1964-65

Correspondence Courses

OFFICE OF INDEPENDENT STUDY
Department of State Wide Services
OREGON STATE SYSTEM OF HIGHER EDUCATION
Directions for Enrolling in a Correspondence Course

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
   1250 Emerald
   Eugene, Oregon 97403

All checks or money orders should be made payable to:
Division of Continuing Education

Application for Correspondence Course

Mr. ( )
Miss ( )
Mrs. ( )

Please Print—Include Middle Name and Maiden Name

Present Mailing Address

Home or Permanent Address

Occupation. Age

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

I wish the following courses:

Please list courses by both number and title

(Over)
Before Enrolling in Any Course
Please Read Carefully
The General Information on
Pages 5 Through 10
Of This Catalog

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 97403. A list of text prices will be included with the course.

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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

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

Yes  No

Mail application and fee to:
Office of Independent Study
Division of Continuing Education
1250 Emerald
Eugene, Oregon 97403

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Department of State Wide Services
Division of Continuing Education
Oregon State System of Higher Education
Eugene, Oregon 97403
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 offices in Ashland, Corvallis, Eugene, La Grande, Monmouth, Portland, and Salem.

At Oregon College of Education, Southern Oregon College, and Eastern Oregon College, students may complete major work in teacher education or general studies or enroll in a preprofessional program. A major program in business is offered at Southern Oregon College.

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 Board of Higher Education, P. O. Box 5175, Eugene, Oregon 97403.
General Information

It is the responsibility of the Division of Continuing Education to make available to Oregonians at campus centers and 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 people 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.

Personnel of the Division of Continuing Education are interested in making available the best possible educational services to citizens of Oregon and 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 and certified secondary school teachers 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 credit 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 record 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, 1250 Emerald, Eugene, Oregon 97403.

Time Limit

The enrollment period is 18 months, except in the case of United States Armed Forces Institute students, who are governed by the rules set forth by USAFI. No renewal is permitted.

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 97403. 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

In some cases cost of tuition and textbooks are tax deductible. However, you are advised to consult your tax advisor or United States Internal Revenue office for information as to current interpretation of the law.

Refunds

If after examination a student decides that a course does not meet his needs he 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.

Grading System

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

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, Wisconsin 53703.

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, 1250 Emerald, Eugene, Oregon 97403. 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, 220 State Finance Building, Salem, Oregon 97310. 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 especially 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 examinations are available free of charge through the Office of Independent Study, 1250 Emerald, Eugene, Oregon 97403.

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 office 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 25¢ from: National University Extension Association, c/o University of Minnesota, Minneapolis, Minnesota 55455. The Office of Independent Study subscribes to the Criteria and Standards for Correspondence Study as set forth by the Correspondence Study Division of the National University Extension Association.

New Courses and Programs

Course revision and new course development are continuing concerns of the Division of Continuing Education. The Office of Independent Study welcomes suggestions from faculty and students alike for improving its instructional programs. During this year a serious effort is being made to combine and coordinate the various media of television, radio, films, slides, and recordings with lessons by mail in order to enrich study opportunities for the independent learner.

The reader is invited to keep in touch with this office regarding new course developments and to request course descriptions as they become available. Information will be made available from Office of Independent Study.

Officers of Administration

JAMES W. SHERBURNE, Vice Chancellor for Continuing Education
VIRON A. MOORE, Director, State Wide Services
DWIGHT W. FAIRBANKS, Head, Office of Independent Study
WALTER O. SHOLD, Coordinator of Course Development
WILMA-RIA (KIM) NELSON, Coordinator of Televised and Cross-Media Instruction.
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 39.

The number of quarter hours (q.h.) of credit, type of course (W or E), the number of lessons or examinations to be taken 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

INTRODUCTION TO CULTURAL ANTHROPOLOGY Anth C 207 UO
3 q.h. E 3 $42.00
The meaning of culture; its significance for human beings; its diverse forms and degrees of elaboration among groups of men; its processes of growth and expansion.

INTRODUCTION TO CULTURAL ANTHROPOLOGY Anth C 208 UO
3 q.h. E 3 $42.00
A continuation of Anth C 207.

THE AMERICAN INDIAN Anth C 417 UO
3 q.h. E 3 $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.
THE AMERICAN INDIAN  Anth C 419  
3 q.h. E 3 $42.00  
A continuation of Anth C 417. No required text.

