,” Page 6.)

ENGLISH and LITERATURE

GRAMMAR, PUNCTUATION AND USAGE REVIEW. Eng C 01. UO
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. UO
3 q.h. W. 16. $37.50.
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, and submit name of person who will proctor the test.
ENGLISH COMPOSITION. Wr C 112.
3 q.h. W. 16. $37.50.
A continuation of Wr C 111. Same texts.

ENGLISH COMPOSITION. Wr C 113.
3 q.h. W. 16. $37.50.
A continuation of Wr C 112.

TECHNICAL REPORT WRITING. Eng C 207. OTI
3 q.h. W. 15. $37.50.
A study of various forms of technical reports emphasizing research, organization, and effective writing techniques, and direct application of reports to student's curriculum. (See Technical Institute Credit," Page 6.)

BUSINESS ENGLISH. Wr C 214. UO
3 q.h. W. 14. $37.50.

SHORT-STORY WRITING. Wr C 324. UO
3 q.h. W. 16. $37.50.
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. UO
3 q.h. W. 16. $37.50.
Designed to enable students to try out their abilities in creative writing. Prerequisite: previous training in English fundamentals and in creative writing equivalent to that given in Wr 111, 112, 113 and Wr 324.

SHORT-STORY WRITING. Wr C 326. UO
3 q.h. $37.50.
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.
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 $50.00 for manuscripts not over 40,000 words. Arrangements for larger manuscripts should be made with the Extension Division. An additional $12.50 for each 1,000 words will be charged for manuscripts over 40,000 words in length. 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.  $37.50.  
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.  $37.50.  
Covers the seventeenth and eighteenth centuries.  

**SURVEY OF ENGLISH LITERATURE. Eng C 103.**  
3 q.h.  W. 21.  $37.50.  
Covers the period from the eighteenth century to the present.  

**WORLD LITERATURE. Eng C 107.**  
SOC  
3 q.h.  W. 16.  $37.50.  
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.  $37.50.  
A continuation of Eng C 107.  

**WORLD LITERATURE. Eng C 109.**  
SOC  
3 q.h.  W. 16.  $37.50.  
A continuation of Eng C 108.  

**SHAKESPEARE. Eng C 201.**  
3 q.h.  W. 5.  $37.50.  
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.**

3 q.h. W. 4. $37.50.

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

**SHAKESPEARE. Eng C 203.**

3 q.h. W. 5. $37.50.

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

**SURVEY OF AMERICAN LITERATURE Eng. C 253.**

3 q.h. W. 16. $37.50.

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


**SURVEY OF AMERICAN LITERATURE. Eng. C 254.**

3 q.h. W. 16. $37.50.

A continuation of Eng C 253. Same texts.

**SURVEY OF AMERICAN LITERATURE. Eng. C 255.**

3 q.h. W. 16. $37.50.

A continuation of Eng C 254.

Texts: Same texts.

**CONTEMPORARY LITERATURE. Eng C 361.**

3 q.h. W. 15. $37.50.

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. $37.50.

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. $37.50.

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.
FORESTRY

MAGAZINE ARTICLE WRITING. J C 468.  
3 q.h. W. 16. $37.50.  
See Journalism.

FORESTRY

CONSERVATION OF NATURAL RESOURCES F C 260.  
3 q.h. W. 15. $37.50.  
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. $37.50.  
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. $37.50.  
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. $37.50.  
This term deals with cultural elements.  

GEOGRAPHY OF OREGON. Geog C 301.  
3 q.h. W. 16. $37.50.  
Physical and cultural geography of Oregon.  

GEOGRAPHY OF NORTH AMERICA. Geog C 302.  
3 q.h. W. 16. $37.50.  

GEOGRAPHY OF NORTH AMERICA. Geog C 303.  
3 q.h. W. 16. $37.50.  
Text: same as for Geog C 302.

