

1963-64

Correspondence Courses



OFFICE OF INDEPENDENT STUDY
Department of State-Wide Services
OREGON STATE SYSTEM OF HIGHER EDUCATION

General Extension Division

Bulletin

Oregon State System of Higher Education
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**DIVISION OF
CONTINUING EDUCATION**

BULLETIN

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**Department of State-Wide Services
Division of Continuing Education
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 Division of Continuing Education, representing all the institutions, has headquarters in Portland and offices in Ashland, Corvallis, Eugene, La Grande, Monmouth, and Salem.

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

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

At the University 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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General Information

It is the responsibility of the Division of Continuing Education 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 the Office of Independent Study. By pursuing their studies at home, thousands of persons in our state, and many in other states, are able to carry on work toward a high school goal, a technical education or a college degree. Many others seek only the satisfaction of life-long learning.

All in the Division of Continuing Education 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 studying 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. Lessons are returned from the instructor directly to the students. 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 the Division of Continuing Education.

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

Regardless of his age or present high school enrollment status a student wishing to apply correspondence 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 Independent Study does not grant high school diplomas. Upon request, a transcript of the credits earned is sent to the high school of the student's choice.

A high school senior who wishes to use a correspondence course for spring graduation must enroll before 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 Independent Study, Division of Continuing Education, 124 Education Hall, University Campus, Eugene, Oregon.

Time Limit

The original enrollment period is one year. Students are permitted to renew their enrollment for an additional 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 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. *The Office of Independent Study 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 the Division of Continuing Education 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 Office of Independent Study does not supply textbooks for persons taking correspondence courses. The student supplies his own text, which he may order from the University of Oregon Cooperative Bookstore, Eugene, Oregon. Text prices are furnished with the course outline.

It is the aim of the Division of Continuing Education 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 he returns his syllabus and makes an application within 30 days of the registration date. When refunds are made, \$2.00 of the fee paid for each course will be retained to cover the cost of registration.

Transfers

A student may transfer from one correspondence course to another at any time during the first 30 days of his enrollment, provided the original course is returned to the Office of Independent Study. Fee for this service is \$2.00, plus any necessary fee adjustment. Not more than one transfer will be allowed. *Refunds will not be 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 Division of Continuing Education 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 Independent Study, Division of Continuing Education, and submit this to the Office of Independent Study, 124 Education Hall, University Campus, 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. The 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 Independent Study.

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 Independent Study. To obtain these free textbooks write to Office of Independent Study, 124 Education Hall, University Campus, 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 Eugene address given above.

Other Colleges and Universities Offering Correspondence Courses

If you are interested in a particular course not listed in this 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. The Office of Instruction subscribes to the Criteria and Standards for Correspondence Study as set forth by the Correspondence Study Division of the National University Extension Association.

Officers of Administration

JAMES W. SHERBURNE, Vice Chancellor for Continuing Education.

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GERALD L. THOMAS, Coordinator of Course Development.

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MARGARET W. MOORE, Correspondence Secretary.

Courses of Instruction

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. For information on high school courses, see page 37.

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.

Many of the courses listed in this catalog are common to all Oregon State System campus institutions. However, for the convenience of the students, the 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 the 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, OTI to Oregon Technical Institute, and DCE to Division of Continuing Education. DCE courses are cultural, occupational or professional courses for adults, and do not carry college credit.

ANTHROPOLOGY

THE AMERICAN INDIAN. Anth C 417. UO

3 q.h. W. 16. \$42.00.

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

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

THE AMERICAN INDIAN. Anth C 418. UO

3 q.h. W. 16. \$42.00.

A continuation of Anth C 417.

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

THE AMERICAN INDIAN. Anth C 419. UO

3 q.h. W. 16. \$42.00.

A continuation of Anth C 418. No required text.

ARCHITECTURE

HOUSE PLANNING AND ARCHITECTURAL DRAWING. AA C 178. OSU

3 q.h. W. 16. \$42.00.

Small-house construction, detail drawing and architectural drafting, with particular reference to the needs of students majoring in home economics and industrial arts. Application of art principles to architectural and period styles.

Emphasis upon needs of potential home owners and new trends in building. Service course for non-majors.

Text: Rogers, *Building USA*, 1962, Harper and Row.

ART

INTRODUCTION TO ART HISTORY. A C 251. EOC
3 q.h. W. 16. \$42.00.

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

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

SKETCHING. AA C 298. UO
2 q.h. W. 12. \$28.00.

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

CARTOONING. JC 01. DCE
W. 12. \$20.00.

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

Texts: Priscilla, *Basic Drawing*, Grayson Publishing Co., 1954; Markow, *Drawing and Selling Cartoons*, Pitman Publishing Co., 1956.

AUTO-DIESEL

(See "Technical Institute Credit" page 6)

INTERNAL COMBUSTION ENGINE THEORY. AD C 111a. OTI
3 q.h. W. 15. \$42.00.

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.

Text: Frazee, Bedell, Venk, *Automotive Engines, Maintenance and Repair* (2nd ed.), American Technical Society, 1957.

INTERNAL COMBUSTION ENGINE THEORY. AD C 111b. OTI
2 q.h. W. 10. \$28.00.

A continuation of AD C 111a.

Texts: Kates, *Diesel and High Compression Gas Engines—Fundamentals*, American Technical Society, 1955; Doll, *Study Guide for Diesel and High Compression Gas Engines—Fundamentals* (3rd ed.), American Technical Society, 1956.

FUNDAMENTAL ELECTRICITY. AD C 113a. OTI
3 q.h. W. 16. \$42.00.

A theory course on terminology, principles and problems applicable to electrical circuits, and components of the electrical system as applied to automotive and diesel units.

Texts: Crouse, *Automotive Electrical Equipment*, McGraw-Hill Book Co., 1959; Delco-Remy, *Delco-Remy Electrical Equipment DR 324* (13th ed.), Delco-Remy, General Motors Corp.

FUNDAMENTAL ELECTRICITY. AD C 113b. OTI
2 q.h. W. 12. \$28.00.

A continuation of AD C 113a.

Texts: Same as for AD C 113a.

THEORY OF FUELS AND FUEL SYSTEMS. AD C 114a. OTI
 3 q.h. W. 15. \$42.00.

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.

Texts: Crouse, *Automotive Fuel, Lubrication and Cooling Systems* (2nd ed.), McGraw-Hill Book Co., 1959.

THEORY OF FUELS AND FUEL SYSTEMS. AD C 114b. OTI
 2 q.h. W. 10. \$28.00.

A continuation of AD C 114a. Same texts.

DIESEL ENGINE THEORY. AD C 271a. OTI
 3 q.h. W. 15. \$42.00.

Diesel engine theory, combustion cooling and lubrication systems, chambers, accessory arrangements, engine overhaul and assembly procedures.

Text: Kates, *Diesel and High Compression Gas Engines-Fundamentals*, 2nd printing, Chicago, Illinois, American Technical Society, 1955.

DIESEL ENGINE THEORY. AD C 271b. OTI
 2 q.h. W. 10. \$28.00

Continuation of AD C 271a. Same text.

BIOLOGY

GENERAL BIOLOGY. Bi C 101. UO
 3 q.h. W. 16. \$42.00.

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

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

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

GENERAL BIOLOGY. Bi C 102. UO
 3 q.h. E. 16. \$42.00.

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

GENERAL BIOLOGY. Bi C 103. UO
 3 q.h. E. 16. \$42.00.

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

HUMAN PHYSIOLOGY. Bi C 312. UO
 3 q.h. W. 16. \$42.00.

Required for majors in physical education; elective for others qualified. The course includes a series of laboratory experiments for which the Division of continuing Education furnishes a simple kit at the student's request. Charge for the kit is \$1.00. Prerequisites: one year of college chemistry and one year of college biology (or zoology).

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

HUMAN PHYSIOLOGY. Bi C 313. UO
 3 q.h. W. 16. \$42.00.

A continuation of Bi 312. Same text.

