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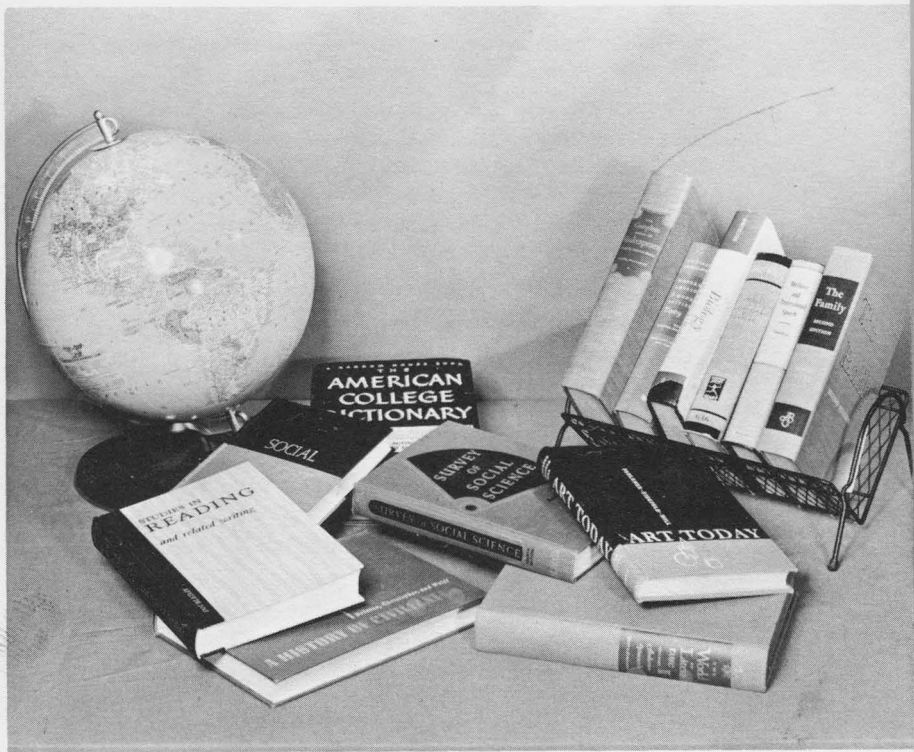
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Home Study Catalog



"The direction in which education starts a man will determine his future."
—PLATO

UTAH STATE UNIVERSITY

LOGAN

1959-60

YOUR UNIVERSITY REACHES OUT TO YOU

The Home Study (Correspondence) program is part of the Utah State University Division of Off-Campus Education. It extends its educational offerings to every corner of the country. Courses in many fields are offered for busy people who are unable to attend organized classes on the home campus or at other resident centers.

These courses are planned for individuals who desire cultural uplift, professional improvement, to meet teacher certification or bachelor degree requirements. The many individuals registered for correspondence courses include armed forces personnel, teachers, business men, housewives, farmers, tradesmen, craftsmen and premedics.

This booklet lists the titles and descriptions of more than 125 courses which are offered through Home Study.

This program is unique in the interest it arouses and the usefulness it serves in meeting the needs of residents in rural areas especially.

Home Study is not a substitute for, nor is it easier than, residence study. But it does have many advantages. Courses may be completed almost as rapidly or as slowly as desired, and instruction in each lesson is an individual matter between you and the instructor.

On the following pages, you will find full information concerning course offerings, registration, credit, fees, and other details in the Home Study program of Utah State University.

The Off-Campus Education program of the Utah State University is fully accredited by the National University Extension Association.

Home Study Education for a Changing World

UTAH STATE UNIVERSITY

Founded at Logan in 1888



HOME STUDY CATALOG

1959-60

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JS-5M

THE OFF-CAMPUS EDUCATION DIVISION

Through the Off-Campus Education Division Utah State University brings to your community a liberal program of educational offerings for individuals who are employed in local areas or who cannot come to the campus for organized course work. This program includes off-campus resident classes organized in selected centers, home study courses, travel-study, educational conferences and institutes, faculty-speaker service, and a number of other services. These services are described in more detail in another part of this catalog.

You and Home Study

This catalog lists a wide variety of correspondence courses offered for credit by the Home Study Division, which provides an unusual opportunity for professional upgrading, self-improvement, and a widening of cultural interests and accomplishments.

Home Study offers you a number of advantages. It motivates personal growth, develops your initiative, self-reliance, independence of thought and expression, and permits you to progress at your own pace at home or wherever you may be. In short, Home Study brings the University offerings to your doorstep at a modest price. The library and the instructional materials are as close to you as your mail box. You may register and start work at any time.

Home Study Course Offerings. Home Study instruction involves the teaching of a subject by means of course outlines, textbooks, and suggestions from the instructor. Various courses in many departments are readily adapted for home study or correspondence procedure. These courses are similar to campus residence courses in the content, amount and quality of work required, and in the amount of credit allowed.

The course outlines, suggestive helps, and assignments are prepared by heads of departments or by duly authorized faculty members. The written assignments are reviewed and evaluated with comments by a faculty member designated as a *Reader*. After all the assignments have been submitted and graded, the enrollee is given a final examination by the supervisor of Home Study or a school official in a designated center.

Eligibility for Registration. The prerequisites for any home study course are the same as the campus course with the same number. If you have a high school certificate or equivalent or if you have less than 15 units of high school work and you are at least 19 years of age, you may

register for home study courses, provided you have met the designated prerequisites.

The majority of enrollees in the Home Study are working for a Bachelor's degree, for certification, recertification, or to meet other interests. If you need information in making specific plans, consult one or more of the following sources:

- (a) For entrance to the University and transfer of credits from other institutions, consult "Admissions," Registrar's Office, Utah State University.
- (b) For credit toward a teacher's certificate, consult the Teacher Placement Bureau at the University, your county or city superintendent, or the State Department of Public Instruction.
- (c) For information on group or lower division requirements, request a general catalog from the Director of Information Services at Utah State University.
- (d) If you have questions which are not answered by use of this catalog, write the Home Study Division.

Numbering of Courses. Courses listed in this bulletin correspond to the residence courses listed in USU's 1959-60 general catalog. Courses numbered up to 99 are lower division (freshman and sophomore); courses from 100 to 199 are upper division (junior and senior).

Credit

Plan of Courses. Credit earned in Home Study courses is equivalent to that earned in residence. Course outlines are prepared by members of the faculty in the departments concerned.

Total Credits Earned. Not more than one and one-half quarter hours of credit may be earned per week in Home Study. A total of 45 Home Study credits may be used toward fulfilling the requirements for a Bachelor of Science Degree. This is approximately one-fourth of the 186 credits needed for graduation from Utah State University.

No Credit for Graduate Study. Credit earned through Home Study Division does not count toward a Master's or Doctor's degree.

Credit by Quarter Hours. Utah State University measures credit in quarter-hours (there being four quarters in the academic year). Three quarter-hours equal two semester hours, four quarter-hours equal two and two-thirds semester hours, and five quarter-hours equal three and one-third semester hours, etc.

Transcripts. Upon completion of a course, credits earned are filed with the Registrar for recording, and a certified copy of this credit is sent to you by the Registrar. It is not necessary for you to request a copy. However, requests for official transcripts of *all* credits earned, should be sent to the Registrar. There is no charge for the first transcript issued. For additional transcripts, when ordered singly, the charge is \$1.00. If two or more copies are ordered at one time, after the free copy is issued, the charge is \$1.00 for the first and 25 cents for each additional copy. Please do not send stamps.

Graduation Deadline. A USU senior who plans to apply Home Study credit toward graduation must have his courses completed by May 1, so that assignments and examination may be evaluated and credit established in the Registrar's Office two weeks prior to the day of graduation. *It is the sole responsibility of the senior to see that all work is completed before May 1.*

Other Credit Deadlines. A student desiring credit by any specific date should so inform the Home Study Division at the time of registration and is solely responsible for seeing that all assignments are submitted and the final examination taken at least three weeks before the date credit is desired.

Credit for Re-certification. Only upper division credit will meet the requirements for teacher re-certification. If you are in doubt about the courses needed, consult the Teacher Placement Bureau on the campus, your city or county superintendent, or the State Department of Public Instruction.

Non-academic Work. If you do not wish academic credit for your work in a particular course, you need not meet the usual entrance requirements nor take the final examination. However, if you wish to receive a grade for the course, you must meet the entrance requirements and take the examination.

Registration Procedure (Please read carefully)

Fill out and submit the application form in the back of this catalog. It is important that this form is filled out completely; incomplete information may delay your registration and official grade recording. *This form should be accompanied by the exact amount of the registration fee listed under the course description.* Upon receipt of the fee and the completed registration form, the Course with accompanying instructions will be mailed to you as soon as possible. Book order forms are also provided in the back of this catalog. For further information on books, see section entitled "Books and Supplies."

Course Registration Limit. You may not be registered for more than 10 credits at once. It is preferable that one course only be taken at a time. A student enrolled in residence classes on campus must obtain the approval of the dean of his college before Home Study registration can be accepted. A high school student must have the recommendation of his principal before he may register.

Note: The following fee rates become effective January 1, 1960. Until then the fee is \$5 per credit hour on university courses; \$15 per unit on high school courses and \$10 per half unit.

Registration Fee. The enrollment fee for any Utah State University Home Study course is \$6.00 per credit hour; \$12.00 for a two-hour course; \$18.00 for a three-hour course; \$24.00 for a four-hour course; \$30.00 for a five-hour course. The entire fee must accompany the application for registration. The registration fee is listed after each course description. The cost of the textbook is not included in this fee. Application for registration and book order forms can be found in the back of this catalog. *Make a separate check for books, payable to University Bookstore. Do not send book orders or checks to the Home Study Division.*

High School Fees. The enrollment fee for a high school course is \$18.00 for one unit of credit and \$12.00 for one-half unit of credit.

Postage. You pay the postage on all assignments sent to the Home Study Division. The Home Study Division pays all the postage on assignments returned to you.

No Refunds. Refunds will not be given after registration has been completed and fees deposited with the USU Controller's Office.

Transfer. You may transfer to a different course from the one in which you originally registered if no assignments have been submitted. A transfer fee of \$1.50 must accompany each request for transfer. The expiration date remains the same as in the original registration. *Registrations are not transferable to another person.*

Completion Deadline

Time Restrictions. You may enroll for a course any time during the year. Unless you are registered for a campus course, you are allowed one year from the date of registration in which to complete the course. An extension of three months may be granted upon request and the payment of an additional fee of \$1.50. If you are attending USU in residence or extension classes and are enrolled in Home Study at the same time, your Home Study courses must be approved by your dean and must be finished within the same residence quarter in which you registered.

Withdrawal. The Home Study Division will withdraw, without prior notice, any student at the close of the quarter in which his expiration date falls (one year after the close of the quarter in which the student registers), if no assignments have been submitted within the immediately preceding six months.

Grade Recorded on Withdrawal Date. If a student is unable to complete his work in a Home Study course and has a passing grade when he terminates his work, a "W" (withdrawal) is recorded on his official transcript in the Registrar's Office. If, however, he has an average grade of "F" (failure) when he discontinues his work, a grade of "F" is recorded on his official record.