ARCHITECTURE

HOUSE PLANNING AND ARCHITECTURAL DRAWING  AA C 178  
3 q.h. W 15 $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 nonmajors.

ART

INTRODUCTION TO ART HISTORY  A C 251  
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.

SKETCHING  AA C 298  
2 q.h. W 12 $28.00
Sketching from direct observation. Offered especially for nonmajors who have had no previous training in sketching or drawing. No text required.

CARTOONING  JC 01  
0 q.h. 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.

AUTO-DIESEL

INTERNAL COMBUSTION ENGINE THEORY  AD C 111  
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.

FUNDAMENTAL ELECTRICITY  AD C 113  
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.

THEORY OF FUELS AND FUEL SYSTEMS  AD C 114  
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.

DIESEL ENGINE THEORY  AD C 271  
3 q.h. W 15 $42.00
Diesel engine theory, combustion cooling and lubrication systems, chambers, accessory arrangements, engine overhaul and assembly procedures.

BIOLOGY

GENERAL BIOLOGY  Bi C 101  
3 q.h. W 16 $50.00
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. Fee includes $8.00 for a laboratory kit.

GENERAL BIOLOGY  Bi C 102  
3 q.h. E 3 $50.00
A continuation of Bi C 101. Fee includes $8.00 for laboratory kit.
Text: Same as Bi C 101.

GENERAL BIOLOGY  Bi C 103  
3 q.h. E 3 $50.00
A continuation of Bi C 102. Fee includes $8.00 for laboratory kit.
Text: Same as Bi C 102.

HUMAN PHYSIOLOGY  Bi C 312  
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 $3.00. Prerequisite: one year of college chemistry and one year of college biology (or zoology).


### HUMAN PHYSIOLOGY Bi C 313
3 q.h. W 16 $42.00
A continuation of Bi 312. Same text.

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**BUSINESS ADMINISTRATION and SECRETARIAL SCIENCE**

### FUNDAMENTALS OF ACCOUNTING Ac C 221
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.


### FUNDAMENTALS OF ACCOUNTING Ac C 222
3 q.h. W 22 $42.00
A continuation of Ac C 221.

Texts: Same materials as listed for Ac C 221, plus working papers for chapters 17 through 32; Practice Set, *Decorator's Paint Pot*.

### FUNDAMENTALS OF ACCOUNTING Ac C 223
3 q.h. W 22 $42.00
A continuation of Ac C 222.

Texts: Same materials as listed for Ac C 222; Practice Set, *Durham Mfg. Co.*.

### PRINCIPLES OF COST ACCOUNTING Ac C 360
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 221, 222, 223, or equivalent.


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**MATHMATICS OF FINANCE Mth C 110**
4 q.h. W 22 $56.00
See Mathematics.

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**BUSINESS LAW BA C 26**
0 q.h. W 15 $30.00
A one-time 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.


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**REAL ESTATE PRINCIPLES BA C 437**
3 q.h. W 15 $42.00


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**PERSONNEL MANAGEMENT (Principles and Practices) BA C 467**
3 q.h. E 3 $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.


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**PERSONNEL MANAGEMENT (Techniques) BA C 468**
3 q.h. E 3 $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.


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**RETAIL MANAGEMENT BA C 463**
3 q.h. E 3 $42.00
Principles of organizing and operating retail institutions; store location, store layout, buying and selling, operating activities, personnel and control.


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**STENOGRAPHY (Briefhand) SS C 111**
3 q.h. W 16 $42.00

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**STENOGRAPHY SS C 126**
3 q.h. W 16 $42.00
This course and the sequence SS 127 and 128 use the Simplified Gregg theory (symbols).

STENOGRAPHY SS C 127
3 q.h. W 16 $42.00
A continuation of SS C 126. Same text.

STENOGRAPHY SS C 128
3 q.h. W 16 $42.00
A continuation of SS C 127.

BEGINNING TYPING SS C 11
0 q.h. W 10 $20.00
This course and SS 122, 123 cover the theory and practice of touch typing, the keyboard, speed and accuracy drills, introduction to business letters.

ADVANCED TYPING SS C 122
2 q.h. W 10 $28.00
A continuation of SS C 11. More work on letters, speed emphasis, improvement of stroking skill, tabulating and manuscript typing.
Texts: Same as for SS C 11 plus workbooks to accompany Lessenberry and Wanous text.