BUSINESS ADMINISTRATION and SECRETARIAL SCIENCE

- FUNDAMENTALS OF ACCOUNTING. Ac C 211. UO**
3 q.h. W. 22 \$42.00.
 An introduction to the field of accounting and business administration. The student who completes this course satisfactorily should have little difficulty in following the routine of almost any bookkeeping system.
 Text: Pyle and White, *Fundamental Accounting Principles*, Richard D. Irwin, Inc.; Study Guide for use with *Fundamental Accounting Principles*; Working papers for chapters 1 through 16, *Fundamental Accounting Principles*.
- FUNDAMENTALS OF ACCOUNTING.—Ac C 212. UO**
3 q.h. W. 22 \$42.00.
 A continuation of Ac C 211.
 Texts: Same materials as listed for Ac C 211, plus working papers for chapters 17 through 32; Practice Set, *Decorator's Paint Pot*.
- FUNDAMENTALS OF ACCOUNTING. Ac C 213. UO**
3 q.h. W. 22 \$42.00.
 A continuation of Ac C 212.
 Texts: Same materials as listed for Ac C 212; Practice Set, *Durham Mfg. Co.*
- PRINCIPLES OF COST ACCOUNTING. Ac C 360. UO**
3 q.h. W. 16. \$42.00.
 Basic principles of cost-accounting procedure, the cost-accounting cycle, control of materials, labor and manufacturing expense; departmentalization; emphasis on job-order cost system. Prerequisite: Ac C 211, 212, 213, or equivalent.
 Text: Matz, Curry and Frank, *Cost Accounting* (Latest Ed.), South-Western Publishing Co.
- MATHEMATICS OF FINANCE. Mth C 110. UO**
4 q.h. W. 22. \$56.00.
 See **Mathematics**.
- BUSINESS LAW. BA C 26. DCE**
W. 15. \$30.00
 A one-term course for laymen, emphasizing 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, and chattel mortgages.
 Text: Committee on Business Law, *College Business Law*, Pitman Publishing Corp., 1960.
- RETAIL CREDIT MANAGEMENT. BA C 31. DCE**
W. 10. \$20.00.
 A course for owners and managers of retail businesses who want to improve their credit program, or who wish to establish credit in their business. Covers all phases of credit management from installation of the best policy for individual needs to collection procedures. Required text accompanies course syllabus.
- REAL ESTATE PRINCIPLES. BA C 416. PSC**
3 q.h. W. 15. \$42.00.
 Study of property interests and titles, deeds, mortgages, leases. Real estate brokerage and real estate finance. Valuation of property.
 Text: North and Ring, *Real Estate Principles and Practices* (5th Edition), Prentice-Hall, Inc.
- INTRODUCTION TO INDUSTRIAL PSYCHOLOGY. Psy C 447. UO**
3 q.h. E. 16. \$42.00.
 See **Psychology**.

- PERSONNEL MANAGEMENT (Principles and Practices). BA C 467. OSU**
 3 q.h. E. 16. \$42.00.
 Introductory course for supervisors and personnel managers. Survey of objectives, functions and practices of personnel administration which contribute to effective achievement of aims of organization.
 Text: Pfiffner, *The Supervision of Personnel* (2nd ed.), Prentice-Hall, 1958.
- PERSONNEL MANAGEMENT (Techniques). BA C 468. OSU**
 3 q.h. E. 16. \$42.00.
 Detailed consideration of techniques, uses and limitations of such personnel activities as job analysis, job evaluation, evaluation of employees, employee services, employee publications, and suggestion system.
 Text: Jucius, *Personnel Management* (5th ed.), Richard D. Irwin, Inc., 1963.
- RETAIL MANAGEMENT. BA C 463. PSC**
 3 q.h. E. 15. \$42.00.
 Principles of organizing and operating retail institutions; store location, store layout, buying and selling, operating activities, personnel and control.
 Text: Davidson and Brown, *Retailing Management* (2nd ed.), Ronald Press Co., 1960.
- STENOGRAPHY (Briefhand). SS C 111. OSU**
 3 q.h. W. 16. \$42.00.
 A simplified system of note taking using only the letters of the alphabet.
 Texts: Carter, et al, *Briefhand, Basic Course*, Allied Publishers, Inc.; Workbook, *Briefhand, Lessons 1-30*, Allied Publishers, Inc.
- STENOGRAPHY. SS C 111. UO**
 3 q.h. W. 16. \$42.00.
 This course and the sequence SS 112 and 113 use the Simplified Gregg theory. (Symbols).
 Text: Leslie, Zoubek and Hosler, *Gregg Shorthand Simplified for Colleges* (2nd ed.) (Vol. I) McGraw-Hill Book Co., 1958.
- STENOGRAPHY. SS C 112. UO**
 3 q.h. W. 16. \$42.00.
 A continuation of SS C 111. Same text.
- STENOGRAPHY. SS C 113. UO**
 3 q.h. W. 16. \$42.00.
 A continuation of SS C 112.
 Text: Leslie, Zoubek and Hosler, *Gregg Shorthand Simplified for Colleges* (2nd ed.) (Vol. II), McGraw-Hill Book Co., 1958.
- TYPING. SS C 121. UO**
 2 q.h. W. 10. \$28.00.
 This course and SS 122, 123 cover the theory and practice of touch typing; the keyboard; speed and accuracy drills; introduction to business letters. Students who have had a year of typing in high school may not take SS C 121 for credit.
 Text: Lessenberry and Wanous, *College Typewriting*, South-Western Publishing Company (sixth edition), complete course.
- TYPING. SS C 122. UO**
 2 q.h. W. 10. \$28.00.
 A continuation of SS C 121. More work on letters, speed emphasis, improvement of stroking skill, tabulating and manuscript typing.
 Texts: Same as for SS C 121 plus workbooks to accompany Lessenberry and Wanous text.

- TYPING. SS C 123.** **UO**
2 q.h. W. 10. \$28.00.
 A continuation of SS C 112. Office forms, legal documents, application letters, personal typewriting.
 Texts: Same as for SS C 121 plus workbooks to accompany Lessenberry and Wanous text.
- OFFICE ORGANIZATION AND MANAGEMENT. SS C 422.** **OSU**
3 q.h. W. 16. \$42.00.
 A study of the field of management as it pertains to the office and its activities in relation to other phases of the business. Instruction begins with the development of elementary office routines and progresses to more complicated problems of planning and layouts and the selection and training of office personnel. Considerable emphasis is placed on office management in relation to small or moderate-sized offices.
 Text: Neuner, *Office Management*, South-Western Publishing Co., 1959.
- BUSINESS ENGLISH. Wr C 214.** **UO**
 See **English and Literature**
- TECHNICAL REPORT WRITING. Eng C 207.** **OTI**
 See **English and Literature**.

ECONOMICS

- PRINCIPLES OF ECONOMICS. Ec C 201.** **OSU**
3 q.h. E. 16. \$42.00.
 The principles that underlie production, exchange, and distribution; practical problems, such as monetary and banking reform, trade regulations, taxation, labor movements, unemployment, business cycles.
 Texts: Samuelson, *Economics* (5th ed.), McGraw-Hill Book Co., 1961; Samuelson, *Study Guide and Workbook* to accompany *Economics*, McGraw-Hill Book Co., 1961.
- PRINCIPLES OF ECONOMICS. Ec C 202.** **OSU**
3 q.h. E. 16. \$42.00.
 This course is a continuation of Ec C 201.
 Same text as for Ec C 201.
- PRINCIPLES OF ECONOMICS. Ec C 203.** **OSU**
3 q.h. E. 16. \$42.00.
 A continuation of Ec C 202.
 Same text as for Ec C 201.
- MONEY AND BANKING. Ec C 318.** **UO**
3 q.h. E. 15. \$42.00.
 Operations of commercial banks, the Federal Reserve System and the Treasury that affect the United States monetary system.
 Text: Barger, *Money, Banking and Public Policy*. Rand-McNally, 1962.
- PUBLIC FINANCE. Ec C 319.** **UO**
3 q.h. E. 16. \$42.00.
 Principles and problems of government financing. Expenditures, revenues, debt, and financial administration.
 Text: Shultz and Harriss, *American Public Finance* (7th ed.), Prentice-Hall, 1959.
- INTERNATIONAL FINANCE. Ec C 320.** **UO**
3 q.h. E. 15. \$42.00.
 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.