GEOGRAPHY OF THE SOVIET UNION. Geog C 427.  
3 q.h. W. 16. $37.50.  
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 432. UO
3 q.h. W. 16. $37.50.
A study of the physical, economic and human geography of the continent. Prerequisite: Geog 105, 106, 107 or Geog 201, 202, 203.

GEOLÓGY

GENERAL GEOLOGY. Geol C 101. UO
3 q.h. W. 16. $37.50.
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. $37.50.
A continuation of Geol C 101. Same text.

GENERAL GEOLOGY. Geol C 103. UO
3 q.h. W. 16. $37.50.
A continuation of Geol C 102.

HEALTH EDUCATION

PERSONAL HEALTH PROBLEMS. HE C 361. UO
3 q.h. E. 12. $37.50.
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 362. UO
3 q.h. W. 15. $37.50.
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. $37.50.
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. $37.50.
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. UO
3 q.h. E. 16. $37.50.
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. UO
3 q.h. E. 16. $37.50.
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. UO
3 q.h. W. 16. $37.50.
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.

HISTORY OF THE UNITED STATES. Hst C 202. UO
3 q.h. W. 16. $37.50.
A continuation of Hst C 201. Covers the period from 1850 to 1898.

HISTORY OF THE UNITED STATES. Hst C 203. UO
3 q.h. W. 16. $37.50.
A continuation of Hst C 202. Covers the period from 1898 to the present.

ENGLISH HISTORY. Hst C 207. UO
3 q.h. W. 16. $37.50.
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. UO
3 q.h. W. 16. $37.50.
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. UO
3 q.h. W. 16. $37.50.
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.  Hist C 350.  
3 q.h.  W. 16.  $37.50.  
This course and Hist 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: Hist 201, 202, 203 or equivalent preparation in history of the United States. 

HISPANIC AMERICA.  Hist C 351.  
3 q.h.  W. 16.  $37.50.  
A study of the Caribbean area with special emphasis on the relationship of the United States to this region. Prerequisite: Same as for Hist C 350. Same text as for Hist C 350.

HISPANIC AMERICA.  Hist C 352.  
3 q.h.  W. 16.  $37.50.  
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 Hist C 350 and 351. Same text as for Hist C 350 and 351.

HISTORY OF THE FAR EAST.  Hist C 390.  
3 q.h.  E. 16.  $37.50.  
Political, economic, and diplomatic history of the Far East with specific emphasis on the contemporary situation.

AMERICAN FOREIGN RELATIONS.  Hist C 473.  
3 q.h.  W. 16.  $37.50.  
This course and Hist 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.  Hist C 478.  
3 q.h.  W. 16.  $37.50.  

WORLD PROBLEMS.  Hist C 492.  
3 q.h.  W. 16.  $37.50.  
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.  
3 q.h.  W. 16.  $37.50.  
Nutritive value of foods from the standpoint of newer scientific investigations; selection of an optimal diet for health; present-day problems in nutrition.
HOME ECONOMICS

HOME FURNISHING. CT C 331.
3 q.h. W. 16. $37.50.
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.
2 q.h. W. 12. $25.00.
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. $25.00.
Management of income, expenditures, credit, savings, insurance, Social Security, and taxes. Prerequisite: Junior standing.

JOURNALISM

CARTOONING. J C 01.
Noncredit. W. 12. $25.00.
A how-to-do-it course covering idea processes and techniques involved in producing editorial cartoons, comic strips, panels, gag cartoons, spot illustrations, advertising drawings. Attention given to problems of drawing, composition, lettering, use of materials, marketing of work. Personal criticism of student work.

MAGAZINE ARTICLE WRITING. J C 468.
3 q.h. W. 16. $37.50.
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. $50.00.
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. $50.00.
A continuation of RL C 50.

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

4 q.h.  W. 20.  $50.00.

A continuation of RL C 51.

Texts: Same as for RL C 51. No records for this course.

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

4 q.h.  W. 24.  $50.00.

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


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

4 q.h.  W. 24.  $50.00.