ADVANCED TYPING SS C 123
2 q.h. W 10 $28.00
A continuation of SS C 122. Office forms, legal documents, application letters, personal typewriting.
Texts: Same as for SS C 11 plus workbooks to accompany Lessenberry and Wanous text.

OFFICE ORGANIZATION AND MANAGEMENT SS C 422
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 layout and the selection and training of office personnel. Considerable emphasis is placed on office management in relation to small or moderate-sized offices.

BUSINESS AND PROFESSIONAL CORRESPONDENCE Wr C 224
See English and Literature.

TECHNICAL REPORT WRITING Eng C 207
See English and Literature.

ECONOMICS

PRINCIPLES OF ECONOMICS Ec C 201
3 q.h. E 3 $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.

PRINCIPLES OF ECONOMICS Ec C 202
3 q.h. E 3 $42.00
This course is a continuation of Ec C 201. Same text as for Ec C 201.

PRINCIPLES OF ECONOMICS Ec C 203
3 q.h. E 3 $42.00
A continuation of Ec C 202. Same text as for Ec C 201.

MONEY AND BANKING Ec C 318
3 q.h. E 3 $42.00
Operations of commercial banks, the Federal Reserve System and the Treasury that affect the United States monetary system.

PUBLIC FINANCE Ec C 319
3 q.h. E 3 $42.00
Principles and problems of government financing. Expenditures, revenues, debt, and financial administration.

INTERNATIONAL FINANCE Ec C 320
3 q.h. E 3 $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.

EDUCATION

SCHOOL IN AMERICAN LIFE Ed C 310
3 q.h. E 3 $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.

HUMAN DEVELOPMENT Psy C 311
See Psychology.

EDUCATIONAL PSYCHOLOGY: LEARNING Ed C 312
3 q.h. E 3 $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.
SCHOOL HEALTH PROGRAM Ed C 351 UO
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.

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.

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

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.

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

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

SOCIAL EDUCATION Ed C 491 UO
3 q.h. E 3 $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.
ENGLISH and LITERATURE

SHORT-Story WRITING Wr C 324

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 through 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.


SHORT-Story WRITING Wr C 325

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.


SHORT-Story WRITING Wr C 326

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.

ENGLISH COMPOSITION Wr C 122

3 q.h. W 15 $42.00

A continuation of Wr C 121. Same texts.

ENGLISH COMPOSITION Wr C 123

3 q.h. W 15 $42.00

A continuation of Wr C 122.


TECHNICAL REPORT WRITING Eng C 207

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.)


BUSINESS AND PROFESSIONAL CORRESPONDENCE Wr C 224

2 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 121, 122, 123.


SHORT-Story WRITING Wr C 324

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 through 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.


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SHORT-Story WRITING Wr C 326

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**

Manuscripts of full-length novels, biographies, plays 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**  

3 q.h.  W 15 $42.00  

This course, together with 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 16th century. Text: Witherspoon, ed., *The College Survey of English Literature*, revised shorter edition, Harcourt, Brace and World, 1951.

**SURVEY OF ENGLISH LITERATURE Eng C 102**  

3 q.h.  W 15 $42.00  

Covers the 17th and 18th centuries. Text: Same as for Eng C 101.

**SURVEY OF ENGLISH LITERATURE Eng C 103**  

3 q.h.  W 15 $42.00  

Covers the period from the 18th century to the present. Text: Same as for Eng C 101 and 102.

**WORLD LITERATURE Eng C 107**  

3 q.h.  W 15 $42.00  


**WORLD LITERATURE Eng C 108**  

3 q.h.  W 15 $42.00  

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.)

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.

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.

GEOGRAPHY

INTRODUCTORY GEOGRAPHY Geog C 105 UO
3 q.h. E 3 $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.

INTRODUCTORY GEOGRAPHY Geog C 106 UO
3 q.h. E 3 $42.00
This term deals with regional elements.

INTRODUCTORY GEOGRAPHY Geog C 107 UO
3 q.h. E 3 $42.00
This term deals with cultural elements.

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.

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.

HEALTH EDUCATION

PERSONAL HEALTH PROBLEMS HE C 361 UO
3 q.h. E 3 $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.