Text: Wasserman and Hultman, *Modern International Economics*. Simmons, Boardman. 1962.

EDUCATION

SCHOOL IN AMERICAN LIFE. Ed C 310. UO
3 q.h. E. 15. \$42.00.

Education as a career, function of education in a democracy, curriculum and organization of schools, current educational trends and contemporary problems, financing public education, the characteristics, needs and interests of pupils by age groupings, general principles of growth and learning and relation to current practices.

Texts: Cressman and Benda, *Public Education in America*. Appleton-Century-Crofts, Inc., 1961.

HUMAN DEVELOPMENT. Psy C 311. OSU
3 q.h. E. 15. \$42.00.

See **Psychology**.

EDUCATIONAL PSYCHOLOGY: LEARNING. Ed C 312. OCE
3 q.h. E. 15. \$42.00.

A study of some of the factors that promote growth through learning; principles of learning, of motivation, of mental health; the psychological theory of teaching procedures.

Texts: Skinner and Holland, *The Analysis of Behavior*. McGraw-Hill Book Co., 1961; Cronbach, *Educational Psychology*, Harcourt, Brace and Co., 1954.

SCHOOL HEALTH PROGRAM. Ed C 351. OCE
3 q.h. W. 15. \$42.00.

Teaching health education with emphasis on the health knowledge, health attitudes and health habits of school children and the development of a health-service program.

Texts: Turner, Sellery and Smith, *School Health and Health Education* (4th ed.), C. V. Mosby Co., 1961; Irwin, Humphrey and Johnson, *Methods and Materials in School Health Education*, C. V. Mosby Co., 1961.

MEASUREMENTS IN EDUCATION. Ed C 424. UO
3 q.h. W. 16. \$42.00.

Use and interpretation of informal and standardized tests as supervisory and guidance instruments for the diagnosis, analysis, evaluation, and improvement of instruction in the elementary and secondary schools.

Text: Remmers, Gage and Rummel, *A Practical Introduction to Measurement and Evaluation*, Harper and Brothers, 1960.

SCHOOL ACTIVITIES. Ed C 427. UO
3 q.h. E. 15. \$42.00.

Principles and purposes of school activities; pupil participation in school government; assemblies, clubs, social activities, athletics, speech activities, drama, music, publications; evaluation of the school activity program.

Text: Frederick, *The Third Curriculum*, Appleton-Century-Crofts, 1959.

HISTORY OF EDUCATION. Ed C 440. UO
3 q.h. W. 16. \$42.00.

A general review of the growth and development of education in relation to

the civilization of the times; emphasis on development of educational philosophies.

Texts: Ulich, *History of Educational Thought*, American Book Co., 1945; Ulich, *Three Thousand Years of Educational Wisdom: Selections from Great Documents*, Harvard University Press, 1947; Duggan, *A Student's Textbook in the History of Education*, D. Appleton-Century Co., 1948.

PARENT-TEACHER ORGANIZATION. Ed C 475. UO
2 q.h. E. 12. \$28.00.

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.

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

PRINCIPLES AND PRACTICES OF GUIDANCE SERVICES. Ed C 485. UO
3 q.h. E. 15. \$42.00.

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.

Text: Humphreys, Traxler and North, *Guidance Services*, Science Research Associates, 1960.

SOCIAL EDUCATION. Ed C 491. UO
3 q.h. E. 15. \$42.00.

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

Text: Havighurst and Neugarten, *Society and Education* (2nd ed.), Allyn and Bacon, 1962.

EDUCATION—ELEMENTARY

THE CHILD AND HIS CURRICULUM: LANGUAGE ARTS. Ed C 352. UO
3 q.h. W. 16. \$42.00.

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

THE CHILD AND HIS CURRICULUM: ARITHMETIC. Ed C 353. UO
3 q.h. E. 16. \$42.00.

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

Texts: Marks, Purdy, and Kinney, *Teaching Arithmetic for Understanding*, McGraw-Hill Book Co., 1958; Spitzer, *The Teaching of Arithmetic*, Houghton Mifflin Co., 1961.

DEVELOPMENTAL PSYCHOLOGY I: INFANCY AND CHILDHOOD. Psy C 460. UO
3 q.h. E. 16. \$42.00.

See **Psychology**.

EDUCATION—SECONDARY

PRINCIPLES OF SECONDARY TEACHING. Ed C 314. UO
3 q.h. E. 15. \$42.00.

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

Text: Rivlin, *Teaching Adolescents in Secondary Schools*. Appleton-Century-Crofts, Inc., 1961.

THE JUNIOR HIGH SCHOOL. Ed C 484. UO
3 q.h. E. 15. \$42.00.

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

Text: Van Til, Vars and Lounsbury, *Modern Education for the Junior High School Years*, Bobbs-Merrill, 1961.

DEVELOPMENTAL PSYCHOLOGY II: ADOLESCENCE AND MATURITY. Psy C 461. UO
3 q.h. E. 15. \$42.00.

A continuation of Psy C 460.

See **Psychology**.

ENGINEERING

ENGINEERING GRAPHICS GE C 115. OSU
3 q.h. W. 15. \$42.00.

Fundamental principles of the graphic language; spatial analysis by projection and visualization; conventional three-dimensional representation.

Texts: Hoelscher and Springer, *Engineering Drawing and Geometry* (2nd ed.), John Wiley and Sons, Inc., 1961; Campbell, *Workbook, Graphics Problems*, Oregon State University Cooperative Association, 1962.

ENGINEERING GRAPHICS. GE C 116. OSU
3 q.h. W. 15. \$42.00.

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. \$42.00.

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 121, 122 and 123.

Texts: Same as for GE C 115.

CIVIL DRAFTING. EA C 103. OTI
3 q.h. W. 15. \$42.00.

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.)

Text: Rubey, Lommel and Todd, *Engineering Surveys: Elementary and Applied*, Macmillan Co., 1958.

STRENGTH OF MATERIALS (Statics). EA C 110. OTI
4 q.h. W. 20. \$56.00.

A basic study of forces, stress and strain, and their effects on materials. (See

"Technical Institute Credit," Page 6.)

Text: Harris, *Elementary Structural Design*, American Technical Society, 1958.

ENGLISH and LITERATURE

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

DCE

W. 15. \$42.00.

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

Text: Tressler and Christ, *Grammar in Action* (4th ed.), D. C. Heath and Co., 1962.

ENGLISH COMPOSITION. Wr C 111.

UO

3 q.h. W. 16. \$42.00.

Wr C 111, 112 and 113 make up a sequence in fundamentals of composition and rhetoric equivalent to the usual freshman requirements in college English. A student wishing to take Wr C 111 *for credit* must make a satisfactory score on the English Placement Test if he has not previously taken this examination. Arrangements to take the 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 Independent Study, Division of Continuing Education, and submit name of person who will proctor the test.

Texts: Moore, *Effective Writing* (2nd ed.), Rinehart and Co., 1959; Keast and Streeter, *The Province of Prose* (2nd ed.) Harper and Brothers, 1959.

ENGLISH COMPOSITION. Wr C 112.

UO

3 q.h. W. 16. \$42.00.

A continuation of Wr C 111. Same texts.

ENGLISH COMPOSITION. Wr C 113.

UO

3 q.h. W. 16. \$42.00.

A continuation of Wr C 112.

Texts: Same as for Wr C 111; plus Bartel, Roland (ed.), *London in Plague and Fire, 1665, 1666*, D. C. Heath and Co., 1957.

TECHNICAL REPORT WRITING. Eng C 207.

OTI

3 q.h. W. 15. \$42.00.

A study of various forms of technical reports emphasizing research, organization, and effective writing techniques, and direct application of reports to student's curriculum. (See "Technical Institute Credit," Page 6.)