Books and Supplies

Required Textbooks. To purchase a textbook for a course, complete the Book Order Form provided in the back of this catalog and send it to the University Bookstore, Utah State University, Logan, Utah. All correspondence concerning books should be sent directly to the University Bookstore. The book order should be accompanied by the amount of money listed (under each course description) as the price of the book, plus the postage listed. Make check or money order payable to the "University Bookstore." *Do not send book orders or money to the Home Study Division.*

Books may also be obtained directly from the publishing companies. Under each course description is listed the name of the textbook used and the name and address of the publisher.

Price Variation. Because of unstable market conditions, prices listed for textbooks are subject to change without notice. Delays may occur in filling orders for books temporarily out of stock.

Supplies. If you desire, additional supplies may be purchased directly from the University Bookstore, and all orders for such should be sent directly to it.

Preparing Assignments

Submitting Assignments. The practice of submitting assignments one, two, or three at a time, is acceptable. *Do not send more than four assignments during one week.* If you comply with the suggestions, the instructor or a reader has an opportunity to thoroughly read and evaluate the assignments, make suggestions, and return them to you in a reasonable length of time. The date of receipt of your assignments by the

Home Study Division is stamped on each individual paper, and it is sent immediately to the instructor. After the papers are graded, the grades are recorded in the Home Study office and the papers are returned to the student. In some instances, there may be a delay in the returning of the assignments because of unforeseen circumstances.

Proper Address. All assignments should be sent directly to the Home Study Division and in no case to the instructor. The complete address for submitting assignments is:

Home Study Division
Utah State University
Logan, Utah

Return Address. Full identification should be included with *each* assignment. Each assignment should be folded separately and should be labeled on the outside with the following information:

Name
Mailing Address
Course Title, Department, Number
Assignment No.

Failure to follow these instructions may result in a delay in the return of your assignments.

Incomplete Assignments. If you are temporarily unable to find certain information required for an assignment, do not submit it; continue with the next assignment and write the Home Study Division concerning your difficulty. All such requests will be referred to the instructor for suggestions.

Grading System

Grading Papers. Each assignment is graded by a qualified faculty member or competent reader from the particular department concerned. The final grade is also determined by this individual.

Grading System Used:

<i>Grade</i>	<i>Percentage Equivalent</i>	<i>Grade Point Equivalent</i>
A	90-100	4
B	80- 89	3
C	70- 79	2
D	60- 69	1
W	Withdrawal	0
F	Failure	0

All Home Study courses yield grade points.

Examinations

To receive credit for any Home Study course, a supervised final examination must be taken. If you live out of town and are unable to come to the Home Study Office to take the final examination, please send the name and address of a school principal or superintendent who is willing to administer the examination. *Do not* include this person's name and address in one of your folded assignments. Fill out the form in your course outline or make a formal request. Logan and Cache Valley residents, and students attending Utah State University must take the examinations for Home Study courses at the Home Study Office.

Examination papers are *not* returned to you. However, you can learn the grade you received by requesting this information. Any expense incurred in arrangement for the test must be borne by you. The Home Study Division reserves the right to give major consideration to the examination in determining the final grade.

Library Privileges

The Utah State Library maintains a membership in the Denver Bibliographical Center for Research which makes available to the University Library and its patrons material from any library in the United States, including the Library of Congress.

Any registered student, on or off the campus, has equal privileges in using the services of the library and may borrow a book from this library by directing a request to the *Inter-library Loan Department, Utah State University Library*. The loan will be for a two-week period from date of receipt. No rental fee will be charged; however, return postage must be paid by you.

Information Needed. In submitting a request for a book, you should be specific and give the complete bibliography of the book desired. The following information should be included:

Author

Title

Publisher

Date of Publication

If you are unable to supply all this information, give as much of it as you can.

Veterans Eligible for Home Study

Utah State University is authorized by the Veterans Administration to offer Home Study courses under Public Law 550 (Korean GI Bill).

If you are pursuing training under this law, you should register through the Home Study Division. Application for training (Form 7-1990) must be completed if you have had no previous training under this Bill. This form determines the final training objective and must be accompanied by a copy of the discharge paper (Form DD-214). This application may be submitted at the time of enrollment or before. USU will then submit an enrollment certification stating that you have actually enrolled in training. At the end of each *four months* you must submit a certificate of training which states that you are in training and doing satisfactory work. All cost of fees, books, supplies, etc., are paid by you upon enrollment and you will be reimbursed by the Veterans Administration.

If your eligibility is not at USU, write to the VA office where your records are and request that your eligibility be transferred to USU.

Servicemen Eligible For Home Study

United States Armed Forces Institute. As a serviceman you register with the Education and Information Office at your installation. Your commanding officer should be able to tell you where you may contact the Education Officer.

The Education Officer will take care of registration procedures. The enrollment fee you pay is \$1.00 per credit hour plus the cost of the textbook. The reading of assignments is paid by the Government. The Education Officer will inform you of the fee for the course you desire to take, and this amount is paid to him. He will then send the application and fee to the Armed Forces Institute Office in Madison, Wisconsin, for processing. It will then be sent to our office for the completion of registration. You will then receive the course outline, textbook and instructions for taking the course. Subsequent correspondence should be directed to the Home Study Division.

Time Limit. You have two years in which to complete a course. You will be withdrawn if your course is not completed within this period, or if you allow one year to elapse without submitting a lesson.

Your name, address, course title and assignment number should appear on the outside of each assignment.

Additional information may be obtained by writing to: *United States Armed Forces Institute, Madison 3, Wisconsin*, or by writing or calling the *Home Study Division, Utah State University, Logan, Utah*.

OTHER OFF-CAMPUS EDUCATION SERVICES

The *Division of Off-Campus Education* of Utah State University provides a liberal program of *Off-Campus resident classes*, and a number of other educational services.

Off-Campus Classes

Off-Campus classes in selected centers provide resident credit, are equivalent in content, hours of class instruction and preparation, and otherwise meet the same standards as home campus classes.

All Off-Campus classes may meet the requirements for a Bachelor's degree, except you need fifteen hours of on-campus classes. Off-Campus classes are also accepted to meet in part the requirements for a Master's degree with the approval of the Utah State University School of Graduate Studies.

All instructors in Off-Campus courses are either members of the regular USU faculty, officially assigned to specific teaching projects, or are non-resident members appointed by the head of the department, with the approval of the dean concerned and the University administration.

Registration fees charged for Off-Campus classes conform to the prevailing regulations fixed by the Board of Trustees. Additional information can be had by communicating with the Director of the Division of Off-Campus Education, Utah State University, Logan, Utah.

Travel Study-Tours

The Division of Off-Campus Education conducts each year a study-tour to Mexico and other foreign countries, with or without credit. The instructor in charge of the tour is a regular faculty member, or some other individual approved by the head of the department and the dean concerned. You may earn as many as three to nine credit-hours for work done in connection with such a tour.

If you are interested in a study-tour, you should communicate with the Division of Off-Campus Education, Utah State University, well in advance of the close of the academic school year and in advance of the date the tour begins in order to meet specific assignments which are made by the department offering the credit. An applicant for a study-tour will need to cooperate with the head of the department in which credit is desired.

Adult Education Services

The Division of Off-Campus Education offers a number of other educational services for adults. These services include the following:

Faculty-Speaker Service. The University provides a Faculty-Speaker Service for commencement exercises, teacher institutes, parent-teacher meetings, service organizations, and other adult groups which are concerned primarily with problems in the field of education. Copies of the Faculty-Speaker Service brochure may be obtained by writing to the Director of the Division of Off-Campus Education, USU, Logan, Utah.

University Lecture Series. The Division of Off-Campus Education provides each year a special lecture series dealing with such topics as the great religions, international problems, and current problems in education.

Conferences and Institutes. Utah State University cooperates with teachers, administrators, and boards of education in the planning of educational conferences and institutes in connection with in-service teacher, parent-teacher, and other group organization improvement programs.

UNIVERSITY COURSES

Agricultural Economics

(See also Economics)

When tillage begins, other arts follow. The farmers therefore are the founders of human civilization. — Webster

53. PRINCIPLES OF AGRICULTURAL ECONOMICS. An introductory course in basic principles of economics with emphasis on those principles which are of particular importance in the fields of agriculture and forestry. Twenty-four assignments. Five credits. Fee \$30.00. MORRISON

Textbook: Black, John D. *Introduction to Economics for Agriculture*. New York: MacMillan Co., 1953. Price \$6.50, postage 16¢.

62. PRINCIPLES OF MARKETING. The principles of marketing, relation of production to marketing, consumer demand, economic factors affecting sales, marketing agencies, sales policies, functions and middlemen, and channels of distribution. Prerequisite: Principles of Economics 53. Twenty-five assignments. Five credits. Fee \$30.00. R. H. ANDERSON

Textbook: Phillips, Charles L., and Duncan, Delbert J. *Marketing Principles and Methods*. 3rd ed. Homewood, Illinois: Richard D. Irwin, Inc., 1956. Price \$7.25, postage 16¢.

105. **AGRICULTURAL CREDIT.** Agricultural credit with regard to requirements, facilities, instruments, and methods of financing agriculture. Special attention will be given to the agencies authorized by the Federal Government to provide financial credit to farmers and farmers' organizations. Prerequisite: Principles of Economics 53. Fifteen assignments. Three credits. Fee \$18.00. MORRISON

Textbook: Troelston, Samuel E. *Principles of Farm Finance*. St. Louis, Missouri Educational Publishers, Inc., 1951. Price \$5.00, postage 16¢.

113. **FARM COOPERATIVES.** Fundamental principles underlying the organization, operation and management of cooperative sales, purchasing and service organizations. Prerequisite: Principles of Economics 53. Twenty-one assignments. Three credits. Fee \$18.00. R. H. ANDERSON
Textbook: Bakken, Henry H., and Schaars, Marvin A. *Economics of Cooperative Marketing*. New York: McGraw-Hill Book Co., 1937. Price \$7.00, postage 16¢.

Agronomy

If a little knowledge is dangerous, where is the man who has so much as to be out of danger.—T. H. Huxley

1. **GENERAL FARM CROPS.** Designed as introduction to the field of farm crops. Fifteen assignments. Three credits. Fee \$18.00. McALLISTER
Textbook: Martin, John H., and Leonard, Warren H. *Principles of Field Crop Production*. New York: MacMillan Co., 1949. Price \$6.90, postage 20¢.

56. **INTRODUCTORY SOILS.** Review of the entire field of soil study, designed as a foundation course for all students of agriculture. Twenty-one assignments. Four credits. Fee \$24.00. PETERSON

Textbook: Lyon, T. Lyttleton, *et al.* *The Nature of the Properties of Soils*. 5th ed. New York: MacMillan Co., 1952. Price \$6.25, postage 16¢.

Animal Husbandry

Curiosity is one of the permanent and certain characteristics of a vigorous mind.—Samuel Johnson

10. **FEEDS AND FEEDING.** A study of the different nutrients and their utilization by farm animals, factors affecting value of feeds, comparative value of feeds, balancing of rations, and the practical feeding of beef

cattle, sheep, swine and horses. Twenty-four assignments. Five credits. Fee \$30.00. HARRIS

Textbook: Morrison, Frank B. *Feeds and Feeding*. 9th ed. Ithaca, New York: Morrison Publishing Co., 1958. Price \$4.75, postage 16¢.