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.
COMMUNICABLE AND NONCOMMUNICABLE DISEASES  HE C 363  
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.  

HISTORY

HISTORY OF WESTERN CIVILIZATION  Hst C 101  
3 q.h. E 3 $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.  

HISTORY OF WESTERN CIVILIZATION  Hst C 102  
3 q.h. E 3 $42.00  
A continuation of Hst C 101 to the early 19th century.  
Texts: Same texts as for Hst C 101.

HISTORY OF WESTERN CIVILIZATION  Hst C 103  
3 q.h. E 3 $42.00  
A continuation of Hst C 102 to recent time.  
Texts: Same as for Hst C 101 and 102.

HISTORY OF THE UNITED STATES  Hst C 201  
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.  

HISTORY OF THE UNITED STATES  Hst C 202  
3 q.h. W 16 $42.00  
A continuation of Hst C 201. Covers the period from 1850 to 1898.  

HISTORY OF THE UNITED STATES  Hst C 203  
3 q.h. W 16 $42.00  
A continuation of Hst C 202. Covers the period from 1898 to the present.  

ENGLISH HISTORY  Hst C 304  
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 16th century.

ENGLISH HISTORY  Hst C 305  
3 q.h. W 16 $42.00  
A continuation of Hst C 304, covering the period from the beginning of the 17th century to the close of the Napoleonic War in 1815.  
Texts: Same as for Hst C 304.

ENGLISH HISTORY  Hst C 306  
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 C 304, 305.

HISPANIC AMERICA  Hst C 350  
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.  

HISPANIC AMERICA  Hst C 351  
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  
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 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  
3 q.h. E 3 $42.00  
Political, economic, and diplomatic history of the Far East with specific emphasis on the contemporary situation.  

AMERICAN FOREIGN RELATIONS  Hst C 473  
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.  

HISTORY OF THE PACIFIC NORTHWEST  Hst C 478  
3 q.h. W 16 $42.00  
WORLD PROBLEMS Hst C 492
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.

HOME ECONOMICS

NUTRITION FN C 225
3 q.h. W 15 $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.

HOME FURNISHINGS CT C 331
3 q.h. W 15 $42.00
Furnishing a small home from standpoint of comfort, beauty, and economy; influence of historic design. Prerequisite: CT 250, AA 161, 178.

PERSONAL AND FAMILY FINANCE HAd C 341
3 q.h. W 15 $42.00
Management of income, expenditures, credit, savings, insurance, Social Security, and taxes. Prerequisite: junior standing.

JOURNALISM

CARTOONING J C 01
0 q.h. 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.

MAGAZINE ARTICLE WRITING J C 468
3 q.h. W 16 $42.00
A study of the problems of writing and selling articles, with emphasis on the marketing of manuscripts.

LANGUAGES (FOREIGN)

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

SECOND-YEAR FRENCH (first term) RL C 101
4 q.h. W 24 $56.00
A continuation of RL C 101.

SECOND-YEAR FRENCH (second term) RL C 102
4 q.h. W 24 $56.00
A continuation of RL C 102.

SECOND-YEAR FRENCH (third term) RL C 103
4 q.h. W 24 $56.00
A continuation of RL C 103.

SURVEY OF FRENCH LITERATURE RL C 301
3 q.h. W 18 $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.
German

**FIRST-YEAR GERMAN (first term) GL C 50**

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.


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

4 q.h. W 24 $56.00

A continuation of GL C 50.


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

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.


Spanish

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

4 q.h. W 24 $56.00

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


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

4 q.h. W 24 $56.00

A continuation of RL C 60. Same texts.

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

4 q.h. W 24 $56.00

A continuation of RL C 61. Same texts.

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

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.


Library Methods

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

4 q.h. W 24 $56.00

A continuation of RL C 107.


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

4 q.h. W 24 $56.00

A continuation of RL C 108.

## LITERATURE

See English Literature.

## MATHEMATICS

### ELEMENTS OF ALGEBRA Mth C 10
- **Q.H. 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.

### ELEMENTARY GEOMETRY Mth C 20
- **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.

### INTERMEDIATE ALGEBRA Mth C 100
- **OSU 4 q.h. W 24 $56.00**
- The course is built around the essential technique of algebra; the functional core of algebra, comprising the formula, equation and graph; the solution of problems. Prerequisite: one year of high school algebra.

