

INDEPENDENT STUDY

1985-86

Continuing Education
and Extension

Cover Art

The four University faculty depicted on the bulletin covers—Russell Menard (History), Archibald Leyasmeyer (English), Gerhard Weiss (German), and Gayle Graham Yates (American Studies)—were participants in a special 1984-85 Independent Study project, "Humanities for the Distance-Enrolled Student." After an interdisciplinary review of undergraduate instruction in the humanities, these professors developed four new and innovative courses, which are listed in this bulletin. This unique project was funded by a grant from the National Endowment for the Humanities.

The front and back covers were drawn by Louis Safer, artist and Professor Emeritus at the University. The back cover is Safer's playful, Picasso-like rendition of the drawings for the front cover.

Credit Card Payment Plan



You can pay for the tuition, fees, and materials for an Independent Study course by four methods—your personal check, a money order, cash (in person, only, please), or your Visa or MasterCard. Complete details on how to use Visa or MasterCard to pay for an Independent Study course are given in the General Information section of this bulletin. You **cannot** use your credit card to pay for a course using the Partial Payment Plan (see General Information section).

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Inquiries regarding compliance may be directed to Patricia Mullen, Acting Director, Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, 100 Church Street SE, University of Minnesota, Minneapolis, Minnesota 55455, (612) 373-7969, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20202, or to the Director of the Office of Federal Contract Compliance Programs, Department of Labor, Washington, D.C. 20210.

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Campus Map inside back cover

After reading this bulletin, if you have questions about registering, courses, texts, etc., call the Department of Independent Study:

For degree and certificate program advising, please call the Extension Counseling Office:

373-3256

373-3905

A Message from the President

The University of Minnesota Independent Study program offers an opportunity for learning that is rooted in an old and highly respected model, the individual tutor system still used by prestigious universities here and abroad. Today Minnesota's options are far broader, as this bulletin illustrates, yet they retain the personal character of that tutor model. Even though you will be working at a distance from your course instructor, you can expect a close one-to-one learning link as your assignments, comments, and questions are reviewed. Your perspectives will, assuredly, receive the full attention of your instructor.

Independent Study places special demands on students. A mature, self-directed approach to learning is fundamental to success. You set the pace. You shape the quality of your educational experience. You alone determine how fast and how far you move in your study. At the same time, you are assured of guidance by University of Minnesota faculty, a promise of a quality standard that meets University expectations.

This study option opens the doors of the University no matter how far you may be from campus or what hours you can schedule your study. It affords another and special method of continuing your lifelong education.

Please accept my best wishes for your success as you pursue your educational objectives.

Kenneth H. Keller
President
University of Minnesota

A Message from the Dean

People who elect to continue their education by Independent Study are special. They have a definite idea of what they want out of their educational experience. They are self-motivated enough to keep going with no study schedule but the ones they set for themselves. They are mature enough to work independently, with their instructor's guidance, on what interests them most. We're proud of our Independent Study students, and I hope you will join them as students at the University of Minnesota.

Harold A. Miller
Dean
Continuing Education and Extension

UNIVERSITY OF MINNESOTA

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Selecting a Course

It is important to understand the course description format used in this bulletin; it can help you choose a course appropriate to your educational needs and abilities.

- Courses are listed under **departmental or subject headings**, alphabetically arranged. Where other classifications are possible, cross references are given. Refer to the index also.
- The course description below indicates the information that is found in all course descriptions in this bulletin.

¹
Engl 3111 ²
SURVEY OF ENGLISH LITERATURE I (3657) ³
12 lessons—\$163—4 degree credits—text price \$40-45—Collins
₄ ₅ ₆ ₇ ₈

A historical survey of the major figures, movements, and trends in English literature. This course will consider the works of Chaucer, Marvell, Spenser, Shakespeare, and Donne.
₉

1. Department designation and course number
2. Course title
3. Department of Independent Study reference number (for office use only)
4. Number of lessons
5. Tuition cost
6. Number and kind of credits offered (i.e., degree or certificate)
7. Approximate price of texts and materials
8. Instructor's last name (see Faculty list for title)
9. Course content and prerequisites, if any

- Additional information about a course can be obtained by writing to the Department of Independent Study for an introduction to the course study guide. Use the form included at the end of this bulletin. Study guides are also available for inspection at the Independent Study office.

- The University uses the following course numbering system.

0001 to 0998	Noncredit or certificate courses; certificate credit course numbers are followed by a "C"
1000 to 1998	Introductory courses primarily for freshmen and sophomores
3000 to 3998	Intermediate courses primarily for juniors and seniors; also open to other students with at least a C average and necessary prerequisites
5000 to 5998	Advanced courses for juniors, seniors, and graduate students (credits earned through Independent Study, except for specified broadcast television courses, are not accepted as graduate credit in the University of Minnesota Graduate School)

- Generally, 3000 and 5000-level courses are more difficult than 1000-level

courses. However, you may register in any course you believe you can successfully complete and for which you meet the prerequisites. If you have any questions about course difficulty, contact the instructor (in care of the Department of Independent Study) or the Extension Counseling Office.

- If you need or want a course not listed in the Course Description section, it may be available from one of the other member institutions of the National University Continuing Education Association (N.U.C.E.A.). The N.U.C.E.A.'s **Independent Study Catalog** lists the courses that are offered by these institutions. It is available from Peterson's Guides, N.U.C.E.A. Book Order Department, Box 2123, Princeton, NJ 08540. Write to Peterson's Guides for the cost.

Registering in Independent Study

To Register

- You can register for most Independent Study courses at any time.
- Using the Course Descriptions section of this bulletin, select the course or courses you want to register in.
- Complete the registration form at the center of this bulletin.
- Mail or bring in your completed registration form with full or partial-payment tuition (including any special fees) to
Department of Independent Study
45 Wesbrook Hall
77 Pleasant St. SE
University of Minnesota
Minneapolis, MN 55455
Make your check or money order payable to the University of Minnesota, or fill out the Credit Card Payment box on the registration form.
- If you are registering for a Home VCR Course, indicate this on the registration form and include the \$20 deposit fee.
- If you are registering under the G.I. Bill, please indicate this when you register.
- To avoid delay, you may wish to send one check for tuition and books (approximate book prices are given with the course description). Indicate that you are including payment for texts and add a \$3 service charge per course. Overpayments of \$1 or more will be refunded.

After You Register

- After you register, you will receive a comprehensive study guide, lesson submission forms, mailing labels, and a book order form.
- If you choose to purchase your texts after you receive your study guide, you can obtain them in person from your local library, bookstore, or the Minnesota

Book Center on the Minneapolis campus of the University. You may also order texts by mail through the Department of Independent Study by using the book order form enclosed with your lesson materials. There is a \$3 service charge per course for ordering texts by mail.

Learning Through Independent Study

- The study guide tells you how to proceed in a course. Read the study guide introduction carefully to understand the course format and study procedures.
- Most Independent Study courses require you to prepare lesson assignments based on required readings (in the texts and study notes). The average time required to complete a lesson is between six and ten hours. Assignments are submitted to the Department of Independent Study, evaluated by the instructor, and returned to you.
- You should wait until one lesson assignment has been returned before submitting another. By doing this, you may consider any comments from your instructor and recognize your mistakes and strengths.
- Most Independent Study courses require you to take midcourse and final exams. All preceding lesson assignments must be completed before you take an exam. Specific exam information is given in the course study guide.
- Exams may be taken at the offices of Independent Study or under the supervision of an acceptable proctor.
- It is best to set a study schedule and submit assignments on a regular basis.
- Expect to spend a minimum of three months to complete an Independent Study course (excluding grade recording).

Rules and Regulations

You are responsible for all rules and information given in this bulletin. The most significant rules are listed here; also see the General Information section.