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

BUSINESS ENGLISH. Wr C 214.

UO

3 q.h. W. 14. \$42.00.

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

Text: Aurner, *Effective Communication in Business* (4th ed.), South-Western Publishing Co., 1958.

SHORT-STORY WRITING. Wr C 324.

UO

3 q.h. W. 15. \$42.00.

A course for beginners in creative writing; a knowledge of English fundamentals equivalent to at least one year of college composition is essential. Through writing three stories, and analysis, "imitation," and comparison of stories, the student is assisted in discovering his talent. This unit of the sequence emphasizes the fundamentals of short story writing.

Texts: Rehder, *The Young Writer At Work*, The Odyssey Press, Inc., New York, 1962; Warren and Erskine, *Short Story Masterpieces*, Dell Books, New York, 1954.

SHORT-STORY WRITING. Wr C 325.**UO****3 q.h. W. 15. \$42.00.**

Designed to aid the creative writer by looking at the more sophisticated problems of the craft, this unit of the sequence focuses on the "interior" of the "mechanics" of the short story; how to write a scene, the issues of point of view, and the ways of treating characterizations. The student continues writing and revising stories as in Wr C 324.

Texts: Same as for Wr C 324, plus Cassill, *Writing Fiction*, Pocket Books, Inc., New York, 1963.

SHORT-STORY WRITING. Wr C 326.**UO****3 q.h. W. 15. \$42.00.**

Emphasis is placed on "theme," "tone," and "symbolic interest;" further writing and analysis as in Wr C 324 and 325. The sequence concludes by considering such practical matters as marketing, agents, etc.

Texts: Same as for Wr C 325.

MANUSCRIPT CRITICISM.**DCE****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 \$56.00 for manuscripts not over 40,000 words. Arrangements for larger manuscripts should be made with the Division. An additional \$14.00 for each 10,000 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.**UO****3 q.h. W. 15. \$42.00.**

This course and Eng C 102, 103 comprise a study of significant features in English literature from the Old English period to the present. For college freshmen. The first term covers the early period through the sixteenth century.

Text: Witherspoon (ed.), *The College Survey of English Literature* (Revised shorter edition), Harcourt, Brace, and Co., 1951.

SURVEY OF ENGLISH LITERATURE. Eng C 102.**UO****3 q.h. W. 15. \$42.00.**

Covers the seventeenth and eighteenth centuries.

Text: Same as for Eng C 101.

SURVEY OF ENGLISH LITERATURE. Eng C 103.**UO****3 q.h. W. 15. \$42.00.**

Covers the period from the eighteenth century to the present.

Text: Same as for Eng C 101 and 102.

WORLD LITERATURE. Eng C 107.**SOC****3 q.h. W. 15. \$42.00.**

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

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

- WORLD LITERATURE. Eng C 108. SOC**
 3 q.h. W. 15. \$42.00.
 A continuation of Eng C 107.
 Texts: Thomas a' Kempis, *The Imitation of Christ*, Penguin Books; *The Song of Roland*, Penguin Books; Bédier, *The Romance of Tristan and Iseult*, Anchor Books; Dante, *The Divine Comedy*, Modern Library College Edition; Chaucer, *Canterbury Tales*, Crofts Classics; Machiavelli, *The Prince*, Mentor Books; Montaigne, *Selections From the Essays*, Crofts Classics; Cervantes, *Don Quixote*, Mentor Books; Shakespeare, *The Complete Sonnets, Songs, and Poems*, Pocket Books.
- WORLD LITERATURE. Eng C 109. SOC**
 3 q.h. W. 15. \$42.00.
 A continuation of Eng C 108.
 Texts: Descartes, *Discourse On Method*, Library of Liberal Arts; Moliere, *Plays*, Modern Library College Edition; Voltaire, *Candide*, Appleton-Century-Crofts; Paine, *The Age of Reason*, Library of Liberal Arts; Rousseau, *Confessions*, Pocket Books; The Centuries' Poetry No. 3, *Pope to Keats*, Penguin; Goethe, *Faust, Part I*, Penguin; Balzac *Old Goriot*, Signet Classics; Poe, *Tales and Poems of Poe*, Pocket Books; Emerson, *Five Essays on Man and Nature*, Appleton-Century-Crofts.
- SHAKESPEARE. Eng C 201. UO**
 3 q.h. W. 5. \$42.00.
 The important comedies, Eng C 201, 202 and 203 constitute a sequence. A student need not, however, necessarily take these courses in numerical order. The three terms meet requirements for English majors for those who wish to fulfill a norm in English.
 Texts: Kittredge (ed.), *The Complete Works of Shakespeare*, Ginn and Co.; Harrison, G. B., *Introducing Shakespeare* (A Pelican Book) Penguin Books, Ltd., 1957.
- SHAKESPEARE. Eng C 202. UO**
 3 q.h. W. 4. \$42.00.
 The important tragedies. Same texts as for Eng C 201.
- SHAKESPEARE. Eng C 203. UO**
 3 q.h. W. 5. \$42.00.
 The important historical plays. Same texts as for Eng C 201.
- SURVEY OF AMERICAN LITERATURE. Eng C 253. UO**
 3 q.h. W. 15. \$42.00.
 American literature from its beginning to the present day. Two consecutive terms will satisfy the high school teaching requirement in English.
 Texts: Foerster and Falk, *American Poetry and Prose* (new shorter ed.), Houghton Mifflin Co., 1960; Blankenship, *American Literature* (rev. ed.), Henry Holt and Co., 1949.
- SURVEY OF AMERICAN LITERATURE. Eng C 254. UO**
 3 q.h. W. 15. \$42.00.
 A continuation of Eng C 253. Same texts.
- SURVEY OF AMERICAN LITERATURE. Eng C 255. UO**
 3 q.h. W. 15. \$42.00.
 A continuation of Eng C 254. Same texts.
- CONTEMPORARY LITERATURE. Eng C 361. SOC**
 3 q.h. W. 15. \$42.00.
 Postwar poetry, prose, and drama, with emphasis on the development of new literary forms, new concepts, attitudes, and movements. Recent European influences.
 Texts: *German Stories and tales*, Pocket Books; *Six Great Modern Short Novels*, Dell; *The Pocket Book of Short Stories*, Pocket Books; *Plays by*

George Bernard Shaw, Signet; Conrad, Joseph, *Three Short Novels*, Bantam; *The Pocket Book of Modern American Short Stories*, Pocket Books; *Three Plays of Eugene O'Neill*, Modern Library Paperback; *Great French Short Stories*, Dell; *A Pocket Book of Modern Verse*, Pocket Books; *Fourteen Great Short Stories by Soviet Authors*, Avon; Sholokhov, Mikhail, *And Quietly Flows the Don*, Signet; Moravia, Alberto, *The Conformist*, Signet.

CHILDREN'S LITERATURE. Eng C 388.**OCE**

3 q.h. W. 16. \$42.00.

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

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

AMERICAN NOVEL (Contemporary). Eng C 393.**UO**

3 q.h. W. 15. \$42.00.

A survey of the contemporary American scene as it is found in the modern novel in America. Study plans for some 50 novels are offered, from which the student must complete 15. Novels are available in paperback or at a local library.

Text: Wagenknecht, *Cavalcade of the American Novel*, Henry Holt and Co., Inc., 1952.

MAGAZINE ARTICLE WRITING. J C 468.**UO**

3 q.h. W. 16. \$42.00.

See Journalism.

FORESTRY**CONSERVATION OF NATURAL RESOURCES. F C 260.****OSU**

3 q.h. W. 15. \$42.00.

Nature, extent and importance of organic resources of United States and methods of conserving them; forest, forage, recreation, wildlife, soil, water aspects.

Text: Allen, *Conserving Natural Resources*, McGraw-Hill Book Co. (latest edition).

GEOGRAPHY**INTRODUCTORY GEOGRAPHY. Geog C 105.****UO**

3 q.h. E. 16. \$42.00.

This course and Geog C 106, 107 constitute a general introduction to the field of geography. The first term deals with physical elements.