### COLLEGE ALGEBRA Mth C 101
- **OSU 3 q.h. W 19 $42.00**

### 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 mathematics.

### TRIGONOMETRY Mth C 102
- **OSU 3 q.h. W 17 $42.00**

### 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.

### INTRODUCTORY COLLEGE MATHEMATICS Mth C 106
- **UO 3 q.h. W 20 $42.00**

### 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.

## 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.

### 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.
COMPARATIVE RELIGIONS R C 460 EOC
3 q.h. E 3 $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 Row, 1958.

PHYSICS

RUDIMENTS OF METEOROLOGY Ph C 191 OSU
1 q.h. E 1 $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 World, 1959.

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: Meteorology for Naval Aviators, Government Printing Office; Decker, Fred W., The Weather Workbook, O.S.U. Book Store.

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.

RADAR METEOROLOGY Ph C 494 OSU
3 q.h. W 15 $42.00
Use of radar for meteorological purposes, including case studies and computation 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
PSYCHOLOGY

GENERAL PSYCHOLOGY  Psy C 201
3 q.h. E 3 $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.
Student’s Manual to accompany Introduction to Psychology; Hartley and
Hartley, Outside Readings in Psychology, 2d ed., Crowell Publishing Co.,
1957.

GENERAL PSYCHOLOGY  Psy C 202
3 q.h. E 3 $42.00

A continuation of Psy C 201. Same texts.

PSYCHOLOGY OF ADJUSTMENT  Psy C 204
3 q.h. E 3 $42.00

The nature and origins of differences in personality; means of making desired
changes. Prerequisite: Psy 201, 202.
Mifflin Co., 1958; Bernard, Toward Better Personal Adjustment, 2d ed.,

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

Psychological problems in child’s development from 5 to 14; development to
muscular activities; perception, language; motivational and emotional pat­
terns; intelligence; social behavior; measurements of child behavior.
Text: McCandlass, Children and Adolescents: Behavior and Development,

INTRODUCTION TO INDUSTRIAL PSYCHOLOGY  Psy C 447
3 q.h. E 3 $42.00

Application of psychological principles to human problems in industrial situa­
tions. Emphasis on the understanding of individual needs and motivation;
problems of satisfaction and morale; uses of group processes.
Texts: Karn and Gilmer, Readings in Industrial and Business Psychology,

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

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

DEVELOPMENTAL PSYCHOLOGY I: INFANCY AND CHILDHOOD  Psy C 460
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
High School and College Entrance 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

\[ \frac{1}{2} \text{ u.} \quad 24 \text{ W} \quad \$31.00 \]

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


INTRODUCTION TO ACCOUNTING BA C 2

\[ \frac{1}{2} \text{ u.} \quad 24 \text{ W} \quad \$31.00 \]

A continuation of BA C 1.

### 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.

**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.

**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.

### ENGLISH

**NINTH-GRADE ENGLISH I Eng C 1**
½ u. 18 W $31.00
The first semester of first-year high school English.

**NINTH-GRADE ENGLISH II Eng C 2**
½ u. 18 W $31.00
The second semester of first-year high school English.

**TENTH-GRADE ENGLISH III Eng C 3**
½ u. 18 W $31.00
The first semester of second-year high school English.

**TENTH-GRADE ENGLISH IV Eng C 4**
½ u. 18 W $31.00
The second semester of second-year high school English.

### FOREIGN LANGUAGES

**LATIN**

**BEGINNING LATIN (First semester) Lat C 1**
½ u. 18 W $31.00
This course and Lat C 2 are the equivalent of the regular high school course in first-year Latin. Their purpose is to help students understand the structure of the Latin and English languages, their similarities and differences; to know common Latin words and phrases used in English; to analyze words and appreciate distinctions of meaning; to appreciate the great contributions of the Romans toward civilization; and to recognize the influence of Greece and Rome in many phases of our daily lives.

**BEGINNING LATIN (Second semester) Lat C 2**
½ u. 18 W $31.00
A continuation of Lat C 1 and equivalent to the second semester of first-year high school Latin. Same text 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.