- You must assume full responsibility for enrolling in courses appropriate to your needs and educational level.
- Some colleges and universities set restrictions governing the acceptance of Independent Study credits. Contact your college or department office before enrolling in a course if you plan to apply it to a specific program. If you have any questions concerning the applicability of credits, contact

Extension Counseling Office
314 Nolte Center
315 Pillsbury Drive SE
University of Minnesota
Minneapolis, MN 55455
Telephone: (612) 373-3905

- To earn credit in a course, you must complete all required assignments and exams in the sequence given in the study guide (unless special arrangements have been made with the instructor and approved by the Department of Independent Study).
- You are responsible for meeting grade recording deadlines. Allow at least three weeks after course completion for your final grade to be officially recorded. Check with the Department before enrolling if you have deadlines.
- The University of Minnesota Graduate School does not permit Independent Study credits (except specified broadcast television courses) to be applied toward a master's degree or doctorate. Independent Study credits may be applied toward the graduate language requirement or used as prerequisites, however. See University Degree Programs section, Graduate School.
- You have one year from the date of registration to complete most Independent Study courses. Reinstatements (renewals) of one year are permitted; see General Information section, Tuition.
- If requested within 90 days of registration, transfers from one course to another are permitted. There is a service charge for this privilege. You must complete your course within a year from the date of your original registration. No transfers are permitted after 90 days and after half of the lesson assignments have been completed. Transfers involving a Home VCR Course are **not** permitted. See General Information section, Transferring to Another Course.
- If requested within 90 days of the date of registration, cancellations are accepted and partial refunds can be made. No portion of the tuition will be refunded after 90 days and after half of the lesson assignments have been evaluated. See General Information section, Tuition, for the refund schedule.
- The course completion time, cancellation, and refund policies for television, radio, and Home VCR courses are different from the above. See General Information section, Tuition, for the refund schedule.

Course Descriptions

Accounting

Also see Business Studies (General College)

Acct 1024 PRINCIPLES OF ACCOUNTING I (1524)

16 lessons—\$115.50—3 degree credits—text price \$38-43—R. Lund
Recording, reporting, and interpreting business events. Use of accounting as a tool of business management. Topics: financial statements; journal, ledger, and trial balance; adjusting process; receivables, payables, and interest; merchandise inventory; plant assets and intangibles.

Acct 1025 PRINCIPLES OF ACCOUNTING II (1525)

16 lessons—\$115.50—3 degree credits—text price \$38-43—R. Lund
Continuation of Acct 1024. Topics: control over cash; bank reconciliation; petty cash; voucher system, payroll records; partnership accounting; corporation accounting; manufacturing statements; process cost systems; job order cost systems; fund statement; cash-flow statement and financial statement analysis. (Prerequisite: Acct 1024 or introductory college accounting course)

Acct 1026 PRINCIPLES OF ACCOUNTING III (1526)

16 lessons—\$115.50—3 degree credits—text price \$26-31—R. Lund
Use of accounting data in making managerial decisions. Topics: job order cost systems, manufacturing overhead variance; process cost accounting; standard cost accounting; variable costing; cost-volume-profit relationships; budget-sales-production relationships; financial planning; managerial decision making; capital investment decision making and price decision making. (Prerequisite: Acct 1025 or equivalent) This course **cannot** be used for credit toward a major in accounting.

Acct 5135 INCOME TAX ACCOUNTING (1587)

16 lessons—\$189—4 degree credits—text price \$30-35—Lassila
The more common and important provisions of the federal income tax system as applied to individuals and corporations. Begins with a consideration of which types of income are taxable and which are not. Consideration is then given to gains and losses, dividends, and deductions. Covers recent tax laws, including the Deficit Reduction Act of 1984. (Prerequisite: Acct 1025 or Acct 1050 and 1051 or equivalent)

Adolescent Psychology

See Child Psychology

Agricultural Economics

AgEc 1400 AGRICULTURAL MARKETS AND PRICES (1081)

15 lessons—\$154—4 degree credits—text price \$23-28—Kaiser
Agricultural markets and marketing systems; food consumption and demand; agricultural production and supply; market prices; marketing margins; markets over space and time; quality differences and grades for farm products; market information; market structure analysis; marketing and pricing institutions; market and price policy; and marketing pricing and economic development. (Prerequisite: Econ 1002 or equivalent)

Course Descriptions

Agriculture

See Animal Science; Entomology; Food Science and Nutrition; Horticultural Science

American Studies

AmSt 1103 ENERGY AND THE WAY WE LIVE (1405)

15 lessons—\$154—4 degree credits—study guide and texts \$22-27—optional audio cassette \$9.95—May

Explores the wide ranging dimensions of the US energy debate by focusing on the nature and character of the energy crisis. Subjects treated include a historical review about technological developments in energy production and consumption; analyses of alternative energy supply paths; strategies for conservation; policy choices and value tradeoffs. Addresses some fundamental moral- philosophical and social-economic-political issues.

AmSt 1920 CONNECTIONS: TECHNOLOGY AND CHANGE (1404)

15 lessons—\$154—4 degree credits—study guide and texts \$43-48—optional audio cassette \$4.95—Abel

Discusses the complex controversies involving science, technology, and society by examining the nature of technological development in a historical context and in its relation to contemporary problems. Subjects treated include the social, political, and economic effects of advancing technology; the cultural and social preconditions of change; and such agencies of technological innovation as business, science, engineering, the military, and government.

AmSt 1920 ELLERY QUEEN AND THE AMERICAN DETECTIVE STORY (A141)

Audio Cassette Course—\$154—4 degree credits—text price \$12-17—10 audio cassettes \$19.25—study guide \$6—Cox

Examines some of the reasons for the popularity of Ellery Queen—author, detective-hero, scholar, editor, and critic. This versatile gentleman represents much of the history and style of the American detective story. Novels and stories from the four "periods" of the Queen canon, as well as other representative American writers, will be assigned for reading and discussion.

AmSt 3920 AMERICAN POPULAR CULTURE (1403)

15 lessons—\$163—4 degree credits—text price \$19-24—Huntzicker

Based on a course by newspaper, this course examines the pervasive process by which most Americans reinforce, modify, or replace their cultural heritage as a result of their interaction with the mass media. The course includes a discussion of the nature of popular culture, popular culture as big business, and the major themes of our popular culture that recur in such institutions as movies, music, sports, politics, and even the food we eat. Students have to analyze some television shows or a movie on the basis of the material covered in the course.

AmSt 3920/5920 THE MEANINGS OF PLACE (T143)

10 lessons—\$163—4 degree credits—text price \$30-35—Clemence and Martin

This course provides direct experiences in analyzing the cultural and psychological messages of our surroundings. With guidance from a cultural historian and a landscape architect, students will observe and explore various settings to discover what present day environments can reveal about the past and to gain a better understanding of the connections between sense of place and feelings of well-being. Places picked for analysis include the Minneapolis and St. Paul central districts, selected Twin Cities neighborhoods, village and small town settings inside and outside Minnesota, and various landscapes of the open countryside. **Students may receive credit for only one of the following: AmSt 3920, AmSt 5920, or Arch 5956. This course will be broadcast Spring 1986 on KTCA-TV (Channel 2), KAWA-TV (Channel 9), and KWCM-TV (Channel 10) (see center section).**

AmSt 3970/Arch 3970 AMERICAN ARCHITECTURE TO 1860 (1408)

12 lessons—\$163/\$196—4 degree credits—text and slides \$38-43—Roberts

Selective examination of building forms and patterns in America, with attention to Old World antecedents and their vernacular expressions during the pre-Revolutionary period. The scope of this course extends into the mid-19th century, covering the birth of a national style (architecture as politics). **This course can only be used as an elective for architecture degrees.**

Course Descriptions

AmSt 3970 TOPICS IN AMERICAN STUDIES: MIDDLETOWN (1411)

10 lessons—\$163—4 degree credits—text price \$29-34—Chambers and Stadum

This course offers a perspective on the mix of continuity and change that characterizes the nature of American communities and families over the past hundred years. **Middletown, A Study in Modern American Culture** (1925), the well known, richly detailed study of Muncie, Indiana, by sociologists Robert and Helen Lynd, is complemented as the text for the course by 19th and 20th century family history and by new sociological research in **Middletown Families** (1982). The authors investigate such things as community solidarity, intrafamily relations and opportunities for making a living, drawing provocative conclusions about both the past and present. Students will be required to interpret their own experiences against the analyses provided in the readings.

AmSt 5123 WOMEN IN CONTEMPORARY AMERICAN RELIGION (1412)

10 lessons—\$163—4 degree credits—text price \$45-50—Yates

A course in religious practice and viewpoints, spirituality, ethics, and issues regarding women in the United States. Also explores feminist scholarship about women in a variety of groups since the 1960s. Also available as WoSt 5123. Students can receive credit for this course only **once**: as AmSt 5123 or WoSt 5123.

Animal Science

AnSc 1600 HORSE PRODUCTION (1041)

13 lessons—\$154—4 degree credits—text price \$35-40—Jordan

Breeds and selection, inheritance and reproduction, nutrition and management of the weanling, mare, and stallion; farriery, tack and equipment, diseases and health; and stable management.

Anthropology

Anth 1101 HUMAN ORIGINS (1103)

4 lessons—\$192.50—5 degree credits—text price \$38-43—Spector

World prehistory as investigated by archaeologists is the major topic of this course. The methods and concepts employed by archaeologists in the study of human origins and prehistoric biological and cultural development are also considered.