Texts: Kendall, Glendinning and MacFadden, *Introduction to Geography*, (3rd ed.), Harcourt-Brace and Co., 1962; *Goode's World Atlas* (11th ed.), Rand-McNally, 1960.

INTRODUCTORY GEOGRAPHY. Geog C 106.**UO**

3 q.h. E. 16. \$42.00.

This term deals with regional elements.

Text: James, *Geography of Man* (2nd ed.), Ginn and Co., 1959.

INTRODUCTORY GEOGRAPHY. Geog C 107.**UO**

3 q.h. E. 16. \$42.00.

This term deals with cultural elements.

Texts: Rostlund, *Outline of Cultural Geography*, California Book Co., Ltd., 1955; Kendall, Glendinning and MacFadden, *Introduction to Geography* (3rd ed.), Harcourt-Brace and Co., 1962; *Goode's World Atlas* (11th ed.), Rand-McNally, 1960.

- GEOGRAPHY OF OREGON. Geog C 301. UO**
 3 q.h. W. 16. \$42.00.
 Physical and cultural geography of Oregon.
 Texts: Dicken, *Oregon Geography* (latest ed.), distributed by University of Oregon Cooperative Book Store, Eugene, Oregon; Highsmith, *Atlas of the Pacific Northwest*, Oregon State University Press, (3rd ed.) 1962.
- GEOGRAPHY OF NORTH AMERICA. Geog C 302. UO**
 3 q.h. E. 16. \$42.00.
 Physical and cultural geography of western North America north of the Rio Grande.
 Texts: Shaw, *Anglo America*, John Wiley and Sons, Inc., 1959; Goode, *World Atlas*, Rand-McNally, 11th edition, 1960.
- GEOGRAPHY OF NORTH AMERICA. Geog C 303. UO**
 3 q.h. E. 16. \$42.00.
 Text: same as for Geog C 302.
- GEOGRAPHY OF THE SOVIET UNION. Geog C 427. UO**
 3 q.h. W. 16. \$42.00.
 A study of the physical, economic and human geography of the Soviet Union. Prerequisite: Geog 105, 106, 107 or Geog 201, 202, 203.
 Texts: Jorré, *The Soviet Union; The Land and Its People*, Longmans, Green & Co., 1960. Cressey, *How Strong Is Russia? A Geographic Appraisal*, Syracuse Univ. Press, 1954. Goodall (ed.), *Soviet Union in Maps*, Denoyer-Geppert, 1954. Maps: Oberlander, *Landforms of the Soviet Union*, Syracuse Univ. Bookstore, 1956.
- GEOGRAPHY OF AFRICA. Geog C 432. UO**
 3 q.h. W. 16. \$42.00.
 A study of the physical, economic and human geography of the continent. Prerequisite: Geog 105, 106, 107 or Geog 201, 202, 203.
 Texts: Stamps, *Africa: A study in Tropical Development*, John Wiley, 1953; Gourou, *The Tropical World: Its Social and Economic Conditions and its Future Status* (2nd ed.), Longmans, Green & Co., 1958.

GEOLOGY

- GENERAL GEOLOGY. Geol C 101. UO**
 3 q.h. W. 16. \$42.00.
 Processes of nature affecting the surface of the earth; formation of economic geologic deposits; the main events in the history of the earth. *This sequence does not include laboratory exercises.*
 Text: Longwell and Flint, *Introduction to Physical Geology* (2nd ed.), John Wiley and Sons, 1962.
- GENERAL GEOLOGY. Geol C 102. UO**
 3 q.h. W. 16. \$42.00.
 A continuation of Geol C 101. Same text.
- GENERAL GEOLOGY. Geol C 103. UO**
 3 q.h. W. 16. \$42.00.
 A continuation of Geol C 102.
 Text: Dunbar, *Historical Geology*, John Wiley and Sons, 1960.

HEALTH EDUCATION

- PERSONAL HEALTH PROBLEMS. HE C 361. UO**
 3 q.h. E. 12. \$42.00.
 For health teachers in the public schools. Hygienic care of the body and other

personal health problems important in health instruction. Prerequisite: junior standing in health and physical education or consent of instructor.

Text: Davis and Southworth, *Meredith's Hygiene* (5th ed.), Blakiston Co., 1954.

COMMUNITY HEALTH PROBLEMS. HE C 362. UO
3 q.h. W. 15. \$42.00.

Designed primarily for health teachers in the public schools. Basic community health problems important in health instruction. Prerequisite: junior standing in health and physical education or consent of instructor.

Text: Smolensky and Haar, *Principles of Community Health*, W. B. Saunders Co., Philadelphia, Pa., 1961.

COMMUNICABLE AND NONCOMMUNICABLE DISEASES. HE C 363. UO
3 q.h. W. 10. \$42.00.

Nature, prevention and control of common communicable diseases, considered in relation to health instruction in public schools. Prerequisite: junior standing in science or health and physical education.

Text: Anderson and Arnstein, *Communicable Disease Control* (4th ed.), Macmillan Co., 1962.

HISTORY

HISTORY OF WESTERN CIVILIZATION. Hst C 101. UO
3 q.h. E. 16. \$42.00.

This course and Hst C 102, 103 constitute a review of the great civilizations of the world from ancient times to the present. Hst C 101 covers the period from the stone age to about 1500 A.D.

Texts: Burns, *Western Civilization* (6th ed.), W. W. Norton and Co., 1963; Beatty and Johnson, *Heritage of Western Civilization: Select Readings*, Prentice-Hall, Inc., 1958.

HISTORY OF WESTERN CIVILIZATION. Hst C 102. UO
3 q.h. E. 16. \$42.00.

A continuation of Hst C 101 to the early nineteenth century.

Texts: Same texts as for Hst C 101.

HISTORY OF WESTERN CIVILIZATION. Hst C 103. UO
3 q.h. E. 16. \$42.00.

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. \$42.00.

This course and Hst C 202, 203, constitute a general survey of American history from colonial times to the present. The first term deals with discovery and settlement of North America and development of the United States to 1850.

Texts: Hicks, *The Federal Union* (latest ed.), Houghton Mifflin Co.; Hofstadter, *American Political Tradition*, Alfred A. Knopf, Vintage Books.

HISTORY OF THE UNITED STATES. Hst C 202. UO
3 q.h. W. 16. \$42.00.

A continuation of Hst C 201. Covers the period from 1850 to 1898.

Texts: Same texts as Hst C 201, plus Hicks, *The American Nation* (3rd ed.), Houghton Mifflin Co., 1955.

HISTORY OF THE UNITED STATES. Hst C 203. UO
3 q.h. W. 16. \$42.00.

A continuation of Hst C 202. Covers the period from 1898 to the present.

Texts: Hicks, *The American Nation* (3rd ed.), Houghton-Mifflin Co., 1955; Hofstadter, *American Political Tradition*, Alfred A. Knopf, Vintage Books.