**ELEVENTH-GRADE ENGLISH V Eng C 5**
½ u. 18 W $31.00
The first semester of third-year high school English.

**ELEVENTH-GRADE ENGLISH VI Eng C 6**
½ u. 18 W $31.00
The second semester of third-year high school English.

**TWELFTH-GRADE ENGLISH VII Eng C 7**
½ u. 18 W $31.00
The first semester of fourth-year high school English.

**TWELFTH-GRADE ENGLISH VIII Eng C 8**
½ u. 18 W $31.00
The second semester of fourth-year high school English.

**GRAMMAR, PUNCTUATION, AND USAGE REVIEW Eng C 13**
½ u. 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. Programed study is followed by objective mastery tests.
SECOND-YEAR LATIN (Second semester) Lat C 4  
1/2 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  
1/2 u.  18 W  $31.00  
For students who are beginning the study of Spanish.  

FIRST-YEAR HIGH SCHOOL SPANISH (Second semester) Sp C 2  
1/2 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  
1/2 u.  24 W  $31.00  
A continuation of high school Spanish for those who have completed the first-year course.  

SECOND-YEAR HIGH SCHOOL SPANISH (Second semester) Sp C 4  
1/2 u.  24 W  $31.00  
A continuation of Sp C 3. Same text.

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

ELEMENTARY ALGEBRA, A2 Mth C 2  
1/2 u.  18 W  $31.00  
A continuation of A1, covering remainder of the text. Same text.

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

PLANE GEOMETRY, G1 Mth C 4  
1/2 u.  24 W  $31.00  
The two courses in plane geometry (G1 and G2), and the course in solid geometry (G3), correspond to the three semesters' work in this subject offered in standard high schools.  

SCIENCE  
BIOLGY I Bi C 1  
1/2 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.  

BIOLGY II Bi C 2  
1/2 u.  18 W  $31.00  
A continuation of Bi C 1 and the equivalent of the second semester's work in high school biology. Same text.

PHYSICS I Ph C 1  
1/2 u.  24 W  $31.00  
The first semester of high school physics.  

PHYSICS II Ph C 2  
1/2 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
1/2 u. 18 W $31.00
Geography C 1 and C 2 fulfill the ninth-grade requirement in social studies. These courses present the geographical approach recommended by the State Department of Education.

WORLD GEOGRAPHY II Geog C 2
1/2 u. 18 W $31.00
Continuation of Geog C 1. Same texts.

WORLD HISTORY I Hst C 3
1/2 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.

WORLD HISTORY II Hst C 4
1/2 u. 18 W $31.00
A continuation of Hst C 3, reviewing briefly world history from the French Revolution to the present. Same texts 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.

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 text 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.

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.

Division of Continuing Education

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 noncredit 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 the 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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State Board of Higher Education*

RALPH E. PURVINE, Salem................................................................. 1965
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JOHN MERRIFIELD, Portland....................................................... 1966
CHARLES R. HOLLOWAY, Jr., Portland........................................... 1967
ELIZABETH H. JOHNSON, Redmond............................................... 1968
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* Board members are appointed to six-year terms by the Governor of Oregon with confirmation by the State Senate.
Directions for Enrolling in a Correspondence Course

1. Read carefully pages 5 through 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
   1250 Emerald
   Eugene, Oregon 97403

   All checks or money orders should be made payable to:
   Division of Continuing Education

Application for Correspondence Course

Mr. ( )
Miss ( )
Mrs. ( )

Please Print—Include Middle Name and Maiden Name

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)

Application for Correspondence Course

Mr. ( )
Miss ( )
Mrs. ( )

Please Print—Include Middle Name and Maiden Name

Present Mailing Address

Home or Permanent Address

Occupation .................................................. Age ............................

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

I wish the following courses: .................................................................

Please list courses by both number and title

(Over)
BEFORE ENROLLING IN ANY COURSE
PLEASE READ CAREFULLY
THE GENERAL INFORMATION ON
PAGES 5 THROUGH 10
OF THIS CATALOG

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 97403. A list of text prices will be included with the course.

Educational Background (circle highest year completed):

<table>
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<tr>
<th>grammar school</th>
<th>high school</th>
<th>college</th>
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<td>1 2 3 4 5 6 7 8</td>
<td>9 10 11 12</td>
<td>13 14 15 16 17 18</td>
</tr>
</tbody>
</table>

Institution at which you expect to use credit.

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

......Yes .....No

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Division of Continuing Education
1250 Emerald
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