110. BEEF PRODUCTION. The factors involved in economical production of beef cattle, including organization of the enterprise, breeds of beef cattle, selection of suitable breeding stock, production of maximum calf crop, handling and feeding of animals of different ages on the range and in the feed lot, and the marketing of surplus stock. Prerequisite: Feed and Feeding 10. Twenty-three assignments. Three credits. Fee \$18.00. BENNETT

Textbook: Snapp, Roscoe R. *Beef Cattle*. 4th ed. New York: John Wiley & Sons, Inc. 1956. Price \$7.00, postage 20¢.

120. SWINE PRODUCTION. Systems of production with emphasis on those suited to western conditions, breeds of swine, the management and feeding of the breeding herd and feeding for market. Prerequisite: Feed and Feeding 10. Fifteen assignments. Three credits. Fee \$18.00. BENNETT

Textbook: Carroll, W. E., and Krider, J. L. *Swine Production*. 2nd ed. New York: McGraw-Hill Book Co., Inc., 1956. Price \$7.00, postage 16¢.

125. SHEEP PRODUCTION. Both range and farm sheep with emphasis on range production. Includes methods and production of lambs and wool, grading and marketing practices, feeding and studies of the breeds and their adaptation to the different husbandry practices. Prerequisite: Feeds and Feeding 10. Twenty-one assignments. Three credits. Fee \$18.00.

Textbook: Kammlade, William Garfield Sr., and Kammlade, William G. Jr. *Sheep Science*. Revised ed. New York: J. B. Lippincott, 1955. Price \$6.75, postage 16¢.

Bacteriology and Public Health

(See also Health, Physical Education and Recreation)

The health of the people is really the foundation upon which all their happiness and all their power as a State depend.—Disraeli

10. ELEMENTARY BACTERIOLOGY. The biology, morphology, physiology and the significance of microorganisms; basic concepts governing

the bacteriology of water, sewage, milk, food sanitation, and communicable diseases. Helps to fill biological science groups. Twenty-five assignments. Five credits. Fee \$30.00. CARTER

Textbook: Frosbisher, Martin. *Fundamentals of Microbiology*. 6th ed. Philadelphia, Pennsylvania: W. B. Saunders Co., 1957. Price \$6.50, postage 20¢.

15. PERSONAL HEALTH. Considers the health interests and the health needs of the average person. Does not help fill the biological science group requirements of this University. Fifteen assignments. Two credits. Fee \$12.00. STEVENS

Textbook: Byrd, Oliver E. *Textbook of College Hygiene*. 2nd ed. Philadelphia, Pennsylvania: W. B. Saunders Co., 1957. Price \$4.75, postage 16¢.

150. ENVIRONMENTAL SANITATION. Biological background and control of water, sewage, air, refuse, rodents; food transmitted diseases, housing, camping, school sanitation. Twenty assignments. Four credits. Fee \$24.00. ROBERTS

Textbook: Ehlers, Victor M., and Steel, Ernest W. *Municipal and Rural Sanitation*. 5th ed. New York: McGraw-Hill Book Co., 1958. Price \$9.00, postage 16¢.

155. HEALTH EDUCATION FOR TEACHERS. Health program for Utah State certification requirements in health education for both the elementary and secondary schools. Twenty-one assignments. Four credits. Fee \$24.00. STEVENS

Textbook: Grout, Ruth E. *Health Teaching in Schools*. 3rd ed. Philadelphia, Pennsylvania: W. B. Saunders Co., 1958. Price \$4.75, postage 16¢.

Business Administration

An honest business never blush to tell.—Homer

Accounting

1 and 2. INTRODUCTORY ACCOUNTING. Basic principles in the recording; summarizing interpretation of the financial facts of business. Profi-

ciency in technique will be sought through solution of problems and practice sets. Some attention will be given manufacturing, retail method, payroll accounting, and tax accounting in addition to usual material. Sixteen assignments No. 1; Twenty-two assignments No. 2. Five credits each. Fee \$30.00.

CANNON

Textbooks: Accounting 1. Milroy, Robert R., and Carmichael, Geoffrey L. *Introduction to Accounting*. Cambridge, Mass.: Houghton Mifflin Co., 1952. Price \$6.75, postage 20¢. *Accounting Forms Chapters 1-15, Form A*. Price \$3.00, postage 12¢. *Practice Set No. 1*. Price \$1.75, postage 12¢. Accounting 2. Milroy, Robert R., and Carmichael, Geoffrey L. *Introduction to Accounting*. Cambridge, Mass.: Houghton Mifflin Co., 1952. Price \$6.75, postage 20¢. *Accounting Forms for Chapters 16-24, Form A*. Price \$2.75, postage 12¢. *Practice Set No. 2*. Price \$1.60, postage 12¢.

12. SOCIAL SECURITY AND PAYROLL ACCOUNTING. Offered in response to a need for more explicit information regarding laws affecting labor and accounting practice incident to the observation thereof, in connection with such matters as Federal Old Age and Retirement Benefits, Workmen's Compensation, Fair Labor Standards Act, Withholding Taxes, etc. Ten assignments. Two credits. Fee \$12.00.

CANNON

Textbook: Sherwood, J. F., and Pendry, J. A. *Payroll Records and Accounting...* Revised ed. New York: South-Western Publishing Co., 1957. Price \$3.20, postage 20¢.

111. INDUSTRIAL COST ACCOUNTING. A detailed study of principles of cost finding basic to trade and industry. Theory and practice are considered in balanced perspective. Attention will be given to standard costs and estimated costs as well as usual material. Twenty-nine assignments. Five credits. Fee \$30.00.

GARDNER

Textbook: Lawrence, W. B., and Ruswinckel, John W. *Cost Accounting*. 4th ed. New York: Prentice-Hall, Inc., 1954. Price \$7.00, postage 20¢. *Practice Set for Cost Accounting*. Price \$2.75, postage 16¢.

Marketing

20. INTRODUCTION TO BUSINESS. An introductory course in the fundamentals of business administration. It is intended that this course will furnish the student with a background for the study of the more complex problems of business. Twenty-seven assignments. Five credits. Fee \$30.00.

CALDER

Textbook: Glos, Raymond E., and Baker, Harold A. *Introduction to Business*. New York: South-Western Publishing Co., 1951. Price \$5.75, postage 16¢.

156. ADVERTISING FOR SMALL BUSINESS AND RETAIL STORE. For students interested in a retail advertising campaign. Includes direct mail, radio, newspapers, window display and layout practices. Selected readings and problems to lead the student to judge advertising effectiveness as a sales tool for the retailer. Twenty-five assignments. Five credits. Fee \$30.00.

CALDER

Textbook: Kieppner, Otto. *Advertising Procedures*. 4th ed. New York: Prentice-Hall, Inc., 1958. Price \$7.50, postage 20¢.

161-162. PROBLEMS IN RETAIL DISTRIBUTION. For students who wish to gain an understanding of the marketing field from the viewpoint of retail distribution. Types of retail institutions, retail pricing, store layout, service policies, buying, merchandise control, and accounting, advertising and sales promotion, general organization and administration policies. Thirteen assignments each. Three or six credits. Fee \$18.00 or \$36.00.

JAMES

Textbook: Wingate, John W., and Schaller, Elmer D. *Technique of Retail Merchandising*. 2nd ed. New York: Prentice-Hall, Inc., 1956. Price \$6.50, postage 16¢. Wingate, John W., and Schaller, Elmer D. *Problems in Retail Merchandising*. 4th ed. New York: Prentice-Hall, Inc., 1952. Price \$2.95, postage 12¢.

Civil and Irrigation Engineering

What we plan we build.—Phoebe Gary

AE 10. IRRIGATION PRACTICES. This course is primarily for agriculture students who do not have adequate preparation in mathematics and hydraulics. Principles and practices underlying efficient and economics use of water in irrigation. Water measurement. No lab. Prerequisite: Math 34. Fifteen assignments. Three credits. Fee \$18.00. DAINES

Textbook: Israelsen, Orson W. *Irrigation Principles and Practices*. 2nd ed. New York: John Wiley & Sons, Inc., 1950. Price \$7.50, postage 16¢.

AE 143. IRRIGATION PRINCIPLES. This course is primarily for engineers with adequate preparation in mathematics and hydraulics. Soil,

water, plant relations; water requirements, efficiency of water use; flow of water in soil. No lab. Prerequisite: AE 142. Fifteen assignments. Three credits. Fee \$18.00. V. E. HANSEN

Textbook: Israelsen, Orson W. *Irrigation Principles and Practices*. 2nd ed. New York: John Wiley & Sons, Inc., 1950. Price \$7.50, postage 16¢.

Dairy Industry

A hungry man is not a free man.—Adali Stevenson

109. DAIRY PRODUCTION. A brief review of dairy farming and the dairy breeds. Ways of starting a dairy herd, system records, selection and management of herd sires, calf feeding and management, development of dairy heifers. Fifteen assignments. Three credits. Fee \$18.00.

STARKEY

Textbook: Eckles, Clarence H. *Dairy Cattle and Milk Production*. Revised by Ernest L. Anthony. 5th ed. New York: MacMillan Co., 1956. Price \$6.25, postage 16¢.

Economics

(See also Agricultural Economics)

A creative economy is the fuel of magnificence.—Emerson

51. GENERAL ECONOMICS. A course for the general college student regardless of the field of specialization. Emphasis is on an understanding of principles and institutions that underlie the operations of the economic system. Twenty-two assignments. Five credits. Fee \$30.00.

ISRAELSEN

Textbook: Samuelson, Paul A. *Economics, An Introductory Analysis*. 4th ed. New York: McGraw-Hill Book Co., 1958. Price \$6.75, postage 20¢.

52. ECONOMIC PROBLEMS. This course concentrates attention on a few basic problems in the field of general economics. An effort is made to apply economic principles to the problems of labor, domestic finance, international economic relations, government control of business, economic reformism. Five credits. Fee \$30.00.

MURRAY

Textbook: Same as 51.

125. TRADE-UNIONISM AND COLLECTIVE BARGAINING. Development, structure, function, government, and philosophy of trade unions in

United States; making and administering collective agreements; impact upon the system; policy issues. Fifteen assignments. Three credits. Fee \$18.00.

MURRAY

Textbook: Reynolds, Lloyd G. *Labor Economics and Labor Relations*. 2nd ed. New York: Prentice-Hall, Inc., 1954. Price \$7.00, postage 20¢.

150. ECONOMIC ORGANIZATION AND DEVELOPMENT. A study of the types of economic systems in capitalist, socialist, and communist countries; of the theories upon which they are based, and the alternative methods of promoting economic development. Fifteen Assignments. Three credits. Fee \$18.00.

ARRINGTON

Textbook: Blodgett, Ralph H., and Kemmerer, Donald L. *Comparative Economic Development*. New York: McGraw-Hill Book Co., 1956. Price \$6.00, postage 20¢.

155. PRINCIPLES OF TAXATION. After a brief survey of the fundamental economic principles of public finance, a critical examination of our federal, state, and local taxes and the various business taxes is made. Prerequisites: Economics 51 and 52. Sixteen assignments. Three credits. Fee \$18.00.

ISRAELSEN

Textbook: Schultz, William J., and Harris, C. Lowell. *American Public Finance*. 6th ed. New York: Prentice-Hall, Inc., 1956. Price \$7.00, postage 20¢.