Anth 1102 INTRODUCTION TO SOCIAL AND CULTURAL ANTHROPOLOGY (1102)

15 lessons—\$192.50—5 degree credits—text price \$50-55—Cohen

Study of cultures in all parts of the world, directed toward a broad understanding of how people view their world, cope with their environments, and organize their lives. A bio-cultural approach is used.

Anth 1102 INTRODUCTION TO SOCIAL AND CULTURAL ANTHROPOLOGY (V112)

Video Cassette Course—\$192.50—5 degree credits—text price \$51-56—study guide \$10—Gerlach

An introduction to the ways in which the cross-cultural, comparative, and holistic study of contemporary societies and cultures across the world and of their social, political, economic, technological, and religious institutions can provide an understanding of human diversity, adaptation, and condition. **Enrollment restricted to students who can view the cassettes at Walter Library.**

Anth 3211 INDIANS OF NORTH AMERICA (1180)

18 lessons—\$203.75—5 degree credits—Cohen

Focuses on the traditional culture of the Indians of North and Middle America. A survey of native life-ways in different regions. Opportunities for student-selected in-depth study of specific cultures are also provided. Primary emphasis is on the Indian cultures prior to extensive contacts with Europeans, but some attention is also directed toward the history of Indian-white contact and toward the contemporary Indian living on reservations or in cities. May be applied toward CLA second language requirement, Route II, for Dakota and Ojibwe. (Prerequisite: Anth 1102)

Anth 5117 ENERGY, RESOURCE USE, AND SYSTEM CHANGE (V111)

Video Cassette Course—\$163—4 degree credits—text price \$44-49—study guide \$10—Gerlach

This course examines the social-cultural system factors in the development, production, control, distribution, and use of energy, water, key resources, and food in the US and other societies. Social-cultural evolution, interaction among different societies, growth/no-growth issues, and emerging global interdependence are considered. **Enrollment restricted to students who can view the cassettes at Walter Library and the Morris Learning Center.**

Course Descriptions

Anth 5141 CULTURE AND PERSONALITY (1196)

16 lessons—\$203.75—5 degree credits—text price \$16-21—Rowe

Role of culture in formation of personality. Cross-cultural patterns of child rearing. Problems of individual adjustments to demands of culture. Psychological approach to culture. (Prerequisite: Anth 1102) **This course is now in preparation; please inquire before enrolling.**

Architecture

Also see AmSt 3970

Arch 5956 THE MEANINGS OF PLACE (T143)

10 lessons—\$196—4 degree credits—text price \$30-35—Clemence and Martin

See AmSt 3920/5920.

Art

ArH 1015 ART IN WESTERN CIVILIZATION (1205)

13 lessons—\$154—4 degree credits—text price \$31-36—1 audio cassette \$2.75—Staff

A concise history of Western art and culture, the course is based on Lord Clark's *Civilisation*, first shown by the British Broadcasting Corporation in the late sixties. The content of the 13 films is provided verbatim in a text prepared by Lord Clark. It is profusely illustrated, as is a second book employed in the course because of its excellence in establishing the historical setting of the art discussed by Lord Clark.

GC 1048 BASIC CRAFT SKILLS (1247)

10 lessons—\$154—4 degree credits—text price \$32-37—Stauffer

A beginning course that explores the components of crafts. No kits; no "how-to-do-it-in-10-steps-or-less"; none of that. Instead, the course will teach you how to deal with the larger concept of crafts—design, motivation, media, and color. This concept will allow you to develop a new attitude toward a self-exploration of craft ideas. Some media introduced are fibers, fabrics, paper, printing, and found objects.

GC 1311/3311 GENERAL ARTS (1206/1207)

15 lessons—\$154/\$156—4 degree credits—text price \$39-44—Hattenhauer

Examines representative works of art (painting, sculpture, architecture, literature, music) in light of how problems of unity and variety were solved and what expressive devices were used. Consideration is given to matters of subject representation, function, medium, elements, organization, and style, all of which help a student to develop a basis for enjoyment and judgment.

Astronomy

GC 1161 PHYSICAL SCIENCE: SOLAR ASTRONOMY (1314)

15 lessons—\$192.50—5 degree credits—text price \$36-41—Pollicoff

An introductory survey of the solar system, including a study of the earth, planets, satellites, asteroids, comets, and meteorites. Topics include the celestial sphere, coordinate systems, time intervals, motions and physical attributes of planets in the solar system, and instruments used by the astronomer. Observations of the night sky will be required.

Beekeeping

See Entomology

Biology

Biol 1009 GENERAL BIOLOGY (1601)

15 lessons—\$192.50—5 degree credits—text price \$20-25—lab kit \$8.50—Swart

An introduction to the general principles of biology. Topics include the cell, metabolism, heredity, reproduction, ecology, and evolution. Simple laboratory exercises are performed.

Course Descriptions

BIOL 1101 HEREDITY AND HUMAN SOCIETY (V161)

Video Cassette Course—\$154—4 degree credits—text price \$8-13—study guide \$6—Fan and Benson

The principles of heredity and their social implications. Emphasis is placed on man. Topics covered include how genes can be altered, how this alteration can cause diseases, and how genetic information is inherited. Also discussed are the genetic basis of sex, evolution, genetic engineering and virus-caused diseases. (For students in programs not directly related to biological sciences; no credit if taken after GCB 3022 or BIOL 3032.) **Enrollment restricted to students who can view the cassettes at Walter Library, Duluth Center, and the Morris Learning Center.**

Business

See the following departmental listings for course offerings:

Accounting

Business, Government and Society

Business Law

Business Studies (General College)

Educational Administration ("Personal Time Management")

Industrial Relations

Insurance

Marketing

Business, Government and Society

BGS 3004 INTERNATIONAL BUSINESS (1591)

12 lessons—\$189—4 degree credits—text price \$30-35—Holloway

World business is the general topic of this course, with emphasis on the global economy, international concepts, global business structures, comparative cultures and environments, global business strategies, multinational corporations and technology, personnel and operations in host countries. Resource questions (including energy) in their global contexts: quantities, demands, and distribution of resources.

BGS 3005 GOVERNMENT AND BUSINESS (1590)

14 lessons—\$189—4 degree credits—text price \$48-53—B. Erickson

Topics covered in this course include the role of the free enterprise system, structure of American industry, economic and social consequences of big business, public policies toward private enterprise, public regulation, public ownership, and antitrust laws and their applications. Social regulations of business, such as EEO, consumer, and occupational safety and health laws, are also covered. (Prerequisite: Econ 1001 and 1002 or equivalent) **Students may not receive credit for both BGS 3005 and Econ 3651.**

BGS 3019 JAPANESE MANAGEMENT SYSTEMS (1592)

10 lessons—\$189—4 degree credits—text price \$48-53—Holloway

The uniqueness of Japanese management and selected functions of Japanese management are examined in some detail. Topics: organization, trade, management characteristics, and business-government relations.

Business Law

BLaw 3058 INTRODUCTION TO LAW, AND THE LAW OF CONTRACTS AND AGENCY (1859)

14 lessons—\$189—4 degree credits—text price \$44-49—Hower

Study of the origin of law, its place in and affect upon society; the history and development of law; the systems of courts; and legal procedure. An extensive study of the law of contracts as the basic law affecting business transactions. Also a study of law affecting the relationship between principal and agent, master and servant, and employer and employee. **Students may not receive credit for both BLaw 3058 and GC 1534.**

Course Descriptions

BLaw 3078 PARTNERSHIPS, CORPORATIONS, AND LAW OF REAL PROPERTY (1860)

13 lessons—\$189—4 degree credits—text price \$44-49—Hower

A study of the partnership and corporate forms of business entities, including the methods of creating the relationships, and the law developed to regulate and control these organizations and their members. Also a study of the basic concepts and principles of real property law; transfers of ownership, control of and encumbering such interests. (Prerequisite: BLaw 3058 or GC 1534)

BLaw 3088 LAW OF PERSONAL PROPERTY, SALES CONTRACTS, COMMERCIAL PAPER, AND WILLS AND ESTATES (1861)

17 lessons—\$189—4 degree credits—text price \$44-49—Hower

Study of the basic concepts of personal property, including rights of possessors, bailee, finders and holders of security interests. An extensive study of the law affecting sales of goods contracts and contracts referred to as commercial papers (negotiable instruments) with emphasis on effect of the Uniform Commercial Code. Concludes with a brief study of the law of wills and estates in passing rights to property in event of death. (Prerequisite: BLaw 3058 or GC 1534)

Business Studies (General College)

Also See Data Processing

GC 1235 LAW IN SOCIETY (1615)

13 lessons—\$192.50—5 degree credits—text price \$30-35—Hower

In order to give students an appreciation of the role of law in our changing society, the legal aspects of current topics are discussed. Topics include: court and court systems; grand and petit juries; corrections; welfare and domestic problems; consumer issues including insurance (no-fault auto and life); wills and probate procedures. A civil law suit, from beginning to end, is explained. Each student is required to complete a project paper. This course is a prerequisite for admission to the University of Minnesota paralegal program.