- ENGLISH HISTORY. Hst C 304. UO**
3 q.h. W. 16. \$42.00.
 This course and Hst C 305, 306, constitute a general survey, covering political, economic, social, intellectual, and religious developments from earliest times to the present. Hst C 304 covers these areas through the sixteenth century.
 Texts: Hall and Albion, *A History of England and the British Empire* (3rd ed.), Ginn and Co., 1953; Trevelyan, *English Social History*, Longmans, Green and Co., 1942.
- ENGLISH HISTORY. Hst C 305. UO**
3 q.h. W. 16. \$42.00.
 A continuation of Hst C 304, covering the period from the beginning of the seventeenth century to the close of the Napoleonic War in 1815.
 Texts: Same as for Hst C 304.
- ENGLISH HISTORY. Hst C 306. UO**
3 q.h. W. 16. \$42.00.
 A continuation of Hst C 305, covering the period from 1815 to the present.
 Texts: Same as for Hst 304, 305.
- HISPANIC AMERICA. Hst C 350. UO**
3 q.h. W. 16. \$42.00.
 This course and Hst C 351, 352 deal with South America and those countries other than the United States which border on the Gulf of Mexico and the Caribbean Sea. The first term covers the colonial period from about 1500 to 1800. Prerequisite: Hst 201, 202, 203 or equivalent preparation in history of the United States.
 Text: Herring, *A History of Latin America* (2nd ed.), Revised. New York. A. A. Knopf, 1961.
- HISPANIC AMERICA. Hst C 351. UO**
3 q.h. W. 16. \$42.00.
 A study of the Caribbean area with special emphasis on the relationship of the United States to this region. Prerequisite: Same as for Hst C 350. Same text as for Hst C 350.
- HISPANIC AMERICA. Hst C 352. UO**
3 q.h. W. 16. \$42.00.
 A continuation of the study of the Caribbean area with emphasis on the Monroe Doctrine and American imperialism and on the development of South American republics and their international relations, particularly with the United States, as exemplified by Pan-Americanism and with the continent of Europe through the medium of Pan-Hispanism. Prerequisite: Same as for Hst C 350 and 351. Same text as for Hst C 350 and 351.
- HISTORY OF THE FAR EAST. Hst C 390. SOC**
3 q.h. E. 16. \$42.00.
 Political, economic, and diplomatic history of the Far East with specific emphasis on the contemporary situation.
 Text: Crofts and Buchanan, *A History of the Far East*, Longmans, Green and Co., 1958.
- AMERICAN FOREIGN RELATIONS. Hst C 473. UO**
3 q.h. W. 16. \$42.00.
 This course constitutes a study of the relations of the United States with other powers and development of American foreign policies.
 Text: Bailey, *A Diplomatic History of the American People* (5th ed.), F. S. Crofts and Co., 1955.
- HISTORY OF THE PACIFIC NORTHWEST. Hst C 478. UO**
3 q.h. W. 16. \$42.00.
 Detailed study of the building of civilization in the Pacific Northwest. Prerequisite: Hst 201, 202.
 Text: Gates and Johansen, *Empire of the Columbia*, Harpers.

WORLD PROBLEMS. Hst C 492.**SOC****3 q.h. W. 16. \$42.00.**

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

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

HOME ECONOMICS**NUTRITION. FN C 225.****OSU****3 q.h. W. 16. \$42.00.**

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

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

HOME FURNISHINGS. CT C 331.**OSU****3 q.h. W. 16. \$42.00.**

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

Text: Faulkner, *Inside Today's Home*, Henry Holt and Co., 1960.

FAMILY FINANCE MANAGEMENT. HAd C 341.**OSU****2 q.h. W. 12. \$28.00.**

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

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

JOURNALISM**CARTOONING. J C 01.****DCE****W. 12. \$20.00.**

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

Texts: Priscilla, *Basic Drawing*, Grayson Publishing Co., 1954; Markow, *Drawing and Selling Cartoons*, Pitman Publishing Co., 1956.

MAGAZINE ARTICLE WRITING. J C 468.**UO****3 q.h. W. 16. \$42.00.**

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

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

FOREIGN LANGUAGES**FRENCH****FIRST-YEAR FRENCH (first term). RL C 50.****UO****4 q.h. W. 20. \$56.00.**

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 the Division of Continuing Education 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 Division reserves the right to withhold part, or all, of the student's deposit.

FIRST-YEAR FRENCH (second term). RL C 51. UO
4 q.h. W. 20. \$56.00.

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. UO
4 q.h. W. 20. \$56.00.

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. UO
4 q.h. W. 24. \$56.00.

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

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

SECOND-YEAR FRENCH (second term). RL C 102. UO
4 q.h. W. 24. \$56.00.

A continuation of RL C 101.

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

SECOND-YEAR FRENCH (third term). RL C 103. UO
4 q.h. W. 24. \$56.00.

A continuation of RL C 102.

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

SURVEY OF FRENCH LITERATURE. RL C 311. UO
3 q.h. W. 16. \$42.00.

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

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

GERMAN

FIRST-YEAR GERMAN (first term). GL C 50. UO
4 q.h. W. 24. \$56.00.

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

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

FIRST-YEAR GERMAN (second term). GL C 51. UO
 4 q.h. W. 24. \$56.00.

A continuation of GL C 50.

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

FIRST-YEAR GERMAN (third term). GL C 52. UO
 4 q.h. W. 24. \$56.00.

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

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

SPANISH

FIRST-YEAR SPANISH (first term). RL C 60. UO
 4 q.h. W. 24. \$56.00.

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

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

FIRST-YEAR SPANISH (second term). RL C 61. UO
 4 q.h. W. 24. \$56.00.

A continuation of RL C 60. Same texts.

FIRST-YEAR SPANISH (third term). RL C 62. UO
 4 q.h. W. 24. \$56.00.

A continuation of RL C 61. Same texts.

SECOND-YEAR SPANISH (first term). RL C 107. UO
 4 q.h. W. 24. \$56.00.

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

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

SECOND-YEAR SPANISH (second term). RL C 108. UO
 4 q.h. W. 24. \$56.00.

A continuation of RL C 107.

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

SECOND-YEAR SPANISH (third term). RL C 109. UO
 4 q.h. W. 24. \$56.00.

A continuation of RL C 108.

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

LIBRARY METHODS

BOOK SELECTION AND EVALUATION. Lib C 42. DCE
 W. 16. \$30.00.

A service course for practicing librarians, designed to provide a general survey of the best books and authors, old and new, in various fields of writing

and to assist the student in interpreting and applying principles and standards for judging them. Consideration is given to the best aids in book selection. Practice in book reviewing and annotation.

Texts: Carter and 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* (latest ed.), Columbia University Press.

INTRODUCTION TO CATALOGING AND CLASSIFICATION. Lib C 486. UO
3 q.h. W. 16. \$42.00.

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

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

CHILDREN'S LITERATURE. Lib C 388. OCE
3 q.h. W. 16. \$42.00.

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

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

SCHOOL LIBRARY ADMINISTRATION. Lib C 484. UO
3 q.h. W. 15. \$42.00.

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

Texts: American Association of School Librarians, *Standards for School Library Programs*, American Library Association, 1960; Wofford, *The School Library at Work*, H. W. Wilson, 1959.

BOOKS AND RELATED MATERIALS FOR YOUNG PEOPLE. Lib C 488. UO
3 q.h. W. 15. \$42.00.

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

Texts: Wofford, *Book Selection for School Libraries*, H. W. Wilson, 1962; *Standard Catalog for High School Libraries* (most recent edition and supplements), H. W. Wilson.

LITERATURE

See English Literature

MATHEMATICS

ELEMENTS OF ALGEBRA. Mth C 10. UO
W. 24. \$56.00

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

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

ELEMENTARY GEOMETRY. Mth C 70. EOC
4 q.h. W. 24. \$56.00.

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

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

INTERMEDIATE ALGEBRA. Mth C 100. OSU
 4 q.h. W. 24. \$56.00.

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

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

COLLEGE ALGEBRA. Mth C 101. OSU
INTRODUCTORY COLLEGE MATHEMATICS. Mth C 104. UO
 4 q.h. W. 24. \$56.00.

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

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

TRIGONOMETRY. Mth C 102. OSU
INTRODUCTORY COLLEGE MATHEMATICS. Mth C 105. UO
 4 q.h. W. 24. \$56.00.

The standard college course, emphasizing the theory of trigonometric functions as well as their application in solving triangles. Prerequisite: Mth 100, Mth 101 or Mth 104 and plane geometry.

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

INTRODUCTORY COLLEGE MATHEMATICS. Mth C 106. UO
 See Mth 200 listed below.

MATHEMATICS OF FINANCE. Mth C 110. UO
 4 q.h. W. 24. \$56.00.

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

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

CALCULUS WITH ANALYTIC GEOMETRY. Mth C 200. OSU
 4 q.h. W. 20. \$56.00.

Accepted by University of Oregon in lieu of Mth 106.

Primarily introductory differential and integral calculus interwoven with analytical geometry. Prerequisite: Mth 102 or Mth 105.

Text: Johnson and Kiokmeister, *Calculus with Analytical Geometry* (2nd ed), Allyn and Bacon, 1960.