170. ECONOMIC DEVELOPMENT OF THE UNITED STATES. Development of agriculture, industry, labor, transportation, and finance in the United States from colonial times to the present. Special consideration will be given to the economic development of the West. Twenty-five assignments. Five credits. Fee \$30.00.

ARRINGTON

Textbook: Faulkner, Harold U. *American Economic History*. 7th ed. New York: Harper & Brothers, 1954. Price \$6.50, postage 20¢.

Education

*A teacher affects eternity; he can never tell
where his influence stops.*—Henry Brooks Adams

103. PRINCIPLES OF ELEMENTARY EDUCATION. Offers an introduction to the American elementary school, with the objective of helping the student beginning his professional education curriculum to gain an understanding of the children whom the school serves, the goals the school strives for, its achievements and place in our educational system, and

the people who direct its functions. Twenty assignments. Four credits. Fee \$24.00.

JACKSON-BURKE

Textbook: Caswell, Hollis, and Foshay, Arthur W. *Education in the Elementary School*. 3rd ed. New York: American Book Company, 1957. Price \$4.75, postage 16¢.

104. ELEMENTARY SCHOOL CURRICULUM. Designed to familiarize elementary teachers with the content and objectives of the elementary school curriculum. Specific problems of guiding pupil activities toward efficient learning are considered. Twenty-five assignments. Five credits. Fee \$30.00.

PUGMIRE

Textbook: Lee, J. Murray, and Lee, Doris M. *The Child and His Curriculum*. 2nd ed. New York: Appleton-Century-Crofts, Inc., 1950. Price \$5.75, postage 16¢.

107. THE TEACHING OF READING. Deals with learning to read as one aspect of child growth and development, and the place of reading in the modern school curriculum, particularly with respect to objectives, methods and remedial reading procedures. Sixteen assignments. Three credits. Fee \$18.00.

SHAW

Textbook: McKim, Margaret G. *Guiding Growth in Reading in the Modern Elementary School*. New York: MacMillan Co., 1955. Price \$5.50, postage 16¢.

108. SOCIAL STUDIES IN THE ELEMENTARY SCHOOLS. Social responsibilities and opportunities of children and youth in the present world. The part that should be played by the school and the teacher in helping boys and girls to meet these problems will be studied. This will deal with both content and methods in social studies for the public schools. Fifteen assignments. Three credits. \$18.00.

SHAW

Textbook: Michaelis, John U. *Social Studies for Children in a Democracy*. 2nd ed. New York: Prentice-Hall, Inc., 1958. Price \$6.00, postage 12¢.

111. PRINCIPLES OF SECONDARY EDUCATION. The course is devoted to a study of the evolving secondary school as an institution designed to meet the needs of youth in a democratic society. Such topics as education objectives, studying the adolescent, curriculum organization, general methods of instruction are considered. Three credits. \$18.00.

C. E. MCCLELLAN

Textbooks: Crow, Lester D., and Crow, Alice. *High School Education*. 1st ed. New York: Odyssey Press, Inc., 1951. Price \$3.75, postage 16¢. *Planning for American Youth*. Revised ed. Washington,

D. C.: National Association of Secondary School Principals, 1951. Price 50¢, postage 8¢.

113. PRINCIPLES OF GUIDANCE. A consideration of the basic principles and techniques used in an organized effective guidance service in our school system. Fifteen assignments. Three credits. Fee \$18.00.

HUMPHERYS

Textbook: Stoops, Emery, and Wahlquit, Gunnar L. *Principles and Practices in Guidance*. New York: McGraw-Hill Book Co., 1958. Price \$5.50, postage 14¢.

114. THE ORGANIZATION AND ADMINISTRATION. (a) The State Law and regulations of the State Board of Education pertaining to public schools; (b) courses of study, including the Utah State course; (c) organization, duties and activities of the teaching staff and the student body. Fifteen assignments. Three credits. Fee \$18.00. B. C. HANSEN
Textbook: Moehlman, Arthur B. *School Administration*. 2nd ed. Cambridge, Mass.: Houghton Mifflin Co., 1951. Price \$6.00, postage 16¢. Also current copy of the School laws of your state.

127. SECONDARY SCHOOL METHODS. The course is devoted to an analysis of teaching principles and their application to the work of the secondary school. Consideration is given to such topics as organizing the learning evaluation. Fifteen assignments. Three credits. Fee \$18.00.

BUDGE

Textbook: Scharling, Raleigh, and Batchelder, Howard T. *Student Teaching*. 3rd ed. New York: McGraw-Hill Book Co., Inc., 1956. Price \$5.00, postage 16¢.

138. THE IMPROVEMENT OF TEACHING IN SECONDARY SCHOOLS. The course considers the essentials of good teaching and stresses criteria by which the teacher may evaluate the effectiveness of his work. It is particularly concerned with the ways in which authentic learning may be achieved through methods which are approved as sound by the findings of psychology. The course is intended for experienced teachers who desire further study while teaching. Fifteen assignments. Three credits. Fee \$18.00.

BUDGE

Textbook: Alexander, William M., and Halverson, Paul M. *Effective Teaching in Secondary Schools*. New York: Rinehart and Co., 1956. Price \$5.75, postage 16¢.

141. SOCIAL FOUNDATIONS OF EDUCATION. A study of the transitional nature of our times and the need for an improved education of all the

people, adults as well as children, of our nation. This is an introductory study of the political, economic, social, psychological, and philosophical bases of our culture upon which our schools must necessarily rest. Fifteen assignments. Three credits. Fee \$18.00. LEWIS

Textbook: Rugg, Harold, and Withers, William. *Social Foundations of Education*. New York: Prentice-Hall, Inc., 1955. Price \$7.00, postage 20¢.

182. HISTORY OF EDUCATION. A study of major educational movements from early Greek to the present with emphasis on purposes, organization, instructional procedures, curriculum, etc., and their bearing on today's education. Twenty assignments. Three credits. Fee \$18.00. LEWIS

Textbook: Good, H. G. *A History of Western Education*. New York: MacMillan Co., 1957. Price \$6.00, postage 16¢.

183. 4-H CLUB LEADERSHIP. Graduates of high school who serve as volunteer local 4-H Club Leaders and attend the state 4-H Club Leaders Training School may receive college credit in the department of Home Study for the work done as local leaders. The following requirements are to be met before a leader is eligible to apply for credit:

1. Leader is to conduct a 4-H Club program in the project in which he received training at the State 4-H Leader's Training School.
2. Seventy-five percent or more of the members enrolling in this 4-H Club are to complete the project work.
3. The leader is to assist in training other leaders in the community or county.

Application blank for credit for 4-H Club Leadership may be obtained at the County Extension Agent's Office. County Agents will evaluate the work of the leader who applies for credit. A leader who is not a high school graduate may receive one-half unit of high school credit which may be transferred to the local high school. Three credits. Fee \$7.50.

151. EXTENSION METHODS. For County Agricultural and Home Agents. History, objectives, organization and accomplishments of extension work in the United States, farm and home problems, youth and adult education and extension methods. Three credits. \$18.00.

RICHARDSON AND EXTENSION STAFF

Textbook: Bliss, R. K. (ed.). *The Spirit and Philosophy of Extension Work*. Washington, D. C.: Graduate School, United States Department of Agriculture and the Epsilon Sigma Phi, National Honorary Extension Fraternity, 1952.

English and Journalism

Reading maketh a full man, conference a ready man, and writing an exact man.—Bacon

English

1, 2, 3. BASIC COMMUNICATION. Writing and Reading. Fundamentals in sentence and paragraph structure; drills and tests for accuracy in spelling, punctuation and grammar; practice in outlining and organizing material; comprehension of the printed page; vocabulary exercises. Courses should be taken in sequence. Does not substitute for resident Basic Communication for USU students except by special permission of the head of the English Department. Fifteen assignments for each course. Three credits each. Fee \$18.00 each. HENDRICKS

Textbooks: English 1 and 2. Hayford, Harrison, and Vincent, Howard P. *Reader and Writer*. Cambridge, Mass.: Houghton Mifflin, 1954. Price \$4.50, postage 16¢. Rorabacher, Louise E. *A Concise Guide to Composition*. New York: Harper & Brothers, 1956. Price \$2.75, postage 15¢. English 3. Homer. *The Odyssey*. Translated by E. V. Rieu. (The Penguin Classics, No. L-1). Baltimore, Maryland: Penguin Books Inc., 1959. Price 85¢, postage 8¢. *The Pocket Book of Short Stories*. New York: Pocket Books, Inc., 1959. Price 35¢, postage 8¢. Rorabacher, Louise 7. *A Concise Guide to Composition*. New York: Harper & Brothers, 1956. Price \$2.75, postage 15¢. Twain, Mark. *Adventures of Huckleberry Finn*. New York: Harper & Brothers, 1948. Price \$1.50, postage 12¢.

4. ELEMENTS OF GRAMMAR. An extensive review of elementary grammar with emphasis upon practical application. Fifteen assignments. Three credits. Fee \$18.00. MORTENSEN

Textbook: Leggett, Glenn, et al. *Handbook for Writers*. 2nd ed. New York: Prentice-Hall, Inc., 1957. Price \$4.05, postage 16¢.

12. PRACTICE IN COMPOSITION. For students who wish additional training in writing beyond that given in Basic Communication or Freshman Composition. This course is intended for the student who wants training in the fundamentals of clear, forceful writing. It is also recommended to those who have had difficulties with the written assignments in Basic Communication. In addition to emphasizing accuracy in vocabulary and strict observance of the conventions of English usage and mechanics, it will place particular stress on methods of paragraph development, maintenance of a sustained point of view, and the develop-

ment of logical structure of the whole composition by means of outlining. Fifteen assignments. Three credits. Fee \$18.00. TAYLOR

Textbook: Bushman, John C., and Mathews, Ernest G. (eds.). *Readings for College English*. 2nd ed. New York: American Book Co., 1957. Price \$4.50, postage 12¢.

33. READINGS IN THE SHORT STORY. A study in modern short story forms and techniques. About one hundred stories will be read. Fifteen assignments. Three credits. Fee \$18.00. RICE

Textbook: Thurston, Jarvis A. (ed.) *Reading Modern Short Stories*. Chicago, Illinois: Scott, Foresman Co., 1955. Price \$2.75, postage 12¢.

37. READINGS IN THE NOVEL. Introduces the reader to representative great novels of various countries from the eighteenth century to the present. Fifteen assignments. Three credits. Fee \$18.00. BULLEN

Textbooks: de Balzac, Honore. *Old Goriot*. Translated by M. A. Crawford. Baltimore, Maryland: Penguin Books, 1955. Price 75¢, postage 8¢. Dickens, Charles. *Pickwick Papers*. New York: Modern Library, Random House. Price \$1.65, postage 14¢. Dostoyevsky, Fyodor. *Crime and Punishment*. Translated by Constance Garnett. New York: Modern Library, Random House, 1950. Price \$1.65, postage 8¢. Fielding, Henry. *Tom Jones*. New York: Modern Library, Random House, 1959. Price \$1.65, postage 12¢. Gogol, Nikolai. *Dead Souls*. Translated by Bernard Guerney. New York: Rinehart and Co., 1948. Price 95¢, postage 12¢. Hawthorne, Nathaniel. *The Scarlet Letter*. New York: Rinehart and Co., 1959. Price 65¢, postage 8¢. Lewis, Sinclair. *Main Street*. New York: Harcourt, Brace, 1920. Price \$1.60, postage 12¢. Maugham, Somerset. *Of Human Bondage*. New York: Modern Library, Random House, 1942. Price 35¢, postage 7¢. Thackeray, W. H. *Vanity Fair*. New York: Modern Library, Random House, 1950. Price \$1.65, postage 12¢.