GC 1511 INTRODUCTION TO MODERN BUSINESS (1625)

18 lessons—\$192.50—5 degree credits—text price \$26-31—Hower

Intended for both business and general education; provides an overview of economic environment in which business operates. Major functions of a business organization are surveyed, including production, finance, personnel, and marketing. A useful introductory course for students planning to do more work in business, but also recommended for those who only want to survey the field.

GC 1513 PRINCIPLES OF SMALL BUSINESS OPERATIONS (1617)

16 lessons—\$154—4 degree credits—text price \$31-36—M. Nelson

Designed for those who plan to purchase or begin some form of small business in a marketing-related field, i.e., nonmanufacturing. The course revolves around the basic areas of inquiry necessary to start the business. Topics include: identification of the market and business location, organizational structure and management of employees, financial resources and projecting financial needs, record keeping, and developing advertising-promotional plans. The approach used is to familiarize students with resources available to aid in making decisions to open a business. Assignments involve the logical steps necessary to open a new business or may apply to improving an existing one.

GC 1534 PRACTICAL LAW (1620)

18 lessons—\$192.50—5 degree credits—text price \$52-57—Hower

Designed to acquaint students with common legal problems. Topics include: definition and sources of law; formation and discharge of contracts; torts (personal injury and property damage suits); criminal law; bailments; nature and classification of real and personal property; joint ownership and tenancy. This course is a prerequisite for admission to the University of Minnesota paralegal program. **Students may not receive credit for both GC 1534 and BLaw 3058.**

GC 1540 ACCOUNTING FUNDAMENTALS I (1527)

13 lessons—\$154—4 degree credits—text price \$41-46—R. Larson

The first of a two-part introductory course in college accounting, which is designed for both business and nonbusiness students. Starts with a study of balance sheet and income statement methodology, continues through the accounting cycle for both service and merchandising businesses, and concludes with an examination of special journals, inventories, receivables, and accounting for plant assets.

Course Descriptions

GC 1542 ACCOUNTING FUNDAMENTALS II (1528)

13 lessons—\$154—4 degree credits—R. Larson

Continues GC 1540 accounting sequence. Topics include handling dividends, retained earnings and treasury stock, debt, investments, financial reporting, and sources and uses of working capital. Also examines financial statements, accounting for manufacturing operations, and cost analysis problems. (Prerequisite: GC 1540)

GC 1551 MARKETING: INTRODUCTION (1622)

13 lessons—\$192.50—5 degree credits—text price \$27-32—Peterson

Emphasis on the fundamentals of marketing and the design of marketing strategy. Topics include target markets, segmentation analysis, marketing mix, and strategic marketing.

GC 1553 MARKETING: MANAGEMENT (1623)

13 lessons—\$192.50—5 degree credits—text price \$23-28—Peterson

Emphasis on the principles of management as explored through the classical, behavioral, and management science schools. Specific topics include planning, organizing, directing, controlling, decision-making, leadership, and group dynamics.

GC 1731 CONSUMER PROBLEMS: PERSONAL FINANCE (A161)

Audio Cassette Course—\$154—4 degree credits—text price \$21-26—9 audio cassettes \$17.50—study guide \$6—Killen

This course details the economic system from the consumer's point of view. It considers the fundamentals of financial planning and personal economic decision making, including how to apply economic concepts to making informed selections of food, clothing, housing, transportation, insurance, investments, and credit, and how to recognize and evaluate sources of consumer information, your rights as a consumer, and common frauds. Assignments include applying concepts to practical consumer decisions and identifying community sources of consumer information and assistance.

GC 3532 LEGAL WRITING (3516)

See Composition

GC 3560 PERSONNEL ADMINISTRATION (1626)

10 lessons—\$156—4 degree credits—text price \$27-32—Kroll

An applied practical course in personnel practices. It includes human resource planning, Equal Employment Opportunity regulations, staffing, employee development, performance evaluation, and reward systems and methods. Through readings, brief exercises, and in-depth cases, students get a comprehensive first-time exposure to personnel department practices.

GC 3583 ESTATE PLANNING AND ADMINISTRATION (1627)

15 lessons—\$156—4 degree credits—text price \$32-37—Hower

Problems associated with planning for efficient use of financial resources during the working life and after the death of an income provider. Forms of property ownership, fact gathering for devices used in estate planning (wills and trusts), and the drafting of these devices, and administering a decedent's estate, are discussed.

GC 3602 APPLIED SUPERVISION (1624)

12 lessons—\$156—4 degree credits—text price \$29-34—Kroll

Practical, applied approach to first-level and intermediate-level management. Through readings, short exercises, and in-depth cases, students learn basic management principles and practices—leading, delegating, problem solving, influencing motivation and productivity, and planning organizing and controlling functions. The course fits the needs of students interested in either profit-oriented or nonprofit organizations. (Prerequisite: third-quarter freshman or sophomore, one course in basic composition; introductory psychology and sociology courses helpful but not required)

Business Writing

See Composition

Course Descriptions

Chemistry

GC 1166 PHYSICAL SCIENCE: PRINCIPLES OF CHEMISTRY (7725)

14 lessons—\$192.50—5 degree credits—text price \$25-30—Uthe
Fundamental principles and laws of chemistry, stressing the development and application of theories and their roots in experience. Problem-solving techniques applied to chemistry. Topics include classification of matter, elements, atomic and molecular structure, compounds and chemical bonding, mole calculations, percent composition and empirical formulas, chemical equations, reactions, and stoichiometry, solutions and solution concentrations, acids and bases, gases and gas laws, organic chemistry, and others. Students gain general understanding of both the content and process of the science of chemistry. (Prerequisite: basic background in elementary algebra)

Child Psychology

Also see Psychology

CPsy 1301 CHILD PSYCHOLOGY (8283)

13 lessons—\$154—4 degree credits—text price \$27-32—Dickison
Designed to provide an understanding of children and their development, the methods used by child psychologists, and the critical evaluation of research. Topics include: personality and social behavior, biological bases and cognitive development, and the work of Jean Piaget. (Prerequisite: 5 credits introductory psychology).

CPsy 3302 INFANCY (8285)

10 lessons—\$202—4 degree credits—text price \$21-26—Reisman
Perceptual, motor, emotional, social, and cognitive development during the first two years of life; the developing infant in his or her social and physical environment. (Prerequisite: CPsy 1301 or consent of instructor)

CPsy 3304 INTRODUCTION TO MATURITY AND AGING (8284)

12 lessons—\$202—4 degree credits—text price \$26-31—Holmes
Exploration of practical and theoretical issues in the psychology of maturity and aging. Also, a review of developmental changes in perceptual-motor, cognitive, and social behavior from young adulthood to old age.

CPsy 5303 ADOLESCENT PSYCHOLOGY (8282)

13 lessons—\$202—4 degree credits—text price \$36-41—Dickison
Survey of the behavior and psychological development of the adolescent including: biological considerations, cognition and creativity, moral development, parent-child relations, peers, ego identity, sexual development, school adjustment, social-cultural considerations, and the adolescent subculture. (Prerequisite: 5 credits introductory psychology)

CPsy 5305 MULTIDISCIPLINARY PERSPECTIVES ON AGING (T822)

10 lessons—\$202—4 degree credits—text price \$32-37—study guide \$10—Galle
A multidisciplinary introduction to aging and the aging process. Topics include biological, social, psychological aspects of aging; theories of aging; older adults in America; human services and their delivery systems, such as social services, health, nutrition, long-term care, and education; public policy and legislation; environments and housing; advocates; retirement. This All-University Council on Aging-sponsored course is being offered by a number of departments. **Students may receive credit for only one of the following: CPsy 5305, Educ 5440, HSU 5009, PA 5414, Phar 5009, Soc 5960, or SW 5024. This course will be broadcast Winter 1986 on KTCA-TV (Channel 2), KSMQ-TV (Channel 15), and KWCM-TV (Channel 10) (see center section).**

CPsy 5305 MULTIDISCIPLINARY PERSPECTIVES ON AGING (V822)

Video Cassette Course—\$202—4 degree credits—text price \$32-37—study guide \$10—Galle
See above. Students may receive credit for **only one** of the following: CPsy 5305, Educ 5440, HSU 5009, PA 5414, Phar 5009, Soc 5960, or SW 5024. **Enrollment limited to students who can view the cassettes at Walter Library or Duluth Center. Also available as a Home VCR course (see center section).**

Civil Engineering

CE 0001C SOILS ENGINEERING (2855)

13 lessons—\$154—4 certificate credits—text price \$40-45—Kersten
 Intended for engineers and students who wish to become familiar with the basic principles of soil behavior. Texture and mechanical analysis; weight-volume-moisture relationships; compaction; soil constants and engineering classification; permeability; shear strength; stresses due to boundary loads. Lateral pressures; compressibility and consolidation; frost action.