A continuation of RL C 101.


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

4 q.h.  W. 24.  $50.00.

A continuation of RL C 102.


**SURVEY OF FRENCH LITERATURE. RL C 311.**

3 q.h.  W. 16.  $37.50.

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.  $50.00.

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


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

4 q.h.  W. 24.  $50.00.

A continuation of GL C 50.


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

4 q.h.  W. 24.  $50.00.

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

**SPANISH**

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

* 4 q.h. W. 24. $50.00.

An introduction to Spanish, stressing speaking and reading. Exercises in
elementary composition.
La Grone, two 12-inch 33 1/3 L.P. records, *Basic Conversational Spanish:*
*American Standard Pronunciation*, Henry Holt and Co.; Crow and Crow,

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

* 4 q.h. W. 24. $50.00.

A continuation of RL C 60. Same texts.

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

* 4 q.h. W. 24. $50.00.

A continuation of RL C 61. Same texts.

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

* 4 q.h. W. 24. $50.00.

Intensive oral and written exercises designed to help the student acquire an
accurate and fluent use of Spanish. Reading of representative authors.
Centano and Rogers, *Libro de Repaso y Conversación*, The Dryden Press,
1952.

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

* 4 q.h. W. 24. $50.00.

A continuation of RL C 107.
Texts: Centano and Rogers, *Libro de Repaso y Conversación*, The Dryden
Press, 1952; Miller and Farr, *First Readings in Spanish Literature*, D. C.

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

* 4 q.h. W. 24. $50.00.

A continuation of RL C 108.

**LIBRARY METHODS**

**BOOK SELECTION AND EVALUATION.** Lib C 482.

* 3 q.h. W. 16. $37.50.

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

**INTRODUCTION TO CATALOGING AND CLASSIFICATION.** Lib C 486.

* 3 q.h. W. 16. $37.50.

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

CHILDREN’S LITERATURE. Lib C 388. OCE
3 q.h. W. 16. $37.50.
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. $37.50.
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. $37.50.
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.

MATHMATICS

ELEMENTS OF ALGEBRA. Mth C 10. UO
4 q.h. W. 24. $50.00.
For mature students who feel the need for a thorough review of all the facts and principles of algebra. This course may be required of those students with inadequate preparation in secondary school algebra to qualify for mathematics courses on a college level.

ELEMENTARY GEOMETRY. Mth C 70. EOC
4 q.h. W. 24. $50.00.
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. $50.00.
The course is built about the essential technique of algebra; the functional core of algebra, comprising the formula, equation and graph; the solution of problems. Prerequisite: one year of high school algebra.
COLLEGE ALGEBRA. Mth C 101. OSU
4 q.h. W. 24. $50.00.
A standard course in college algebra. The arrangement and classification of
the material and the manner of treatment are based upon the function con­
cept. 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. $50.00.
The standard college course, emphasizing the theory of trigonometric func­
tions as well as their application in solving triangles. Prerequisite: Mth
100, Mth 101 or Mth 105 and plane geometry.
Text: Rosenback, Whitman, Mockovitz, Plane Trigonometry, with tables,
Ginn and Co., 1943.

INTRODUCTORY COLLEGE MATHEMATICS. Mth C 107. UO
See Mth 200 listed below.

MATHEMATICS OF FINANCE Mth C 110. UO
4 q.h. W. 24. $50.00.
Simple and compound interest and discount, annuities, amortization of debts,
sinking funds, bonds, depreciation, elements of life insurance and other topics
related to business. A required course in most schools of business administra­
tion. Prerequisite: college algebra.

CALCULUS WITH ANALYTIC GEOMETRY. Mth C 200. OSU
4 q.h. W. 20. $50.00.
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.
Text: Johnson and Kiokmeister, Calculus with Analytical Geometry (2nd

DIFFERENTIAL AND INTEGRAL CALCULUS. Mth C 201. UO
4 q.h. W. 24. $50.00.
The first term of a three-term sequence designed to lay a thorough foundation
for all advanced work in mathematics and its application. Prerequisite: Mth
105, 106, 107 or equivalent.
Text: Granville, Smith, Longley, Elements of the Differential and Integral
Calculus, Ginn and Co., 1957.