40. WORLD LITERATURE BEFORE 1650. An introduction to world masterpieces in translation. From ancient times through the English Renaissance. Includes Oriental, Greek, Hebrew and European writing. Twenty-five assignments. Five credits. Fee \$30.00. NIELSEN

Textbook: Warnock, Robert, and Anderson, George. *The World in Literature*. Vol. I. Chicago, Illinois: Scott, Foresman Co., 1950. Price \$6.50, postage 18¢.

41. WORLD LITERATURE 1660 TO PRESENT. Introduction to the literature of neo-classic, romantic, and contemporary writers, European (in

translation), English, and American. Twenty-five assignments. Five credits. Fee \$30.00.

PATRICK

Textbook: Warnock, Robert, and Anderson, George K. *The World in Literature*. Vol. II. Chicago, Illinois: Scott, Foresman Co., 1950. Price \$6.50, postage 18¢.

42. READING IN MYTHOLOGY. A course assigned both as an introduction to the myths of ancient Greece and Rome and as a study of the role of myths in the culture of man. Fifteen assignments. Three credits. Fee \$18.00.

RICHARDS

Textbook: Gayley, Charles Mills. *The Classic Myths*. Revised ed. New York: Ginn & Co., 1939. Price \$4.50, postage 15¢.

53. AMERICAN LITERATURE—EARLY PERIOD. Survey of the literature from the beginning through the New England Renaissance Period. Twenty-five assignments. Five credits. Fee \$30.00.

H. W. SMITH

Textbook: Jones, Howard M., *et al.* (ed.), *Major American Writers*. 3rd ed. Vol. I. New York: Harcourt, Brace, 1952. Price \$4.75, postage 20¢. Crawford, Bartholow V., *et al.* *American Literature*. "College Outline Series" No. 49. New York: Barnes & Noble, 1958. Price \$1.50, postage 12¢.

54. AMERICAN LITERATURE—LATE PERIOD. Survey of the literature from Melville to the present. Twenty-five assignments. Five credits. Fee \$30.00.

H. W. SMITH

Textbook: Jones, Howard M., *et al.* (ed.). *Major American Writers*. 3rd ed. Vol. II. New York: Harcourt, Brace, 1952. Price \$4.75, postage 15¢.

58. MODERN AMERICAN LITERATURE. This is an elementary course in the literature written in America since 1900. It aims at a comparative sampling of the best poetry, drama, novel (excerpts), essays, short story, and biography of this period. Fifteen assignments. Three credits. Fee \$18.00.

BULLEN

Textbook: Nelson, John H., and Cargill, Oscar (eds.). *Contemporary Trends: American Literature Since 1900*. Revised ed. New York: Macmillan Co., 1949. Price \$4.75, postage 16¢. (A late edition of a good college dictionary will be indispensable for good work.)

60. ENGLISH LITERATURE — EARLY PERIOD. A survey of English literature from the old English period through the eighteenth century. Twenty-five assignments. Five credits. Fee \$30.00.

BULLEN

Textbook: Baugh, Albert C., and McClelland, George W. (eds.) *English*

Literature: A Period Anthology. Vol. 1. New York: Appleton-Century-Crofts, Inc., 1954. Price \$4.50, postage 16¢.

61. ENGLISH LITERATURE — LATE PERIOD. A survey of English literature from the Romantic Movement to the present. Twenty-five assignments. Five credits. Fee \$30.00. STOCK

Textbook: Baugh, Albert C., and McClelland, George W. (eds.) *English Literature: A Period Anthology.* Vol. II. New York: Appleton-Century-Crofts, Inc., 1954. Price \$4.50, postage 16¢.

68. MODERN ENGLISH LITERATURE. A study of English literature from Thomas Hardy to the present. Fifteen assignments. Three credits. Fee \$18.00. BOOTH

Textbooks: *Selected Modern English Essays.* 2nd series. "The World's Classics." New York: Oxford U. Press, 1956. Price \$1.65, postage 12¢. Untermeyer, Louis (ed.) *Modern British Poetry.* Mid-century edition. New York: Harcourt, Brace, 1950. Price \$4.50, postage 15¢.

104. GRAMMAR. An intensive study of grammar. Especially useful for teachers. Fifteen assignments. Three credits. Fee \$18.00.

MORTENSEN

Textbook: House, Homer C., and Harman, Susan E. *Descriptive English Grammar.* 2nd ed. Revised by Susan E. Harman. New York: Prentice-Hall, Inc., 1953. Price \$5.95, postage 20¢.

112. ADVANCED EXPOSITORY WRITING. Concerned with theory, examples, and practice of general expository writing. Emphasizes organization, paragraph development, diction, and revision. Fifteen assignments. Three credits. Fee \$18.00. RICE

Textbook: Brooks, Cleanth, and Warren, Robert Penn. *Modern Rhetoric.* 2nd ed. New York: Harcourt, Brace, 1958. Price \$5.75, postage 16¢.

117a. CREATIVE WRITING. Practice in the writing of short stories. Fifteen assignments. Three credits. Fee \$18.00. RICE

Textbook: Hogrefe, Pearl. *The Process of Creative Writing.* Revised ed. New York: Harper & Brothers, 1956. Price \$4.50, postage 12¢.

117b. CREATIVE WRITING. Practice in the writing of essays. Fifteen assignments. Three credits. Fee \$18.00. RICE

Textbook: Same as for 117a.

117c. CREATIVE WRITING. Practice in the writing of poetry. Fifteen assignments. Three credits. Fee \$18.00. NIELSEN

Textbook: Kreuzer, James B. *Elements of Poetry*. New York: Mac-Millan Co., 1955. Price \$3.90, postage 12¢.

122. CHILDREN'S LITERATURE. Prose and poetry through the elementary level. Helpful to teachers and parents. Must have access to children's library for reference books. Fifteen assignments. Three credits. Fee \$18.00. MORTENSEN

Textbook: Arbuthnot, May Hill. *Children and Books*. Revised ed. Chicago, Illinois: Scott, Foresman Co., 1957. Price \$5.50, postage 16¢.

123. LITERATURE FOR ADOLESCENTS. Prose and poetry through the secondary level. Helpful to teachers and parents. Fifteen assignments. Three credits. Fee \$18.00. MORTENSEN

No text; student will make use of literature and texts under present adoption in school, and of material generally available in libraries.

149. COMPARATIVE LITERATURE. The nineteenth century literature in France and Russia. Emphasis will be placed upon the novels of Hugo, Balzac, Flaubert, Sand, Dumas, Zola, Maupassant, Gogol, Dostoevski, Turgenyev, Tolstoi. Fifteen assignments. Three credits. Fee \$18.00. HENDRICKS

150. AMERICAN POETRY. Development of American poetry as shown through writings of major American poets from Freneau to the present. Fifteen assignments. Three credits. Fee \$18.00. HAYWARD

Textbook: Clark, Harry Hayden (ed.). *Major American Poets*. New York: American Book Co., 1936. Price \$6.50, postage 16¢.

151. AMERICAN FICTION. A brief consideration of the beginnings of the American novel and short story followed by detailed study of important nineteenth and early twentieth century fiction writers. Fifteen assignments. Three credits. Fee \$18.00. SMITH

Textbooks: Current-Garcia, Patrick, Walton R., and Eugene (eds.). *American Short Stories 1820 to the Present*. Chicago, Illinois: Scott, Foresman Co., 1952. Price \$2.75, postage 14¢. Short, Raymond W. (ed.). *Four Great American Novels*. New York: Henry Holt Co., 1957. Price \$4.00, postage 15¢.

169. READINGS IN WORLD DRAMA. Various movements in modern drama beginning with the rise of realism in France and Norway, continuing with a sampling of the reactions to realism, and concluding with general surveys of twentieth century drama in England, Ireland, and the United States. Twenty-five assignments. Five credits. Fee \$30.00. BOOTH

Textbook: Gassner, John. *A Treasury of the Theater: From Henrik Ibsen to Arthur Miller*. Revised ed. New York: Dryden Press, Simon & Schuster, 1957. Price \$7.50, postage 20¢.

190. ROMANTIC PERIOD. A brief consideration of pre-romantic English literature; a study of the literature from 1798 to 1832, with emphasis on poetry. Twenty-five assignments. Five credits. Fee \$30.00.

PATRICK

Textbook: Scott, Sir Walter. *Ivanhoe*. New York: Pocket Books, Inc., 1959. Price 50¢, postage 18¢. Woods, George B. *English Prose and Poetry of the Romantic Movement*. Revised ed. Chicago, Illinois: Scott, Foresman Co., 1950. Price \$8.50, postage 18¢.

191. THE VICTORIAN PERIOD. A comprehensive review of the literary influences and personalities of the period with emphasis on the chief poets and prose masters of the age. Twenty-five assignments. Five credits. Fee \$30.00.

BOOTH

Textbook: Bowyer, John Wilson, and Brooks, John Lee. *The Victorian Age Prose, Poetry and Drama*. 2nd ed. New York: Appleton-Century-Crofts, Inc., 1954. Price \$6.75, postage 20¢.

Fine Arts

It is through art that we can realize our perfection.—Oscar Wilde

Visual Arts

1. EXPLORING ART. Aims to increase enjoyment of living through the sense of sight. Develops understanding of basic principles underlying the visible forms of art in every day life. Fifteen assignments. Three credits. Fee \$18.00.

FLETCHER

Textbook: Faulkner, Ray, *et al.* *Art Today*. 3rd ed. New York: Henry Holt Co., 1956. Price \$6.95, postage 16¢.

2, 3, 4. ART HISTORY. Through survey of the contributions of each major art movement. Primitive, classical and medieval architecture, sculpture and painting will comprise the work of Art 2. Art 3 will consider Renaissance, baroque, and neo-classic painting, architecture and sculpture. Art 4 will cover the important schools of modern and contemporary painting, architecture and sculpture of the 19th and 20th centuries. Fifteen assignments each. Three credits each. Fee \$18.00 for each course.

FLETCHER

Textbook: Robb, David M., and Garrison, J. J. *Art in the Western World*. 3rd ed. New York: Harper & Brothers, 1953. Price \$6.50, postage 20¢.

5. BEGINNING DESIGN. Art structure and design. Creative approach to line, mass, form, pattern, texture, color and their relationship to design construction. Nineteen assignments. Three credits. Fee \$18.00.

FLETCHER

Textbook: Rasmussen, Henry N. *Art Structure*. New York: McGraw-Hill Book Co., 1950. Price \$6.00, postage 12¢.

6. THIRD QUARTER DESIGN. Design and color. Color classification, theory of harmony, and application of design principles in everyday life. All designs will be applicable to industry and the crafts. Nineteen assignments. Three credits. Fee \$18.00.

FLETCHER

Textbook: Graves, Maitland. *The Art of Color and Design*. 2nd ed. New York: McGraw-Hill Book Co., 1951. Price \$7.50, postage 20¢.