CE 0302C CONCRETE AND CONCRETE MATERIALS (2896)

16 lessons—\$115.50—3 certificate credits—text price \$20-25—Skok
 Includes a study of materials from which concrete is made, methods of designing a concrete mixture, the principles of air-entrained concrete, methods of measuring and controlling the air content, the chemical constitution of cement, properties of concrete, the practical aspects of proportioning, mixing, placing, and curing concrete and related topics. (Prerequisite: Basic knowledge of algebra, physics, and chemistry)

Classics

Clas 1019 MAGIC, WITCHCRAFT, AND THE OCCULT IN GREECE AND ROME (A524)

Audio Cassette Course—\$154—4 degree credits—text price \$17-22—study guide \$10—10 audio cassettes \$19.25—Mortenson
 Magic and witchcraft in classical literature and mythology, the practice of magic as observed from papyri, epigraphical and literary evidence, and beliefs and practices concerning prophecy and the interpretation of dreams are considered. The course also explores the changing role of witchcraft and divine possession from early to later antiquity, and the relation of these phenomena to changes in economic and social conditions. May be applied toward CLA second language requirement, Route II, for Greek and Latin.

Clas 1048 TECHNICAL TERMS OF SCIENCE, MEDICINE, AND THE HUMANITIES (5248)

16 lessons—\$115.50—3 degree credits—no required texts—Parker
 Presentation in English contexts of Greek and Latin prefixes, suffixes, and root words in modern technical vocabularies; special attention to medical terminology. No previous study of Greek or Latin required. (Prerequisite: Clas 1045 or 3045 or concurrent registration in Clas 1045 or 3045)

Clas 3071 RELIGION IN ANTIQUITY: GREEK, HELLENISTIC (A523)

Audio Cassette Course—\$163—4 degree credits—text price \$47-52—15 audio cassettes \$28.75—study guide \$6—Ruud
 The course focuses on the Greek religion of the Archaic, Classical, and Hellenistic periods. Some of the specific topics examined include: death, sexuality, time, heroes, goddesses, and rituals. These topics are examined in the broader context of the non-Greek religion and philosophies of that period. May be applied toward CLA second language requirement, Route II, for Greek.

Clas 3970 ROMAN REALITIES: LIFE AND THOUGHT IN THE ROMAN EMPIRE (K523)

20 lessons—\$163—4 degree credits—text price \$39-44—study guide \$10—Erickson and Mortenson
 The eruption of Vesuvius buried and preserved the Italian cities of Pompeii and Herculaneum so quickly and completely that excavations now enable us to construct a vivid picture of life at that time. Using this evidence and other research, this course focuses on social history through the study of art, archeology, literature, dream interpretation, medical writing, and magic. **This course will be broadcast Fall 1985 on KUMD Radio, 103.3 FM (see center section).**

Clas 3970 ROMAN REALITIES: LIFE AND THOUGHT IN THE ROMAN EMPIRE (5247)

11 lessons—\$163—4 degree credits—text price \$39-44—Erickson and Mortenson
 See above.

Clas 3970 ROMAN REALITIES: LIFE AND THOUGHT IN THE ROMAN EMPIRE (A523)

Audio Cassette Course—\$163—4 degree credits—text price \$39-44—study guide \$10—10 audio cassettes \$19.25—Erickson and Mortenson
 See above.

Clas 5005 MADNESS AND DEVIANT BEHAVIOR IN GREECE AND ROME (A522)

Audio Cassette Course—\$163—4 degree credits—text price \$18-23—15 audio cassettes \$28.75—study guide \$6—G. Erickson
 Definitions of madness in Greece and Rome and theories of its etiology; assessment of predisposing

Course Descriptions

factors in Greece and Rome; examples of madness from mythology, legend, and history; cross-cultural comparison with contemporary United States. May be applied toward CLA second language requirement, Route II, for Greek and Latin.

Clas 5006 FAMOUS FIGURES IN ANCIENT BIOGRAPHY (V522)

Video Cassette Course—\$163—4 degree credits—text price \$36-41—study guide \$10—G. Erickson

The lives of important historical and legendary people in classical literature. Their accomplishments, factors that shaped their characters, criteria for "greatness," the social and political milieu in which they functioned, the hero myth and history, the psychohistorical approach to biography. May be applied toward the CLA second language requirement, Route II, for Greek and Latin. **Enrollment restricted to students who can view the cassettes at Walter Library.**

Clas 5145 CLASSICAL MYTHOLOGY: MYTHS AND THE MODERN WORLD (V591)

Video Cassette Course—\$163—4 degree credits—text price \$37-42—study guide \$10—Mortenson
Investigates the successive interpretations of selected Greek and Roman myths and their influence on our literature, art, and music. May be applied toward the CLA second language requirement, Route II, for Greek and Latin. **Enrollment restricted to students who can view the cassettes at Walter Library, Rochester Center, and the Morris Learning Center.**

Comparative Literature

See English

Composition

Comp 0001 PREPARATORY COMPOSITION (3500)

16 lessons—\$154—no credit—text price \$29-34—Sandell

Intensive drill on sentence structure, paragraph development, and theme writing. Recommended for students whose primary need is organization and development of themes.

Comp 0002 GRAMMAR REVIEW (3505)

11 lessons—\$115.50—no credit—text price \$11-16—O'Connell

A step-by-step review and explanation of grammatical forms, punctuation, spelling, and vocabulary. Recommended for anyone who needs to start with English composition fundamentals, or for the student who requires a thorough review of grammar. Additional exercises provided when lessons indicate the student should do extra work. No theme or letter writing required in this course.

Comp 0012 THE ADVANCED WRITING OF POETRY (3510)

12 lessons—\$115.50—no credit—no required text—Carson

The student will have complete independence to submit work for evaluation by the instructor. Designed to provide the student with a sympathetic yet critical appraisal of his/her work. (Prerequisite: Consent of instructor)

Comp 0017 INDEPENDENT WRITING (3580)

16 lessons—\$154—no credit—no required text—Sandell

Consists of manuscript criticism. The instructor will read approximately 16,000 words divided into lessons as the student wishes. Poetry is not covered in the course. S-N grading only. (Prerequisite: Consent of instructor)

Comp 0018 SHORT MANUSCRIPT CRITICISM (3581)

6 lessons—\$77—no credit—no required text—Sandell

There are no assignments or lesson materials. The student submits up to 8,000 words for criticism and suggestions. The maximum of 8,000 words may be in one to six submissions. S-N grading only.

Comp 1011 WRITING PRACTICE I (3533)

21 lessons—\$192.50—5 degree credits—text price \$26-31—Van Dyke

Guided practice in solving writers' problems: defining purpose, organizing and developing content, analyzing audience, drafting the whole essay and its parts, and revising and editing to master the fundamentals of expository structure and style. **This course replaces Comp 1001. Students who completed Comp 1001 should take Comp 1027 or one of the 3000-level courses.**

Course Descriptions

Comp 1027 INTERMEDIATE EXPOSITORY WRITING (3529)

12 lessons—\$154—4 degree credits—text price \$32-37—Sandell
Mastery of the techniques of expository writing. Attention to rhetorical modes, logic, and organization; analysis of assigned essays to develop skill in critical reading; emphasis on reader awareness, language, and style. (Prerequisite: Comp 1002 or equivalent)

Comp 1031 INTRODUCTION TO TECHNICAL AND BUSINESS COMMUNICATION (V351)

Video Cassette Course—\$154—4 degree credits—text price \$16-21—study guide \$6—Ross
Introduction to the processes used to define a topic, draft, and edit texts for business, government, and technical fields. **Enrollment restricted to students who can view the cassettes at Walter Library.**

Comp 1031 INTRODUCTION TO TECHNICAL AND BUSINESS COMMUNICATION (T351)

10 lessons—\$154—4 degree credits—text price \$16-21—study guide \$6—Ross
See above. **This course will be broadcast Fall 1985 on KTCA-TV (Channel 2) and KAWV-TV (Channel 9) (see center section).**

Comp 3011 WRITING ABOUT LITERATURE (3535)

10 lessons—\$163—4 degree credits—text price \$36-41—Levenduski
Developing a critical argument about literary texts (novels, poems, plays, short stories) with attention to use of secondary sources. Examination and use of different modes of explication and criticism.