DIFFERENTIAL AND INTEGRAL CALCULUS. Mth C 202. UO
4 q.h. W. 24. $50.00.
A continuation of Mth C 201. Same text.

DIFFERENTIAL AND INTEGRAL CALCULUS. Mth C 203. UO
4 q.h. W. 24. $50.00.
A continuation of Mth C 202. Same text.

ADVANCED COLLEGE ALGEBRA. Mth C 314. OCE
3 q.h. W. 19. $37.50.
An extension of the work in algebra given in freshman mathematics. Prerequi­s­
tite: one year of college mathematics.

COORDINATE GEOMETRY. Mth C 317. UO
3 q.h. W. 17. $37.50.
An analytic treatment of curves and surfaces in three-dimensional space. Pre-
requisite: Mth 105, 106, 107 or equivalent.

**APPLIED DIFFERENTIAL EQUATIONS. Mth C 321.**

3 q.h.  W. 20.  $37.50.
Ordinary differential equations arising in geometry, physics, and engineering. Prerequisite: calculus.

**ELEMENTS OF STATISTICAL METHODS. Mth C 425.**

3 q.h.  W. 16.  $37.50.
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.**

3 q.h.  W. 16.  $37.50.
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.**

3 q.h.  E. 16.  $37.50.
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.**

1 q.h.  E. 10.  $25.00.
For any students who need a descriptive treatment of weather, including such new topics as the jet stream, and the upper atmosphere in addition to the phenomena of winds, air masses, fronts, clouds, the wave cyclone, and precipitation. The integrating theme of "energy" is introduced and developed throughout.

**GENERAL PHYSICS. Ph C 201.**

3 q.h.  W. 15.  $37.50.
This course and Ph C 202 and 203 constitute a year's work including the study of the fundamental laws of mechanics, sound, heat, light, electricity, and magnetism. No laboratory exercises included.

**GENERAL PHYSICS. Ph C 202.**

3 q.h.  W. 15.  $37.50.
Continuation of Ph C 201. Same text. No laboratory exercises included.

**GENERAL PHYSICS. Ph C 203.**

3 q.h.  W. 15.  $37.50.
Continuation of Ph C 202. Same text. No laboratory exercises included.
PHYSICS 33

BASIC METEOROLOGY. Ph C 390. OSU
3 q.h. W. 15. $37.50.
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. 15. $37.50.
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. OSU
3 q.h. W. 15. $37.50.
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. OSU
3 q.h. W. 15. $37.50.
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. OSU
3 q.h. W. 15. $37.50.
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. OSU
3 q.h. W. 15. $37.50.
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. $37.50.
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. $37.50.
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.
3 q.h. E. 16. $37.50.
A continuation of Psy C 201. Same texts.

PSYCHOLOGY OF ADJUSTMENT. Psy C 204.
3 q.h. E. 16. $37.50.
The nature and origins of differences in personality; means of making desired changes. Prerequisite: Psy 201, 202.

HUMAN DEVELOPMENT Psy C 311.
3 q.h. E. 15. $37.50.
Psychological problems in child's development from 5 to 14; development of muscular activities; perception, language; motivational and emotional patterns; intelligence; social behavior; measurements of child behavior.

INTRODUCTION TO INDUSTRIAL PSYCHOLOGY. Psy C 447.
3 q.h. E. 16. $37.50.
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.
3 q.h. W. 16. $37.50.
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.  $37.50.
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 be-
havior. Emphasis on social influence.

DEVELOPMENTAL PSYCHOLOGY II: ADOLESCENCE AND MATURITY.  Psy C 461.  UO
3 q.h.  E. 15.  $37.50.
A continuation of Psy C 460.
Texts: Jersild, *Psychology of Adolescence*, Macmillan Co., 1957; Seidman,

SECRETARIAL SCIENCE
See Business Administration and Secretarial Science.