8. BASIC DRAWING. Creative approach to drawing objects and material forms from observation and memory. Fifteen assignments. Three credits. Fee \$18.00.

FLETCHER

Textbook: Zaidenberg, Arthur. *The Draw Anything Book*. New York: Harper & Brothers, 1950. Price \$3.95, postage 12¢.

14. INTRODUCTORY PAINTING. Introducing basic approaches to painting. The course will explain the major problems which arise and how to meet them. Fifteen assignments. Three credits. Fee \$18.00.

FLETCHER

Textbook: Wickiser, Ralph L. *An Introduction to Art Activities*. New York: Henry Holt Co., 1947. Price \$5.50, postage 16¢.

50. ART FOR YOUNG CHILDREN. Suggestions for teaching children in nursery school and first grade. Fifteen assignments. Three credits. Fee \$18.00.

FLETCHER

Textbook: Gaitskill, Charels and Margaret. *Art Education in the Kindergarten*. Peoria, Illinois: Pub. Bennett, 1952. Price \$1.50, postage 12¢.

105. ADVANCED DRAWING AND COMPOSITION. A study of the basis of form and composition as used in the design of pictures. Fifteen assignments. Three credits. Fee \$18.00.

FLETCHER

Textbook: Bethers, Roy. *Composition in Pictures*. 2nd ed. New York: Pitman Publishing Co., 1956. Price \$4.50, postage 16¢.

106. PERSPECTIVE AND RENDERING. Special attention to pencil techniques. Fifteen assignments. Three credits. Fee \$18.00. FLETCHER
Textbook: Watson, Ernest W. *How to Use Creative Perspective*. New York: Reinhold Publishing Co., 1955. Price \$7.95, postage 20¢.

111. WATER COLOR AND RELATED MEDIA. Fifteen assignments. Three credits. Fee \$18.00. FLETCHER

Textbook: O'Hara, Eliot. *Making the Brush Behave*. New York: Minton Balch & Co., 1935. Price \$3.50, postage 16¢.

140. APPLIED INTERIOR DESIGN. Practical application of art elements and principles of design to problems of home decoration and furnishings. Fifteen assignments. Three credits. Fee \$18.00. FLETCHER

Textbook: Faulkner, Ray. *Inside Today's Home*. New York: Henry Holt Co., 1954. Price \$7.50, postage 20¢.

141. ADVANCED PROBLEMS IN INTERIOR DESIGN. Fifteen assignments. Three credits. Fee \$18.00. FLETCHER

Textbook: Faulkner, Ray. *Inside Today's Home*. New York: Henry Holt Co., 1954. Price \$7.50, postage 20¢.

151. ART METHODS FOR ELEMENTARY GRADES. Fifteen assignments. Three credits. Fee \$18.00. FLETCHER

Textbook: Lowenfeld, Viktor. *Creative and Mental Growth*. 3rd ed. New York: MacMillan Co., 1957. Price \$5.96, postage 16¢. Access to groups of children is essential for analysis of their drawings.

Food and Nutrition

Cookery is become an art, a noble science.—Richard Burton

5. PRINCIPLES OF NUTRITION. The relationship of food to physical fitness, factors influencing the body's nutritive requirements, and the practical application of such information to the individual student and to all age groups. Fifteen assignments. Three credits. Fee \$18.00. ROWLAND

Textbook: Bogert, L. Jean. *Nutrition and Physical Fitness*. 6th ed. Philadelphia; Pennsylvania: W. B. Saunders Co., 1954. Price \$4.50, postage 16¢.

Health, Physical Education and Recreation

(See also Bacteriology and Public Health)

For education is, Making Men.—James A. Garfield

80. NATURE AND FUNCTION OF PLAY. The course includes an analysis of the basic principles underlying play. The function and use of play as it applies to modern society is studied. Includes term paper. Fifteen assignments. Three credits. Fee \$18.00. NELSON

Textbook: Mitchell, Elmer D., and Mason, Bernard S. *The Theory of Play*. Revised ed. New York: A. S. Barnes & Co., 1948. Price \$4.75, postage 16¢.

85. ORGANIZATION OF INTRAMURAL SPORTS. Procedures concerning the organization and administration of the Intramural program. The course includes department organization, organizing for competition, tournaments and various other administrative problems. Fifteen assignments. Three credits. Fee \$18.00. MENDINI

Textbook: Beeman, Harris F., and Humphrey, James H. *Intramural Sports*. Dubuque, Iowa: William C. Brown Co., 1954. Price \$2.75, postage 16¢.

97. BODY DYNAMICS. The course is designed for people interested in improving physical efficiency. It deals with problems of fitness in terms of expenditure of energy to produce maximum results with minimum effort. Ten assignments. Two credits. Fee \$12.00. NELSON

Textbook: Metheny, Eleanor. *Body Dynamics*. 1st ed. New York: McGraw-Hill Book Co., 1952. Price \$4.75, postage 16¢.

124. SCOUT MASTER TRAINING COURSE. A study of the leadership, administration, and program of the patrol, troop and the life of the boy. It is organized to show scout masters and other troop leaders how to guide boys into greater adventures and rich experiences which contribute to character, self-reliance, and citizenship. To help, guide and inspire boy leaders to run their patrols and troops. Three credits. Fee \$18.00. MENDINI

Textbook: *Handbook for Boys*. New York: Boy Scouts of America, 1948. Price 75¢. *Handbook for Scout Masters*. New York: Boy Scouts of America, 1947. Price \$1.00. West and Hilcourt. *Scout Field Book*. New York: Boy Scouts of America, 1944. Price \$1.00. Books may be obtained from the local council office.

135. SAFETY EDUCATION. Emphasis on (a) the need for safety education in the modern world; (b) the role of the school in a program of safety; (c) methods and materials for teaching discussion and readings, stressing various aspects of safety. Ten assignments. Two credits. Fee \$12.00. McCLELLAN

Textbooks: *Accident Facts*. Chicago, Illinois: National Safety Council, 1958. Price \$1.50, postage 8¢. Stack, Herbert J., and Elkow, J. Duke. *Education for Safe Living*. 3rd ed. New York: Prentice-Hall, Inc., 1959. Price \$5.95, postage 16¢.

History and Political Science

*Good laws lead to the making of better ones;
bad ones bring about worse.*—Rousseau

History

13. EARLY UNITED STATES HISTORY. A college course in history of the United States from discovery of the continent to the Civil War of 1861. Twenty-five assignments. Five credits. Fee \$30.00. ELLSWORTH

Textbook: Hicks, John D. *Federal Union*. 2nd ed. Cambridge, Mass.: Houghton-Mifflin Co., 1957. Price \$6.75, postage 16¢.

14. MODERN UNITED STATES HISTORY. A continuation of course 13 covering the period from 1861 to the present. Twenty-five assignments. Five credits. Fee \$30.00. ELLSWORTH

Textbook: Hicks, John D. *The American Nation*. 3rd ed. Cambridge, Mass.: Riverside Press, Houghton-Mifflin, 1955. Price \$6.75, postage 18¢.

34. ENGLISH HISTORY. A survey of English history from the earliest time to the present day, with emphasis upon the period of the Tudor and Stuart kings. Twenty-five assignments. Five credits. Fee \$30.00. BRUTE

Textbook: Cheyney, Edward P. *A Short History of England*. Revised ed. Boston, Mass.: Ginn & Co., 1945. Price \$6.25, postage 16¢.

127. 19TH CENTURY EUROPE. Traces the development of the major European states from the times of the French Revolution to the opening of the First World War in 1914. The Near-Eastern question, European imperialism in Africa and Asia, and the diplomatic background of the Great War, furnish the background without which events since 1918

cannot be understood. Fifteen assignments. Three credits. Fee \$18.00.

BRITE

Textbook: Hall, Walter Phelps, and Davis, William S. *The Course of Europe Since Waterloo*. 4th ed. New York: Appleton-Century-Crofts, Inc., 1957. Price \$6.75, postage 24¢.

128. TWENTIETH CENTURY WORLD. The broad historical movements of the twentieth century are developed with emphasis concentrated on the period since World War I. While European development receives major consideration, attention is given to the Orient and to the Americas, particularly the United States. Seventeen assignments. Three credits. Fee \$18.00.

BRITE

Textbook: Langsam, Walter C. *The World Since 1919*. 7th ed. of *The World Since 1914*. New York: MacMillan Co., 1954. Price \$6.50, postage 20¢.

Political Science

10. AMERICAN NATIONAL GOVERNMENT. Designed to give a comprehensive knowledge of American governmental institutions. Special emphasis is on the actual operation rather than a study of the forms of government. A general survey of the national system is included. Twenty-four assignments. Five credits. Fee \$30.00.

HARMON

Textbook: Swarthout, John M., and Bartley, Ernest R. *Principles and Problems of American National Government*. 2nd ed. New York: Oxford University Press, 1956. Price \$6.25, postage 16¢.

15. AMERICAN STATE AND LOCAL GOVERNMENT. The emphasis is on state, municipal and county or rural governments of Rocky Mountain States. It follows Political Science 10. Fifteen assignments. Three credits. Fee \$18.00.

W. ANDERSON

Textbooks: Anderson, William, and Weidner, Edward W. *State and Local Government in the United States*. New York: Henry Holt Co., 1951. Price \$6.75, postage 20¢. The Committee on State Government. *Model State Constitution*. 5th ed. New York: National Municipal League, 1958. Price \$1.00, postage 8¢. Phillips, Jewell C. *State and Local Government in America*. New York: American Book Co., 1954. Price \$6.50, postage 20¢. *State and Local Government in Utah*. Salt Lake City, Utah: Utah Foundation, 1954. Price \$2.00, postage 12¢.

70. COMPARATIVE EUROPEAN GOVERNMENT: A comparative study of the various forms and kinds of governments that have developed in the

modern world with primary attention directed toward Europe. Fifteen assignments. Three credits. Fee \$18.00. ANDERSON

Textbook: Carter, Gwendolen M., *et al.* *Major Foreign Powers*. 3rd ed. New York: Harcourt, Brace, 1957. Price \$7.75, postage 20¢.

101. AMERICAN FOREIGN POLICY. The place of the United States in the family of nations as affected by our traditions, interests and interpretations of international affairs. Fifteen assignments. Three credits. Fee \$18.00. MERRILL

Textbook: Bailey, Thomas A. *A Diplomatic History of the American People*. 6th ed. New York: Appleton-Century-Crofts, Inc., 1958. Price \$7.00, postage 16¢.

102. INTERNATIONAL POLITICAL RELATIONS. Psychological, economic, racial and other obstacles to international cooperation as exemplified in recent events. Chief emphasis on events from 1914 to the present. Fourteen assignments. Three credits. Fee \$18.00. MERRILL

Textbook: Morgenthau, Hans J. *Politics Among Nations*. 2nd ed. New York: Alfred A. Knopf, Inc., 1959. Price \$6.50, postage 16¢.

111. INTERNATIONAL ORGANIZATION. Examines briefly the attempt of the past to achieve some type of international organization. Major emphasis on League of Nations and United Nations, particularly the latter. Also a limited examination of other programs now suggested. Fifteen assignments. Three credits. Fee \$18.00. W. ANDERSON

Textbook: Eagleton, Clyde. *International Government*. 3rd ed. New York: Ronald Press Co., 1957. Price \$7.00, postage 16¢.