Comp 3012 WRITING ABOUT NONFICTION TEXTS IN THE HUMANITIES (3536)

12 lessons—\$163—4 degree credits—text price \$34-39—Schramer
The major emphasis will be writing about the kind of texts ordinarily encountered in philosophy, history, cultural anthropology, social work, and inter-disciplinary fields. Initial work will concern ways to abstract and represent complicated discussions, including those of "primary" texts and "secondary" scholarship and commentary. Topics covered will be effective analysis and argument, including the proper use and presentation of textual evidence, with attention paid to the evaluation of sources. Intended for majors in anthropology, art history, geography, history, humanities, international relations, philosophy, political science, and social work.

Comp 3013 WRITING FOR ARTS OTHER THAN LITERATURE (3537)

12 lessons—\$163—4 degree credits—text price \$19-24—Porter
Descriptions of painting, film, music, architecture, and other types of art (other than literature) as the basis for analysis. Initial emphasis will be on developing concise and unambiguous descriptions of art objects or performances. The chief emphasis will be on how descriptions serve as the basis for more complicated writing assignments, such as formal analyses and reviews.

Comp 3014 WRITING FOR THE QUANTITATIVE SOCIAL SCIENCES (3538)

10 lessons—\$163—4 degree credits—text price \$11-16—Duin
The initial concern will be to develop strategies for expressing quantitative or statistical information in clear prose. Attention will be given to how statistical tables and summaries interact with the written text and how to develop narrative and descriptive techniques to produce case studies and histories. Major emphasis will be on how this quantitative information and case histories are properly used in the analysis of complex situations, and how the texture of writing should change for different audiences. Intended for majors in communication disorders, economics, political science, psychology, and sociology.

Comp 3015 WRITING ABOUT SCIENCE (3539)

12 lessons—\$163—4 degree credits—text price \$15-20—Levenduski
This course is designed to improve the writing ability of students interested in science, and it focuses on two kinds of writing: writing about science and writing for science (the former is general; the latter, special). The various tasks science writing involves will be discussed and practiced, as will the various forms science writing can assume. This course will also consider the writing process and what makes for rhetorical effectiveness: organization, support, clarity, cleanliness, and appropriateness for the audience. As much as possible, the course will respond to individual student needs, interests, and abilities.

Comp 3027 ADVANCED EXPOSITORY WRITING (3540)

12 lessons—\$163—4 degree credits—text price \$45-50—Schramer
Narration and description presented as tools to enhance the expository structure of the longer paper. Special attention paid to research methods and to the explicit identification of fact and opinion. Emphasis, through shorter exercises, on the rhetorical strategies of coherence—introduction, transitions, organization, and summary or conclusion. Editing, polishing, and stylistic diversity are covered in comments on students' papers.

Course Descriptions

Comp 3031 TECHNICAL WRITING FOR ENGINEERS (3541)

12 lessons—\$163—4 degree credits—text price \$47-52—Santelmann

The course deals with the problem of writing for a multiple audience (expert, executive, and lay), the writing process itself, and ways to master apprehension about writing. It also provides information about the appropriate format for technical writing, whether instruction manual, memo, or formal report.

Comp 3032 PREPROFESSIONAL WRITING FOR BUSINESS (3542)

12 lessons—\$163—4 degree credits—text price \$27-32—DeNuccio

Focus on rhetoric, form, and style of business writing in reports, case studies, and correspondence. Practical examples.

Engl 3101 FICTION WRITING (A352)

Audio Cassette Course—\$163—4 degree credits—no required text—study guide \$6—10 audio cassettes \$19.25—Gibbs

An examination of the essential elements in creative writing. Discussion of the creative process in writing fiction and intensive practice in the genre. Readings, discussion, and practice will include such topics as diction, structure, plotting, and dialogue. No examinations, but lesson assignments and a final portfolio.

Engl 3104 POETRY WRITING (A350)

Audio Cassette Course—\$163—4 degree credits—text price \$20-25—study guide \$6—10 audio tapes \$19.25—Browne

This course is intended to help students develop new ways of using language to explore the world around them and in them. There will be numerous writing assignments, readings in contemporary poetry, and consideration of such topics as rhythm, image, structure, diction, voice and tone.

Engl 5109 JOURNAL AND MEMOIR WRITING (A358)

Audio Cassette Course—\$163—4 degree credits—text price \$21-26—study guide \$6—10 audio cassettes \$19.25—Kriel

Students will read selected journals and memoirs, as well as completing exercises based on the readings. The journal writing process—informal and fragmentary—will be the basis of all writing suggestions; students will be encouraged to work from memory and personal experience. The student course project will be to write a memoir or autobiographical work.

Engl 5109 JOURNAL AND MEMOIR WRITING (K358)

20 lessons—\$163—4 degree credits—text price \$21-26—study guide \$6—Kriel

See above. **This course will be broadcast Spring 1986 on KUOM radio, 770 AM, and KUMD radio, 103.3 FM (see center section).**

GC 1531/3531 BUSINESS WRITING/WRITING FOR BUSINESS AND THE PROFESSIONS (3514/3515)

12/14 lessons—\$154/\$156—4 degree credits—text price \$35-40—Warren

A course in effective business writing, emphasizing the relationship between creative writing and successful management; the course will focus on various challenging business situations, all calling for a knowledge of human needs and the ability to write complete, concise, clear, correct, and convincing business letters, memorandums, and, at the 3000-level, informal reports. In writing, the student will learn to understand and use aspects of human psychology; tone; correct letter, memorandum, and report formats; and the fundamentals of grammar, punctuation, and sentence structure.

GC 3484 WRITING FOR PUBLICATION (3775)

12 lessons—\$156—4 degree credits—text price \$54-59—Collins

Students develop projects of professional quality for such print media as trade and professional journals, in-house publications, community newspapers, or other magazines for a particular audience. Topics covered include style, getting ideas, query letters, leads, rough drafts, revisions, and final drafts. S-N grading encouraged. (Prerequisite: one college-level composition course or permission of instructor)

GC 3532 LEGAL WRITING (3516)

12 lessons—\$156—4 degree credits—text price \$25-30—Collins

Principles of clear, concise, professional writing for paralegals. Students write short memos, correspondence, and extended arguments in response to hypothetical legal problems. Emphasis on analyzing audience, defining goals, and manipulating tone in various contexts. (Prerequisite: introductory writing course)

Computer Science

CSci 3101 A FORTRAN INTRODUCTION TO COMPUTER PROGRAMMING (1969)

19 lessons—\$196—4 degree credits—Esterline

FORTRAN computer language with extensions; applications; programming techniques. Designed to bring students to advanced-level competence in FORTRAN programming. Integral laboratory. Cannot be taken by CS majors. (Prerequisite: Math 1111 or 1201 or equivalent, or consent of instructor) **Limited to students who have access to a PLATO® terminal and software. For further information on this computer-assisted course, call the director of Independent Study.**

CSci 3102 INTRODUCTION TO PASCAL PROGRAMMING (1970)

\$196—4 degree credits—Esterline

PASCAL computer language, applications, programming techniques. Designed to bring students to advanced-level competence in PASCAL programming. Integral laboratory. (Prerequisite: Math 1111 or 1201 or equivalent, or consent of instructor) **Limited to students who have access to a PLATO® terminal and software. For further information on this computer-assisted course, call the director of Independent Study. This course is now in preparation; please inquire before enrolling.**

CSci 3102 INTRODUCTION TO PASCAL PROGRAMMING (1972)

\$196—4 degree credits—Esterline

PASCAL computer language, applications, programming techniques. Designed to bring students to advanced-level competence in PASCAL programming. (Prerequisite: Math 1111 or equivalent or Math 1201 or consent of instructor) **This course is now in preparation; please inquire before enrolling.**

Data Processing

GC 1535 INTRODUCTION TO DATA PROCESSING (1967)

9 lessons—\$115.50—3 degree credits—text price \$42-47—Folz

This course is designed to acquaint students with the fundamentals of computer systems and data processing. It involves a study of information-processing terms, basic principles of hardware and software, computer applications, computer problem-solving procedures, the technique of flow-charting and programming in BASIC, system analysis and design, and the impact of computers on society.