DIFFERENTIAL AND INTEGRAL CALCULUS. Mth C 201. UO
 4 q.h. W. 24. \$56.00.

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 104, 105, 106, 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. \$56.00.

A continuation of Mth C 201. Same text.

DIFFERENTIAL AND INTEGRAL CALCULUS. Mth C 203. UO
 4 q.h. W. 24. \$56.00.

A continuation of Mth 202. Same text.

- ADVANCED COLLEGE ALGEBRA. Mth C 314. OCE**
 3 q.h. W. 19. \$42.00.
 An extension of the work in algebra given in freshman mathematics. Prerequisite: one year of college mathematics.
 Text: Hart, *College Algebra* (4th ed.), D. C. Heath and Co., 1953.
- COORDINATE GEOMETRY. Mth C 317. UO**
 3 q.h. W. 17. \$42.00.
 An analytic treatment of curves and surfaces in three-dimensional space. Prerequisite: Mth 104, 105, 106, or equivalent.
 Text: Olmstead, *Solid Analytic Geometry*, D. Appleton-Century Mathematics Series, 1947.
- APPLIED DIFFERENTIAL EQUATIONS. Mth C 321. OSU**
 3 q.h. W. 20. \$42.00.
 Ordinary differential equations arising in geometry, physics, and engineering. Prerequisite: calculus.
 Text: Murray, *Differential Equations*, Longmans, Green and Co., 1934.
- ELEMENTS OF STATISTICAL METHODS. Mth C 425. UO**
 3 q.h. W. 16. \$42.00.
 Tabulation and graphical presentation of statistical data; descriptive statistics and correlation. Prerequisite: one year of high-school algebra or equivalent.
 Text: Dixon and Massey, *Introduction to Statistical Analysis* (2nd ed.), McGraw-Hill Book Co., 1957.

PHILOSOPHY and RELIGION

- ELEMENTARY ETHICS. Phi C 202. UO**
 3 q.h. W. 15. \$42.00.
 An introduction to the philosophical study of morality, e.g., right and wrong, free will and determinism, morals and society, etc.
 Texts: Ewing, *Ethics*, Collier Books, 1962; *The Ethics of Aristotle* (translation by J. A. K. Thompson), Pelican, 1957.
- ELEMENTARY LOGIC. Phi C 203. UO**
 3 q.h. W. 16. \$42.00.
 An introduction to the study of reasoning. How to recognize, analyze, criticize, and construct the main types of argument and proof.
 Text: Copi, *Introduction to Logic* (2nd ed.), Macmillan Co., 1962.
- HISTORY OF GREAT RELIGIONS. R C 462. OSU**
 3 q.h. E. 16. \$42.00.
 Comparative study of religions that command a large following today, such as Hinduism, Buddhism, Confucianism, Judaism, Christianity and Islam.
 Text: Smith, *The Religions of Man*, Harper and Bros., 1958.

PHYSICS

- RUDIMENTS OF METEOROLOGY. Ph C 191.**
 1 q.h. E. 10. \$28.00.
 For students who need a descriptive treatment of weather, including such new topics as the jet stream, and the upper atmosphere in addition to the phenomena of winds, air masses, fronts, clouds, the wave cyclone, and precipitation. The integrating theme of "energy" is introduced and developed throughout.
 Text: Day and Decker, *Rudiments of Weather* (latest ed.), O.S.U. Book Store.

GENERAL PHYSICS. Ph C 201. **EOC**
 3 q.h. W. 15. \$42.00.

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.

Text: Miller, *College Physics*, Harcourt, Brace and Company, 1959.

GENERAL PHYSICS. Ph C 202. **EOC**
 3 q.h. W. 15. \$42.00.

Continuation of Ph C 201. Same text. No laboratory exercises included.

GENERAL PHYSICS. Ph C 203. **EOC**
 3 q.h. W. 15. \$42.00.

Continuation of Ph C 202. Same text. No laboratory exercises included.

BASIC METEOROLOGY. Ph C 390. **OSU**
 3 q.h. W. 15. \$42.00.

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

Texts: *Pilot's Weather Handbook*, Government Printing Office; *The Weather Workbook*, Dr. Fred W. Decker, Oregon State University.

METEOROLOGY. Ph C 491 **OSU**
 3 q.h. W. 15. \$42.00.

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. Prerequisites: Ph C 390 or equivalent work in meteorology, college physics, algebra, elementary trigonometry and some familiarity with the notation of calculus.

Text: Hess, *Introduction to Theoretical Meteorology*, Henry Holt and Co., 1959.

METEOROLOGY. Ph C 492. **OSU**
 3 q.h. W. 15. \$42.00.

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. \$42.00.

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. \$42.00.

Radar systems, radar data presentation, microwave radar propagation, and

quantitative relations involving power transmitted, power received, pulse length, antenna, transmitter, and receiver.

Texts: Battan, *Radar Meteorology*, University of Chicago Press, 1959; United States Weather Bureau, *Weather Surveillance Radar Manual*.

RADAR METEOROLOGY. Ph C 495.

OSU

3 q.h. W. 15. \$42.00.

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.

UO

3 q.h. W. 15. \$42.00.

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

Texts: Irish and James, *The Politics of American Democracy*, Prentice-Hall, 1959; Bishop, *Basic Issues of American Democracy*, Appleton-Century-Crofts, 1961; Potter, *People of Plenty*, Phoenix Books, 1954; Boorstin, *The Genius of American Politics*, Phoenix Books, 1953.

PSYCHOLOGY

GENERAL PSYCHOLOGY. Psy C 201.

UO

3 q.h. E. 16. \$42.00.

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

Texts: Morgan, *Introduction to Psychology*, McGraw-Hill Book Co., 1961; Students Manual to accompany *Introduction to Psychology*; Hartley and Hartley, *Outside Readings in Psychology* (2nd ed.), 1957, Crowell Publishing Co.

GENERAL PSYCHOLOGY. Psy C 202.

UO

3 q.h. E. 16. \$42.00.

A continuation of Psy C 201. Same texts.

PSYCHOLOGY OF ADJUSTMENT. Psy C 204.

UO

3 q.h. E. 16. \$42.00.

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

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

HUMAN DEVELOPMENT. Psy C 311.

OSU

3 q.h. E. 15. \$42.00.

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.

Text: McCandless, *Children and Adolescents: Behavior and Development*. Holt and Rinehart, 1961.

INTRODUCTION TO INDUSTRIAL PSYCHOLOGY. Psy C 447.

UO

3 q.h. E. 16. \$42.00.

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

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

ABNORMAL PSYCHOLOGY. Psy C 450. UO
3 q.h. W. 16. \$42.00.

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

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

DEVELOPMENTAL PSYCHOLOGY I: INFANCY AND CHILDHOOD. Psy C 460. UO
3 q.h. W. 16. \$42.00.

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

Texts: Thompson, *Child Psychology*, Houghton Mifflin Co., 1962; Bijou, Sidney W. and D. M. Baer, *Child Development, Vol. I*, Appleton-Century, 1961.

DEVELOPMENTAL PSYCHOLOGY II: ADOLESCENCE AND MATURITY. Psy C 461. UO
3 q.h. E. 15. \$42.00.

A continuation of Psy C 460.

Texts: Jersild, *Psychology of Adolescence*, Macmillan Co., 1963; Seidman, *The Adolescent—A Book of Readings*, Holt, Rinehart and Winston, Inc., Revised Edition, 1960.

SECRETARIAL SCIENCE

See **Business Administration and Secretarial Science.**

SOCIOLOGY

GENERAL SOCIOLOGY. Soc C 204. UO
3 q.h. E. 15. \$42.00.

The basic findings of sociology concerning the individual, culture, group life, social institutions, and factors of social change.

Texts: Green, *Sociology: An Analysis of Life in Modern Society* (3rd ed.), McGraw-Hill Book Co., 1960; Matson, *Study Guide* for use with Green's *Sociology* (3rd ed.), McGraw-Hill Book Co., 1960; Schuler, Hault, Gibson, Fiero and Brookover, *Readings in Sociology* (2nd ed.), Thomas Y. Crowell, 1960.