126. SOVIET GOVERNMENT AND POLITICS. Political Science 126 is a course of instruction in the fundamental features of the government and politics of the Soviet Union. The course stresses the organization and operational aspects of both the formal government structure and the Communist Party and considers the political role of the army, the bureaucracy, youth organizations and other groups. Fourteen assignments. Three credits. Fee \$18.00. HARMON

Textbook: Towster, Julian. *Political Power in the U.S.S.R.: 1917-47*. New York: Oxford University Press, 1948. Price \$5.50, postage 16¢.

129. PUBLIC ADMINISTRATION. An introduction to the study of public administration and administrative law for those contemplating public service careers. The role and techniques of management in public enterprise, the organization, legal bases, planning, staffing, personnel, finance, and public relation of modern government. Twenty-five assignments.

Five credits. Fee \$30.00.

W. ANDERSON

Textbook: Pfiffner, John M., and Presthus, R. Vance. *Public Administration*. 3rd ed. New York: Ronald Press Co., 1933. Price \$7.00, postage 16¢.

Household Administration

Each honest calling, each walk of life, has its own elite, its own aristocracy based on excellence of performance.—James B. Conant

149. HOME MANAGEMENT. (Core course). Principles of household management. Includes a philosophy of homemaking, use of human and material resources, and improvement of housing as it relates to family living. Fifteen assignments. Three credits. Fee \$18.00. NYMAN

Textbook: Gross, Irma H., and Crandall, Elizabeth. *Management for Modern Families*. New York: Appleton-Century-Crofts, Inc., 1954. Price \$5.50, postage 20¢.

155. FAMILY FINANCE. A study of budgeting, banking, borrowing, saving and other functional problems related to home finance. Ten assignments. Two credits. Fee \$12.00. NYMAN

Textbooks: Jordan, David F., and Willett, E. F. *Managing Personal Finances*. New York: Prentice-Hall, Inc., 1951. Price \$5.95, postage 18¢. *Money Management Library*. Money Management Institute. Chicago, Illinois: Household Finance Corp., 1959. Price \$1.25, postage 12¢.

Horticulture

Those who labor in the earth are the chosen people of God.—Thomas Jefferson

1. ELEMENTARY POMOLOGY. Principles and practices underlying production of fruits, varieties, soils, sites, fertilizers, culture, pest-control, harvesting, storage, propagation and stocks. Fifteen assignments. Three credits. Fee \$18.00. GERBER

Textbook: Shoemaker, James S. *General Horticulture*. 2nd ed. New York. J. B. Lippincott, 1956. Price \$6.75, postage 20¢.

4. VEGETABLE PRODUCTION. In this course special emphasis will be placed on (a) types of vegetable production and factors underlying the

industry; (b) location and plan of the home and the commercial garden; (c) garden soils, soil management and garden fertility; (d) seeds and seed growing; (e) plant growing and plant growing structures; (f) harvesting, handling and storage of vegetables. Varieties and cultural practices for individual crops will receive only brief attention. Thirteen assignments. Three credits. Fee \$18.00. HAMSON

Textbook: Thompson, Homer C., and Keeley, William C. *Vegetable Crops*. 5th ed. New York: McCraw-Hill Book Co., 1957. Price \$8.50, postage 20¢.

Landscape Architecture, Planning

The only fence against the world is a thorough knowledge of it.

—John Locke

3. ELEMENTS OF LANDSCAPE ARCHITECTURE AND PLANNING. This course endeavors to acquaint the student with the landscape in his environment, as a practical approach to the pleasure that comes from appreciation and understanding of subject. Emphasis is placed on design and arrangement of outdoor space as it relates to home living; however, public buildings and areas are discussed because of the inter-relationship to each other and because all these areas are the concern of the landscape architect. Fifteen assignments. Three credits. Fee \$18.00. MORRIS

Textbook: Eckbo, Garrett. *Landscape for Living*. New York: F. W. Dodge Corporation. Price \$10.00, postage 20¢.

Library Science

*Some books are to be tasted, others to be swallowed,
and some few to be chewed and digested.*—Bacon

100. ADVANCED REFERENCE AND BIBLIOGRAPHY. Principle reference tools in each field are studied. Emphasis will be placed upon reference materials for elementary, secondary, and public libraries. Fourteen assignments. Three credits. Fee \$18.00. A. M. SMITH

Textbook: Walraven, Margaret K., and Hallquest, Alfred L. *Library Guidance for Teachers*. New York: John Wiley & Sons, Inc., 1941. Price \$5.50, postage 16¢.

120. CATALOGING AND CLASSIFICATION. A study of the classification of books according to the Dewey System. Instruction adapted primarily to the use of cataloging in the elementary, secondary, and public libraries. Nineteen assignments. Four credits. Fee \$24.00. RANSOM

Textbook: Johnson, Margaret F., and Cook, Dorothy E. *Manual of Cataloging and Classification for Small School and Public Libraries*. 4th ed. New York: H. W. Wilson Co., 1950. Price 90¢, postage 8c.

150. LIBRARY ADMINISTRATION. This course is designed to give the student a general knowledge of elementary and secondary school libraries. Includes a study of the functions, administration, organization services, materials, and the planning and equipment of school libraries. Fourteen assignments. Three credits. Fee \$18.00. RANSOM

Textbook: Douglas, Mary Peacock. *The Teacher-Librarian's Handbook*. 2nd ed. Chicago, Illinois: American Library Association, 1949. Price \$2.75, postage 12¢.

155. BOOK SELECTION. General principles of selection; specific criteria for books, magazines and related material for school libraries. Use of standard selection aids and book reviewing publications. Practice in selecting books in student's field of interest. Fourteen assignments. Three credits. Fee \$18.00. A. M. SMITH

Textbook: Haines, Helen E. *Living With Books*. 2nd ed. New York: Columbia University Press, 1957. Price \$6.00, postage 16¢.

Mathematics

*The mathematician has reached the highest rung
on the ladder of human thought.*—Havelock Ellis

33. SOLID GEOMETRY. The course is designed to develop one's space perception and space intuition. Applications receive greater emphasis than rigorous logical subject matter development. Twenty assignments. Two credits. Fee \$12.00. HAMMOND

Textbook: Kern, Willis F., and Bland, James R. *Solid Mensuration*. 2nd ed. New York: John Wiley & Sons, Inc., 1947. Price \$3.25, postage 12¢.

34. INTRODUCTION TO COLLEGE ALGEBRA. For students who have had but one year of high school algebra and wish to pursue further some mathematical work. Students presenting more than a unit of high school algebra will not be given credit for Math 34. Sixteen assignments. Three credits. Fee \$18.00. HAMMOND

Textbook: Britton, Jack R., and Snively, L. Clifton. *Algebra for College Students*. Revised ed. New York: Rinehart & Co., 1958. Price \$4.50, postage 12¢.

35. COLLEGE ALGEBRA. For students who have had more than one year of high school algebra and for those who have had Math. 34. Required for all higher work in mathematics, physics, chemistry, bacteriology, and engineering. Twenty assignments. Five credits. Fee \$30.00. HAMMOND

Textbook: Same as for 34.

44. PLANE TRIGONOMETRY. The application of trigonometry to the solution of plane triangles is fully covered, but the analytical aspect of trigonometry receives major emphasis. Sixteen assignments. Three credits. Fee \$18.00. HAMMOND

Textbook: Kells, Lyman M., *et al.* *Plane and Spherical Trigonometry*. 3rd ed. New York: McGraw-Hill Book Co., 1951. Price \$4.75, postage 16¢.

46. PLANE TRIGONOMETRY. To the material covered in Mathematics 44 this course adds training in the solution of right and oblique spherical triangles. Thirty-two assignments. Five credits. Fee \$30.00. HAMMOND

Textbook: Same as for Math. 44.

Psychology and Guidance

I think, therefore I am.—Rene Descartes

53. ELEMENTARY GENERAL PSYCHOLOGY. The fundamentals of human adjustments, contributes to (1) general cultural development. (2) self-understanding, and (3) understanding and controlling behavior in personal, school and home life. Twenty-five assignments. Five credits. Fee \$30.00. SHARP

Textbook: Morgan, Clifford T. *Introduction to Psychology*. New York: McGraw-Hill Book Co., 1956. Price \$6.50, postage 20¢.

102. EDUCATIONAL PSYCHOLOGY FOR SECONDARY TEACHERS. A professional course for prospective teachers, intended to develop greater insight into conditions under which children learn. Prerequisite: Psychology 53. Nineteen assignments. Three credits. Fee \$18.00. STONE

Textbook: Cronbach, Lee J. *Educational Psychology*. New York: Harcourt, Brace, 1954. Price \$6.25, postage 16¢.

108. EDUCATIONAL PSYCHOLOGY FOR ELEMENTARY TEACHERS. A study from the point of view of psychological theory and research, of the aims and curriculum, and how children learn, provisions for individual dif-

ferences, and measurement of outcomes in the elementary school. Prerequisite: General Psychology. Fourteen assignments. Three credits. \$18.00.

FRANDSEN

Textbook: Frandsen, Arden. *How Children Learn*. New York: McGraw-Hill Book Co., 1957. Price \$6.00, postage 16¢.

Secretarial Science

From contemplation one may become wise, but knowledge comes only from study.—A. Edward Newton

30. BUSINESS COMMUNICATIONS Fundamentals of business letter writing are studied. Practice is given in writing, sales, order, collection, adjustment, and application letters. Fourteen assignments. Three credits. Fee \$18.00.

LUNDSTROM

Textbook: Aurner, Robert R. *Effective Communication in Business*. 4th ed. New York: South-Western Publishing Co., 1958. Price \$6.00, postage 16¢. Aurner, Robert R., and McHenry, Lyda E. *Workbook—Effective Communication in Business*. New York: South-Western Publishing Co., 1952. Price \$1.60, postage 12¢.

75. FIRST QUARTER SHORTHAND. For students who have had no previous training in shorthand. Includes a presentation of the fundamentals of Gregg Simplified system of shorthand, with emphasis on the attainment of fluency in reading and copying shorthand plates. Fifty-four assignments. Three credits. Fee \$18.00.

OLSEN

Textbooks: Leslie, Louis A., and Zoubek, Charles E. *Gregg Shorthand Simplified*. New York: McGraw-Hill Book Co., 1958. Price \$2.88, postage 12¢. Young, I. H. *Directed Homework in Gregg Shorthand*. New York: McGraw-Hill Book Co., 1958. Price \$1.75, postage 12¢.

41. FIRST-QUARTER TYPEWRITING. For students who have had no previous training in typewriting. Designed to develop a thorough knowledge of the key board and machine parts. Personal-use typing problems, centering, letter styles. Ten assignments. Two credits. Fee \$12.00.

PETERSON

Textbook: Lessenberry, D. D., and Wanous, S. J. *College Typewriting*. 6th ed. New York: South-Western Publishing Co., 1959. Price \$3.75, postage 16¢.

42. BUSINESS TYPEWRITING. Practice in typing letters, envelopes, manuscripts, business forms. Ten assignments. Two credits. Fee \$12.00.

LUNDSTROM

Textbook: Same as for 41. Lessenberry, D. D., and Wanous, S. J. *Workbook-College Typewriting Part II*. 5th ed. New York: South-Western Publishing Co., 1959. Price \$1.00, postage 8¢.