GC 1572 INTRODUCTION TO BLOCK DIAGRAMMING AND PROGRAMMING (1972)

14 lessons—\$192.50—5 degree credits—text price \$25-30—Folz

Designed to provide an orientation to the technique of problem definition and analysis, including the formulation and use of a block diagram (flow chart). Programming techniques such as switches, branching, and use of input/output devices are examined. Elementary programming will be performed using the COBOL language. (Prerequisite: GC 1535 or equivalent, or consent of instructor)

GC 1573 INTRODUCTION TO FUNDAMENTALS OF BASIC (1973)

7 lessons—\$77—2 degree credits—text price \$25-30—Folz

An introduction to programming in BASIC. Course topics include planning and writing programs in BASIC, using flowcharts and other solution design techniques, formulating appropriate test data, and properly documenting programs. Covers the essential elements of BASIC programming language, including creating and updating files and array processing. Course emphasis is to learn how to write programs that work. BASIC is the easiest programming language to learn and is a very popular language on home computers and microprocessors.

East Asian Studies

EAS 1032 RELIGIONS OF EAST ASIA (5521)

12 lessons—\$154—4 degree credits—text price \$32-37—Mather

See RelS 1032. May be applied toward the CLA second language requirement, Route II, for Chinese and Japanese. **Students may not receive credit for both EAS 1032 and RelS 1032.**

Course Descriptions

Ecology and Behavioral Biology

Also see Forestry

EBB 3001 INTRODUCTION TO ECOLOGY (2011)

12 lessons—\$200—4 degree credits—text price \$39-44—Sterner

A survey of the basic concepts of ecology, beginning with a consideration of how individual animals and plants interact with their environment and ending with the functioning of entire ecosystems. Subsidiary topics are evolution by natural selection and man's impact on the natural world.

Economics

Also see Agricultural Economics

Econ 1001 PRINCIPLES OF MACROECONOMICS (2101)

13 lessons—\$154—4 degree credits—text price \$50-55—Gupta

Economic principles and their relation to the functioning of the economy. Topics include: gross national product with its measurement, components, and weaknesses; government fiscal policy; monetary policy and the creation of money; and the coordination of monetary and fiscal policy.

Econ 1002 PRINCIPLES OF MICROECONOMICS (2102)

14 lessons—\$154—4 degree credits—text price \$50-55—Gupta

A study of basic economic principles of pricing and resource allocation. Includes demand and supply; consumer choice; costs of production and efficient input combination competition, monopoly and other market structures; and input pricing.

Econ 3701/5721 MONEY AND BANKING (2168/2169)

14 lessons—\$163—4 degree credits—text price \$30-35—H. Smith

Money, banks, and financial intermediaries as economic institutions; the mechanics of monetary transactions; the value of money; international monetary relationships; issues relating to monetary policy. (Prerequisite for 5721: Econ 3102 or equivalent; economics majors must register for 5721 and will not receive credit for 3701)

Econ 5534 ECONOMIC SECURITY (2183)

12 lessons—\$163—4 degree credits—text price \$32-37—Turnbull

Origins and development of economic and social problems of the individual worker, public and private attempts to deal with these issues; economic and social implications.

Econ 5537 LABOR MARKET BEHAVIOR AND REGULATION (2173)

16 lessons—\$163—4 degree credits—text price \$30-35—Turnbull

Employer-employee-union relationships and their social control; legislative, executive, and judicial attempts to deal with these issues; economic and social implications. (Prerequisite: Econ 3501 or Econ 5531 or equivalent, or consent of instructor)

Education

Also see Child Psychology

Educ 5440 MULTIDISCIPLINARY PERSPECTIVES ON AGING (T822)

10 lessons—\$202—4 degree credits—text price \$32-37—study guide \$10—Galle

See CPsy 5305.

Educ 5440 MULTIDISCIPLINARY PERSPECTIVES ON AGING (V822)

Video Cassette Course—\$202—4 degree credits—text price \$32-37—study guide \$10—Galle

See CPsy 5305. Also available as a Home VCR course (see center section).

Educational Administration

EdAd 5110 PERSONAL TIME MANAGEMENT AND EFFECTIVE ADMINISTRATION (2681)

10 lessons—\$101—2 degree credits—study guide \$16—6 cassette tapes \$12.00—Hoyt

This course is designed for any individual who "doesn't have enough time." It teaches practical, pragmatic approaches—using examples and samples of proven techniques—to the problems of scheduling, organizing work, delegating, setting priorities, handling interruptions and meetings, doing the distasteful

Course Descriptions

and the difficult, setting up filing systems that work, and finding the time to do those things that you really want to do, but don't have the time for.

Educational Psychology

Epsy 3220 INTRODUCTION TO STATISTICS AND MEASUREMENT (2661)

8 lessons—\$151.50—3 degree credits—text price \$29-34—Giese
Elementary statistical methods and their application to behavioral science and educational problems. The commonly used statistical terms and methods (such as mean, median, mode, percentiles, graphs, standard deviation, correlation, standard scores, and test analysis) are considered. An attempt is made to give the student a thorough understanding of statistics, including an introduction to inferential statistics. Emphasis on the intelligent use of statistical methods so students may interpret behavioral science data correctly. (Prerequisite: Introductory psychology course or permission of instructor)

Epsy 5110 INTELLIGENCE (A261)

Audio Cassette Course—\$151.50—3 degree credits—text price \$63-68—study guide \$6—10 audio cassettes \$19.25—Bart
Delves into the fascinating topic of human intelligence—its evolution and assessment, contemporary theories and their implications, intelligence vis-a-vis race and culture, the aged, the computer, and animals. Extraterrestrial intelligence and the future of intelligence.

Epsy 5400 CAREER DEVELOPMENT AND PLANNING (V263)

Video Cassette Course—\$202—4 degree credits—text price \$9-14—study guide \$16—Hansen
This course is designed for people who are interested in learning about the field of career development and the career planning process from either a personal or professional viewpoint. Topics include life-span career development, the career planning process, labor market data and trends, sex-role socialization and stereotyping, career decision making, dual careers, and career change. **Enrollment restricted to students who can view the cassettes at Walter Library.**

Epsy 5690 SURVEY OF GIFTED AND TALENTED EDUCATION (T264)

10 lessons—\$151.50—3 degree credits—Reynolds and Rogers
Origin and development of terms such as giftedness, creativity, genius, talent, and intelligence; implications for educational practice; current issues and trends. **This course will be broadcast Winter 1986 on KTCA-TV (Channel 2), KAWV-TV (Channel 9), and KWCM-TV (Channel 10) and Spring 1986 on WDSE-TV (Channel 8) (see center section).**

Epsy 5690 SURVEY OF GIFTED AND TALENTED EDUCATION (V264)

Video Cassette Course—\$151.50—3 degree credits—Reynolds and Rogers
See above. **Enrollment limited to students who can view the cassettes at Walter Library. This course is now in preparation; please inquire before enrolling.**

Social and Philosophical Foundations of Education

SPFE 1004 INTRODUCTION TO PHILOSOPHY OF EDUCATION (2605)

12 lessons—\$154—4 degree credits—text price \$18-23—Dupuis
A study of the ideas influencing education in the US and abroad today. Helps teachers to clarify their thinking and make choices in respect to the conflicting viewpoints in education. An effort will be made to show how these ideas might influence a person's daily life and the day-to-day work of a teacher. Also, suggestions will be made for teaching philosophy to elementary and secondary students.

SPFE 3090 SCHOOL AND SOCIETY (2693)

9 lessons—\$151.50—3 degree credits—text price \$30-35—Mich
An examination of the role of the school in society is the principal aim of this course. Attention is given to those disciplines that comprise the foundations of education, as well as to the organization of present-day schools.

SPFE 5141 CRITICAL ISSUES IN CONTEMPORARY EDUCATION (2692)

10 lessons—\$151.50—3 degree credits—text price \$18-23—Mich
The principal aim is to study approaches to fundamental questions in education. Such practical questions as values instruction, academic freedom, accountability in teaching will be treated, but the central objective will be to appreciate the complexity of critical issues in education and to deal with the issues logically.