GENERAL SOCIOLOGY. Soc C 205. UO
3 q.h. E. 15. \$42.00.

Continuation of Soc C 204. Same texts.

CRIMINOLOGY AND DELINQUENCY. Soc C 416. SOC
3 q.h. E. 15. \$42.00.

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, Inc., 1958.

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. The Division of Continuing Education 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 the 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.

½ 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.

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

INTRODUCTION TO ACCOUNTING. BA C 2.

½ u. 24 W. \$31.00.

A continuation of BA C 1.

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

DRAWING

CARTOONING. JC 01.

Noncredit. 12 W. \$20.00.

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.

Texts: Priscilla, *Basic Drawing*, Grayson Publishing Co., 1954; Markow, *Drawing and Selling Cartoons*, Pitman Publishing Co., 1956.

MECHANICAL DRAWING I. Mech D C 1.

½ u. 18 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.

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

MECHANICAL DRAWING II. Mech D C 2.

½ u. 18 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.

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

ENGLISH

NINTH-GRADE ENGLISH I. Eng C 1.

½ u. 18 W. \$31.00.

The first semester of first-year high school English.

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

NINTH-GRADE ENGLISH II. Eng C 2.

½ u. 18 W. \$31.00.

The second semester of first-year high school English.

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

TENTH-GRADE ENGLISH III. Eng C 3.

½ u. 18 W. \$31.00.

The first semester of second-year high school English.

Text: Warriner, *English Grammar and Composition* (Grade 10), Harcourt, Brace, and World, 1963.

TENTH-GRADE ENGLISH IV. Eng C 4.

½ u. 18 W. \$31.00.

The second semester of second-year high school English.

Text: Loban and Olmsted, *Adventures In Appreciation* (Laureate Edition), Harcourt, Brace, and World, 1963.

ELEVENTH-GRADE ENGLISH V. Eng C 5.

½ u. 18 W. \$31.00.

The first semester of third-year high school English.

Text: Warriner, *English Grammar and Composition* (Grade 11), Harcourt, Brace, and World, 1963.

ELEVENTH-GRADE ENGLISH VI. Eng C 6.

½ u. 18 W. \$31.00.

The second semester of third-year high school English.

Text: Fuller and Kinnick, *Adventures In American Literature* (Laureate Edition), Harcourt, Brace, and World, 1963.

TWELFTH-GRADE ENGLISH VII. Eng C 7.

½ u. 18 W. \$31.00.

The first semester of fourth-year high school English.

Text: Warriner, *English Grammar and Composition* (Grade 12), Harcourt, Brace, and World, 1963.

TWELFTH-GRADE ENGLISH VIII. Eng C 8.

½ u. 18 W. \$31.00.

The second semester of fourth-year high school English.

Text: Priestley and Spear, *Adventures In English Literature* (Laureate Edition), Harcourt, Brace, and World, 1963.

GRAMMAR, PUNCTUATION, AND USAGE REVIEW. Eng C 13.

½ u. 18 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. Programmed study is followed by objective mastery tests.

Text: Blumenthal, *English 3200*, Harcourt, Brace, and Company, 1962.

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.

Text: Ullman and Henry, *Latin for Americans, First Book* (revised), Macmillan Co., 1959.

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 as for Lat C 1.

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. Text: Ullman and Henry, *Latin for Americans, Second Book* (rev. ed.), Macmillan Co., 1959.

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 as for Lat C 3.

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.

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

FIRST-YEAR HIGH SCHOOL SPANISH. (Second semester). Sp C 2.**½ u. 18 W. \$31.00.**

A continuation of Sp. C 1.

Text: Same as for Sp C 1.

SECOND-YEAR HIGH SCHOOL SPANISH. (First semester). Sp C 3.**½ u. 24 W. \$31.00.**

A continuation of high school Spanish for those who have completed the first-year course.

Text: Jarrett, *El Camino Real, Book II* (3rd ed.), Houghton Mifflin Co., 1954.**SECOND-YEAR HIGH SCHOOL SPANISH. (Second semester). Sp C 4.****½ u. 23 W. \$31.00.**

A continuation of Sp C 3. Same text.

MATHEMATICS**ELEMENTARY ALGEBRA, A1. Mth C 1.****½ u. 18 W. \$31.00.**

This course and A2 correspond to the two semester's work in this subject offered in standard high school. A1 covers pages 1-234 of the text.

Text: Morgan-Paige, *Algebra I*, Holt, Rinehart and Winston, 1958.**ELEMENTARY ALGEBRA, A2. Mth C 2.****½ u. 18 W. \$31.00.**

A continuation of A1, covering remainder of the text. Same text.

INTERMEDIATE ALGEBRA. Mth C 3.**½ 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.

Text: Betz, *Algebra for Today, Second Course*, Ginn and Co., 1946.**PLANE GEOMETRY, G1. Mth C 4.****½ 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.

Text: Welchons and Krickenberg, *New Plane Geometry*, Ginn and Co., 1956 edition.**PLANE GEOMETRY, G2. Mth C 5.****½ u. 24 W. \$31.00.**

A continuation of G1. Same text.

SOLID GEOMETRY, G3. Mth C 6.**½ 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.

Text: Welchons and Krickenberg, *Solid Geometry*, Ginn and Co., 1950.**ELEMENTARY TRIGONOMETRY. Mth C 7.****½ 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.

Text: Seymour and Smith, *Plane and Spherical Trigonometry*, Macmillan Co., 1945.

ARITHMETIC. Mth C 8.

½ u. 18 W. \$31.00.

For high school students or adults who feel they need further study in practical everyday problems in arithmetic. First lessons of the course deal with basic processes of arithmetic; later lessons include practical application in consumer mathematics.

Text: Stein, *Refresher Arithmetic with Practical Applications*, Allyn and Bacon, Inc., 1961.

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.

Text: Smith, *Exploring Biology*, Harcourt, Brace and Co., 1959.

BIOLOGY II. Bi C 2.

½ u. 18 W. \$31.00.

A continuation of Bi C 1 and the equivalent of the second semesters' 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.

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

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.

Texts: Bradley, *World Geography* (new ed.), Ginn and Co., 1960; *Rand McNally Regional Atlas, Student's Abridged Edition* (latest ed.), Rand McNally and Co.

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. 18 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.

Texts: Roehm, Buske, Webster and Wesley, *The Record of Mankind*, D. C. Heath and Co., 1961; Gordon, *Reviewing World History*. Revised, 1962 Paperback. Amsco School Publications, Inc.

WORLD HISTORY II. Hst C 4.

½ u. 18 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.**1/2 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.

Text: Harlow and Miller, *Story of America* (1957 ed.), Henry Holt and Co.

AMERICAN HISTORY II. Hst C 6.**1/2 u. 24 W. \$31.00.**

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

MODERN PROBLEMS I. Prb C 7.**1/2 u. 18 W. \$31.00.**

Modern Problems I and II fulfill the twelfth-grade requirements 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.

Text: Blaich and Baumgartner, *The Challenge of Democracy* (4th ed., rev.) McGraw-Hill Book Co., 1960.

MODERN PROBLEMS II. Prb C 8.**1/2 u. 18 W. \$31.00.**

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

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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 Division of Continuing Education 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.

The 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, 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. The Division of Continuing Education 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 the 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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1. Read carefully pages 5 through 10 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 Independent Study
Division of Continuing Education
124 Education Hall, University Campus
Eugene, Oregon

*All checks or money orders should be made payable to:
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Application for Correspondence Course

Mr. () _____
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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)

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Mr. () _____
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Mrs. () Please Print—Include Middle Name and Maiden Names

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**BEFORE ENROLLING IN ANY COURSE
PLEASE READ CAREFULLY
THE GENERAL INFORMATION ON
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Your complete course and directions will be mailed to you promptly upon receipt of your application and fee.

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

Educational Background (circle highest year completed) :

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

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

Have you ever before registered with the Division of Continuing Education?
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