43. SECRETARIAL TYPEWRITING. Typing of minutes, legal forms, business forms, rough drafts, stencils for duplication. Ten assignments. Two credits. Fee \$12.00. LUNDSTROM

Textbook: Same as for 41. Lessenberry, D. D., and Wanous, S. J. *Workbook-College Typewriting Part III*. 5th ed. New York: South-Western Publishing Co., 1959. Price \$1.00, postage 8¢.

94. KEY-DRIVEN CALCULATOR. Practice in addition, multiplication, subtraction, and division, on the key-driven calculator, and application of the machine to various business computations such as percentages, discounts, prorating, decimal equivalents, and constants. Ten assignments. Two credits. Fee \$12.00. Equipment needed: Key-driven calculator.

Textbook: Goodfellow, R. C., and Agnew, Peter L. *Key-Driven Calculator Course*. New York: South-Western Publishing Co., 1949. Price \$1.32, postage 16¢.

175. OFFICE MANAGEMENT. Emphasis is placed on principles of office management, duties and responsibilities of the office manager, types of organization, methods of control, office arrangement and equipment, job analysis, selection, employment, and training of personnel. Prerequisites: Introductory Accounting I and General Economics 51. Fifteen assignments. Three credits. Fee \$18.00. TEZAK

Textbook: Terry, George R. *Office Management and Control*. Revised ed. Homewood, Illinois: Richard D. Irwin Inc., 1953. Price \$6.50, postage 20¢.

Sociology and Social Work

The proper study of mankind is man.—Pope

10. RURAL SOCIOLOGY. A study of rural people, their social relationships, groups, and ways of living. The changes taking place in rural society are considered. An attempt is made through some of the questions in the assignment to help students examine sociologically a rural area with which they are most familiar. Twenty-five assignments. Five credits. Fee \$30.00. BLACK

Textbook: Nelson, Lowry. *Rural Sociology*. 2nd ed. New York: American Book Co., 1955. Price \$6.75, postage 16¢.

70. **INTRODUCTORY SOCIOLOGY.** Emphasis is placed upon extending the student's understanding of the social world about him, and how his social experience in a sociology are studied, and important areas in the field are briefly considered, such as institutions, public opinion, population, race, class, and deviant behavior. Twenty-four assignments. Five credits. Fee \$30.00. DEHART

Textbook: Green, Arnold W. *Sociology*. 2nd ed. New York: McGraw-Hill Book Co., 1956. Price \$6.50, postage 16¢.

161. **MODERN SOCIAL PROBLEMS.** Adjustment to changes, means of minimizing disorganization. Twenty assignments. Three credits. Fee \$18.00. FREDRICKSON

Textbook: Phelps, Harold A., and Henderson, David. *Contemporary Social Problems*. 4th ed. New York: Prentice-Hall, Inc., 1957. Price \$6.50, postage 16¢.

Zoology, Entomology, Physiology

*Education is the instruction of the intellect
in the laws of nature.*—Thomas Henry Huxley

Zoology

1. **PRINCIPLES OF BIOLOGY.** Basic principles of life as illustrated in plants and animals, with emphasis on concepts of fundamental importance, including organization of living things, energy relationships, growth, relation to environment, kinds of living things, reproduction, development, inheritance, and evolution. Twenty assignments. Five credits. Fee \$30.00. LINFORD

Textbook: Winchester, A. M. *Biology and Its Relation to Mankind*. 2nd ed. New Jersey: D. Van Nostrand Co., Inc., 1957. Price \$7.25, postage 20¢.

Entomology

8. **INSECTS AFFECTING MAN.** A study of the insects in their relation to man, agriculture, livestock and various products. The most effective ways of controlling them are considered. Twenty assignments. Four credits. Fee \$24.00. DAVIS

Textbook: Pears, Leonard Marion, and Davidson, Ralph Howard. *Insect Pests of Farm, Garden and Orchard*. 5th ed. New York: John Wiley & Sons, Inc., 1956. Price \$8.50, postage 16¢.

21. **SOCIAL LIFE OF HONEY BEES.** Factors in the social organization of honey bees are considered, including communication and physiology. The elements of beekeeping are also studied. Ten assignments. Two credits. Fee \$12.00. LEVIN

Textbook: Grout, Roy A. (ed.). *The Hive and the Honey Bee*. Revised ed. Hamilton, Illinois: Dadant & Sons, 1949. Price \$4.00, postage 16¢.

Physiology

4. **HUMAN PHYSIOLOGY.** A study of the structure and functions of the human body for students who desire a survey of physiology. Twenty-five assignments. Five credits. Fee \$30.00. BIDDULPH

Textbook: Best, C. H., and Taylor, N. B. *The Living Body*. 4th ed. New York: Henry Holt Co., 1956. Price \$6.95, postage 16¢.

HIGH SCHOOL COURSES

That there should one man die ignorant who had capacity for knowledge, this I call a tragedy.—Carlyle

Biology

71. **BIOLOGY.** Designed to cover all major phases of biology. Plant and animal activities and relationships, structure and functions of representative types, with special emphasis on the human individual, disease, heredity, and conservation. Twenty-four assignments. One unit. Fee \$15.00. LINFORD

Textbook: Moon, Truman J., et al. *Modern Biology*. New York. Henry Holt Co., 1956. Price \$4.90, postage 16¢.

Economics

66. **CONSUMER ECONOMICS.** A comprehensive survey of the various economic institutions and factors which influence the normal business life and activity of consumers is made. Applied economics, business principles, budgeting, banking, credit and buying principles are studied. Fifteen assignments. One-half unit. Fee \$12.00. MARSTON

Textbook: Wilson, Harmon W., and Eyster, Elvin S. *Consumer Economic Problems*. 5th ed. New York: South-Western Publishing Co.,

1956. Price \$3.56, postage 12¢. Pineault, John L. *Workbook-Consumer Economic Problems*. 5th ed. New York: South-Western Publishing Co., 1956. Price 95¢, postage 16¢.

English

11a. SOPHOMORE ENGLISH—GRAMMAR. A study of grammar, planned for tenth grade students and filling the high school requirements. Twenty assignments. One-half unit. Fee \$12.00. MORTENSEN

Textbook: Warriner, John E. *Handbook of English*. Book I. English Workshop Series. New York: Harcourt, Brace, 1948. Price \$2.12, postage 16¢.

11b. SOPHOMORE ENGLISH—LITERATURE. A study of literary selections planned for tenth grade students and filling the high school requirements. twenty-five assignments. One-half unit. Fee \$12.00. MORTENSEN

Textbook: Miles, Dudley, *et al.* *Literature and Life*. Chicago, Illinois: Scott, Foresman Co., 1948. Price \$4.04, postage 20¢.

12a. JUNIOR ENGLISH—GRAMMAR. A study of grammar for eleventh grade and filling high school requirements. Twenty assignments. One-half unit. Fee \$12.00. MORTENSEN

Textbook: Warriner, John E. *Handbook of English*. Book II. English Workshop Series. New York: Harcourt, Brace, 1951. Price \$2.24, postage 16¢.

12b. JUNIOR ENGLISH—LITERATURE. A study of American literature for eleventh grade and filling high school requirements. Twenty assignments. One-half unit. Fee \$12.00. MORTENSEN

Textbook: Miles, Dudley, and Pooley, Robert C. *Literature and Life in America*. Chicago, Illinois: Scott, Foresman Co., 1948. Price \$4.30, postage 20¢.

13a. SENIOR ENGLISH—Grammar. A study of grammar for twelfth grade students and filling high school requirements. Twenty assignments. One-half unit. Fee \$12.00. MORTENSEN

Textbook: Warriner, John E. *Handbook of English*. Book II. English Workshop Series. New York: Harcourt, Brace, 1951. Price \$2.24, postage 16¢.

13b. SENIOR ENGLISH—LITERATURE. A study of English literature for twelfth grade students and filling high school requirements. Twenty assignments. One-half unit. Fee \$12.00. MORTENSEN

Textbook: Miles, Dudley, and Pooley, Robert C. *Literature and Life in England*. Chicago, Illinois: Scott, Foresman Co., 1948. Price \$4.50, postage 20¢.

Geography

63. GEOGRAPHY. A high school course in the geography of North America, with special emphasis on the influence of geographical features on the political and economic development of the United States. Twenty-four assignments. One unit. Fee \$18.00.

JOHNSON

Textbook: Bradley. *World Geography*. Revised ed. New York: Ginn & Co. Price \$5.20, postage 20¢.

History

64. UNITED STATES HISTORY. A high school course in United States history from the earliest times to present. Twenty assignments. One unit. Fee \$18.00.

JOHNSON

Textbook: Canfield, Leon H., and Wilder, Howard B. *The Making of Modern America*. Cambridge, Mass.: Houghton Mifflin Co., 1958. Price \$5.16, postage 20¢.

65. WORLD HISTORY. Designed to give an over-all view of historical development up to recent times. Twenty-four assignments. One unit. Fee \$18.00.

JOHNSON

Textbook: Smith, Emma, *et al.* *World History: The Struggle for Civilization*. Revised ed. New York: Ginn and Co., 1955. Price \$4.20, postage 16¢.

Mathematics

41. MATHEMATICS. Given for those students who have had no algebra in high school. The completion of this course will substitute for a year of high school algebra. Twenty-five assignments. One unit. Fee \$18.00.

HAMMOND

Textbook: Wells, Webster, and Hart, Walter W. *Modern First Year Algebra*. Revised ed. Chicago, Illinois: D. C. Heath and Co., 1928. Price \$3.20, postage 12¢.

42. PLANE GEOMETRY. For those students who have not had high school geometry. This course is based on a text-workbook adapted to individual study. Fourteen assignments. One unit. Fee \$18.00.

HAMMOND

Textbook: Bartoo, Grover C., and Osborn, Jesse. *Plane Geometry*. St. Louis, Missouri: Webster Publishing Co., 1954. Price \$2.46, postage 12¢.

43. SOLID MENSURATION. Solid geometry is a very interesting study, if you can learn to visualize each geometric solid. Learn to draw figures in three dimensional perspective. When studying remember to master the use of every definition, postulate and theorem. Success depends upon this idea. Twenty assignments. One-half unit. Fee \$12.00.

HAMMOND

Textbook: Kern, Wallis F., and Bland, James R. *Solid Mensuration*. 2nd ed. New York: John Wiley & Sons, Inc., 1956. Price \$3.25, postage 15¢.

Social Science

61. AMERICAN GOVERNMENT. This course is designed to give the high school student a general view of our democracy at work. A study of the development of our Federal Government and its general functions are included in the course. A study of state, county and local governments is also included. Twenty-five assignments. One unit. Fee \$18.00.

JOHNSON

Textbook: Magruder, Frank Abbott. *American Government*. Revised by William A. McClenaghan. New York: Allyn and Bacon, Inc., 1958. Price \$4.96, postage 15¢.

62. AMERICAN PROBLEMS. Intelligent citizenship demands that future citizens should be informed on some of the many local, national and international problems that confront us. The course is designed to give high school students a chance to study some aspects of these problems. Twenty-five assignments. One unit. Fee \$18.00.

JOHNSON

Textbook: Magruder, Frank Abbott. *National Governments and International Problems*. New York: Allyn and Bacon, Inc., 1958. Price \$4.96, postage 15¢.

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And gladly wolde he lerne, and gladly teche.—Chaucer

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