SOCIOLOGY

GENERAL SOCIOLOGY.  Soc C 204.  UO
3 q.h.  E. 15.  $37.50.
The basic findings of sociology concerning the individual, culture, group life,
social institutions, and factors of social change.
*Sociology* (3rd ed.), McGraw-Hill Book Co., 1960; Schuler, Hoult, Gibson,
Fiero and Brookover, *Readings in Sociology* (2nd ed.), Thomas Y. Crowell,
1960.

GENERAL SOCIOLOGY.  Soc C 205.  UO
3 q.h.  E. 15.  $37.50.
Continuation of Soc C 204. Same texts.

CRIMINOLOGY AND DELINQUENCY.  Soc C 416.  SOC
3 q.h.  E. 15.  $37.50.
The nature and extent of delinquency and crime as forms of deviant social
behavior; contributing factors; current prevention and treatment programs.
Text: Teeters and Reinemann, *The Challenge of Delinquency*, Prentice-Hall,
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.
1/2 u. 24 W. $31.00.

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


INTRODUCTION TO ACCOUNTING. BA C 2.
1/2 u. 24 W. $31.00.

A continuation of BA C 1.


DRAWING

CARTOONING. JC 01.
Noncredit. 12 W. $25.00.

A how-to-do-it course covering idea processes and techniques involved in
producing editorial cartoons, comic strips, panels, gag cartoons, spot illustrations, advertising drawings. Attention given to problems of drawing, composition, lettering, use of materials, marketing of work. Personal criticism of student work.


**MECHANICAL DRAWING I.** Mech D C 1.

\[1/2 \text{ u. } 18 \text{ W. } \$31.00.\]

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


**MECHANICAL DRAWING II.** Mech D C 2.

\[1/2 \text{ u. } 18 \text{ W. } \$31.00.\]

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


**ENGLISH**

**NINTH-GRADE ENGLISH I.** Eng C 1.

\[1/2 \text{ u. } 18 \text{ W. } \$31.00.\]

The first semester of first-year high school English.


**NINTH-GRADE ENGLISH II.** Eng C 2.

\[1/2 \text{ u. } 18 \text{ W. } \$31.00.\]

The second semester of first-year high school English.


**TENTH-GRADE ENGLISH III.** Eng C 3.

\[1/2 \text{ u. } 18 \text{ W. } \$31.00.\]

The first semester of second-year high school English.


**TENTH-GRADE ENGLISH IV.** Eng C 4.

\[1/2 \text{ u. } 18 \text{ W. } \$31.00.\]

The second semester of second-year high school English.


**ELEVENTH-GRADE ENGLISH V.** Eng C 5.

\[1/2 \text{ u. } 18 \text{ W. } \$31.00.\]

The first semester of third-year high school English.


**ELEVENTH-GRADE ENGLISH VI.** Eng C 6.

\[1/2 \text{ u. } 18 \text{ W. } \$31.00.\]

The second semester of third-year high school English.
ENGLISH 39


TWELFTH-GRADE ENGLISH VII.  Eng C 7.

½ u.  18 W.  $31.00.

The first semester of fourth-year high school English.


TWELFTH-GRADE ENGLISH VIII.  Eng C 8.

½ u.  18 W.  $31.00.

The second semester of fourth-year high school English.


GRAMMAR, PUNCTUATION AND USAGE REVIEW.  Eng C 13.

½ u.  20 W.  $31.00.

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


FOREIGN LANGUAGES

LATIN

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

½ u.  18 W.  $31.00.

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


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

½ u.  18 W.  $31.00.

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.  $31.00.

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.  $31.00.

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.  $31.00.

For students who are beginning the study of Spanish.

1/2 u. 18 W. $31.00.
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. $31.00.
A continuation of high school Spanish for those who have completed the first-year course.

1/2 u. 23 W. $31.00.
A continuation of Sp C 3. Same text.

MATHEMATICS

1/2 u. 18 W. $31.00.
This course and A2 correspond to the two semesters' work in this subject offered in standard high schools. A1 covers pages 1-234 of the text.

1/2 u. 18 W. $31.00.
A continuation of A1, covering remainder of the text. Same text.

INTERMEDIATE ALGEBRA. Mth C 3.
1/2 u. 24 W. $31.00.
This is an intermediate course between Elementary Algebra (A2) and College Algebra. It covers the work done in the third semester of high school algebra.

1/2 u. 24 W. $31.00.
The two courses in plane geometry (G1 and G2), and the course in solid geometry (G3), correspond to the three semesters' work in this subject offered in standard high schools.

1/2 u. 24 W. $31.00.
A continuation of G1. Same text.

1/2 u. 24 W. $31.00.
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. $31.00.
Students taking this course should have completed one year of high school algebra and one year of high school geometry.

ARITHMETIC. Mth C 8.
1/2 u. 18 W. $31.00.
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.**

½ u. 18 W. $31.00.

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


**BIOLOGY II. Bi C 2.**

½ u. 18 W. $31.00.

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.**

½ u. 24 W. $31.00.

The first semester of high school physics.


**PHYSICS II. Ph C 2.**

½ u. 24 W. $31.00.

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

**SOCIAL STUDIES**

**WORLD GEOGRAPHY I. Geog C 1.**

½ u. 18 W. $31.00.

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.**

½ u. 18 W. $31.00.

Continuation of Geog C 1. Same texts.

**WORLD HISTORY I. Hst C 3.**

½ u. 24 W. $31.00.

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


**WORLD HISTORY II. Hst C 4.**

½ u. 24 W. $31.00.

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

**AMERICAN HISTORY I. Hst C 5.**

½ u. 24 W. $31.00.

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 American history from its beginning to the close of the reconstruction period following the Civil War.


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

½ u. 24 W. $31.00.

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

**MODERN PROBLEMS I. Prb C 7.**

½ u. 24 W. $31.00.

American Problems I and II fulfill the twelfth-grade requirement in social studies. By integrating problems of social, economic and political significance ranging in scope from problems of personal and community interest to those of national and world-wide importance, the course covers a wide area of topics fundamental to the information and understanding of an alert American citizen. In dealing with these, a genuine problem study approach is taken.


**MODERN PROBLEMS II. Prb C 8.**

½ u. 24 W. $31.00.

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

In Oregon, tax-supported institutions of higher education are integrated into a unified State System of Higher Education. The important function of extending resources of campus institutions on an off-campus basis is the responsibility of the Extension Division of the State System. It is an innovator, developer and expeditor of off-campus educational and cultural programs for many of Oregon's citizens who are unable to attend regularly-scheduled classes on campus.

General Extension Division fulfills this function through undergraduate and graduate college-credit courses which include evening classes, correspondence instruction, telecourses, workshops, institutes and consultant services to business and professional groups. Also offered to Oregonians are special interest non-credit courses, lecture and concert series, discussion groups, educational radio and television programs, films and sound tapes.

Credit courses offered through the Division are drawn from the catalogs of State System campus institutions and generally are taught by State System faculty members. The Division is responsible for maintaining campus standards of instructional quality. General Extension Division does not grant degrees. However, a student may consult with the institution from which he wishes to receive a degree and work out a program of courses offered through General Extension Division which may be applied to his particular degree program.

The Division serves not only students working for degrees or seeking professional advancement through further education, but also those who find pleasure in study and continuing formal instruction.
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* Board members are appointed to six-year terms by the Governor of Oregon with confirmation by the State Senate.
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 in-
cluded with the course.

Educational Background (circle highest year completed):
gramar school high school college
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 Degree

Institution at which you expect to use credit

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

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

Educational Background (circle highest year completed):
gramar school high school college
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