Course Descriptions

Electrical Engineering

EE 3351 INTRODUCTION TO LOGIC DESIGN AND MICROPROCESSORS (2903)

\$196—4 degree credits—text and equipment \$200—Kinney
Boolean algebra and logic gates. Combinational logic and design examples. Design with MSI logic devices. Sequential logic and design of sequential logic systems. Integral laboratory. (Prerequisite: IT sophomore standing) **This course is now in preparation; please inquire before enrolling.**

EE 3352 INTRODUCTION TO MICROPROCESSORS (2904)

\$196—4 degree credits—text and equipment \$200—Kinney
Basic computer organization and assembly language programming. Instruction types and addressing modes. Binary and BCD arithmetic. Subroutines. Program assembly. Integral laboratory using Z80-based educational system. Independent Study has microprocessors for sale for \$175 each. (Prerequisite: IT sophomore standing) **This course is now in preparation; please inquire before enrolling.**

Engineering

See the following departmental listings for course offerings:

Electrical Engineering

Mechanical Engineering

Civil Engineering

Industrial Engineering/Operations Research

English

Note: Only two Independent Study lower division English courses and one upper division course may be applied toward requirements for an English major. This does not include GC courses.

Engl 1005 MODERN SCIENCE FICTION AND FANTASY (A364)

Audio Cassette Course—\$154—4 degree credits—text price \$27-32—study guide \$6—10 audio cassettes \$19.25—Hodgell

Deals with the evolution of modern science fiction and fantasy from their 19th century roots to the popular literature of today. Considers such major themes as the future of technology, religion, and sexuality in the works of Le Guin, Huxley, and Sturgeon, among others, and also the contributions of such eminent fantasists as Tolkien, CS Lewis, and Richard Adams.

Engl 1016 INTRODUCTION TO AMERICAN LITERATURE: SOME MAJOR FIGURES AND THEMES (3671)

9 lessons—\$154—4 degree credits—text price \$36-41—Schramer

Examination of a few selected themes that recur in American writing. Not a survey of literary history. Main emphasis on the fate of innocence in American fiction with some attention to the ways several writers treat the problem of establishing a distinctively "American" identity. (Prerequisite: introductory composition course)

Engl 1016 INTRODUCTION TO AMERICAN LITERATURE: SOME MAJOR FIGURES AND THEMES (A366)

Audio Cassette Course—\$154—4 degree credits—text price \$33-38—study guide \$6—10 audio cassettes \$19.25—Schramer

See above.

Engl 1017 INTRODUCTION TO MODERN LITERATURE: POETRY (3676)

14 lessons—\$154—4 degree credits—text price \$24-29—Furia

A study of modern British and American poetry organized around themes (war, the city, nature, death, love, etc.) and including such writers as Yeats, Thomas, Auden, Eliot, Frost, Cummings, and Stevens.

Engl 1019 INTRODUCTION TO MODERN LITERATURE: DRAMA (3677)

12 lessons—\$154—4 degree credits—text price \$21-26—E. Anderson

A study of modern drama, including plays by Ibsen, Strindberg, Chekhov, Synge, Shaw, O'Neill, Pirandello, Brecht, Williams, Miller, Ionesco, and Beckett. (Prerequisite: Comp 1011 or equivalent)

Course Descriptions

Engl 3111 SURVEY OF ENGLISH LITERATURE I (3657)

12 lessons—\$163—4 degree credits—text price \$22-27—1 audio cassette \$2.75—Collins
A historical survey of the major figures, movements, and trends in English literature. This course will consider the works of Chaucer, Marvell, Spenser, Shakespeare, and Donne.

Engl 3112 SURVEY OF ENGLISH LITERATURE II (3658)

12 lessons—\$163—4 degree credits—text price \$22-27—Collins
A continuation of Engl 3111, this course deals with Milton, Johnson, Dryden, Swift, and Pope.

Engl 3113 SURVEY OF ENGLISH LITERATURE III (3659)

14 lessons—\$163—4 degree credits—text price \$37-42—Collins
A continuation of Engl 3112, this course considers the works of Blake, Wordsworth, Coleridge, Keats, Tennyson, Browning, Shelley, Byron, Carlyle, Dickens, Yeats. **This course is now in preparation; please inquire before enrolling.**

Engl 3241 SHAKESPEARE I (3650)

12 lessons—\$163—4 degree credits—text price \$23-28—Shaw
An introduction to Shakespeare's early and middle plays, with attention to history, literary values, and theatrical performance. Students will read A Midsummer Night's Dream, Romeo and Juliet, Henry the Fifth, Othello, Hamlet, and other plays.

Engl 3242 SHAKESPEARE II (3651)

12 lessons—\$163—4 degree credits—text price \$22-27—Shaw
Study of the plays of Shakespeare's middle and late periods, with attention to literary values, theatrical performance, and textual problems. Students will read As You Like It, Twelfth Night, Macbeth, King Lear, The Tempest, and other plays.

Engl 3410 FITZGERALD AND HEMINGWAY (A365)

Audio Cassette Course—\$163—4 degree credits—text price \$52-57—study guide \$6—10 audio cassettes \$19.25—Furia
An examination of the writings of two contemporary early 20th century writers—F. Scott Fitzgerald and Ernest Hemingway. **This course is now in preparation; please inquire before enrolling.**

Engl 3411 AMERICAN LITERATURE I (3672)

11 lessons—\$163—4 degree credits—text price \$40-45—Collins
The development of American literature and thought from the beginnings through the early American Renaissance. Authors studied include some from the colonial and early national periods and such major figures as Poe, Emerson, and Hawthorne.

Engl 3412 AMERICAN LITERATURE II (3682)

15 lessons—\$163—4 degree credits—text price \$72-77—Collins
American literature from the American Renaissance to the end of the 19th century. Among the authors studied are Whitman, Dickinson, Twain, James, and Crane.

Engl 3413 AMERICAN LITERATURE III (3683)

16 lessons—\$163—4 degree credits—Collins
American literature from the end of the 19th century to the 1960s. Authors studied include Frost, Eliot, O'Neill, Cather, Fitzgerald, Faulkner, and Hemingway, as well as a selection of contemporary poets.

Engl 3455 AMERICAN SHORT STORY (3684)

14 lessons—\$163—4 degree credits—text price \$18-23—Furia
Students will study the works of Irving, Poe, Melville, Crane, Cather, Hemingway, Updike, Cheever, and other authors.

Engl 3910 TOPICS IN ENGLISH AND AMERICAN LITERATURE: THE CELTIC WORLD (A360)

Audio Cassette Course—\$163—4 degree credits—text price \$23-28—10 audio cassettes \$19.25—study guide \$10—Suppe
A wide-ranging introductory survey of the history, music, folk ways, and traditional oral culture of the six Celtic countries (Brittany, Cornwall, Ireland, Isle of Man, Scotland, and Wales). Topics considered are ancient culture; tribal society; saints, druids, bards, poets; the age of King Arthur; languages; and the future of Celtic culture.

Course Descriptions

Engl 3910 TOPICS IN ENGLISH AND AMERICAN LITERATURE: THE CELTIC WORLD (K360)

20 lessons—\$163—4 degree credits—text price \$23-28—study guide \$10—Suppe

See above. **This course will be broadcast Winter 1986 on KUOM Radio, 770 AM, and KUMD Radio, 103.3 FM (see center section).**

Engl 3920 MODERN WOMEN WRITERS (3685)

12 lessons—\$163—4 degree credits—text price \$28-33—Poulakis

Readings in fiction and poetry by British and American women writers from 1900 to the present. Kate Chopin, Edith Wharton, Amy Lowell, Virginia Woolf, Doris Lessing, Eudora Welty, Sylvia Plath, Anne Sexton, and Adrienne Rich are among the writers included. Emphasis is on how these writers perceived themselves as women and as artists, their analyses of the roles of women in modern society, and the formal literary qualities of their works.

Engl 3920 TOPICS IN ENGLISH AND AMERICAN LITERATURE: AMERICAN NATURE WRITERS (A368)

Audio Cassette Course—\$163—4 degree credits—text price \$39-44—10 audio cassettes \$19.25—study guide \$6—Sugnet

The reading list includes such writers as Henry Thoreau, Aldo Leopold, John McPhee, Margaret Atwood, Edward Abbey, and John Muir. The course explores questions such as: is nature imaged as male or female in these books? What is the place of woman in nature, especially in the wilderness? How do nature writers treat death? Is nature writing just "spilled religion"? Is nature in history or outside of it? What are the political implications of nature writing?

Engl 5109 JOURNAL AND MEMOIR WRITING

See Composition.

Engl 5153 TWENTIETH CENTURY ENGLISH NOVEL (3660)

15 lessons—\$163—4 degree credits—text price \$43-48—P Reed

A study of the British novel in the 20th century, emphasizing some of its main ideas, techniques, and relationships to the history of the novel. Selected authors of historical or representative importance include Forster, Joyce, Lawrence, Woolf, Waugh, Cary, Amis, Sillitoe, Murdoch, and Burgess. (Prerequisite: Comp 1002 or equivalent and 5 additional credits in either English or Humanities)

Engl 5175 MODERN DRAMA: PIRANDELLO TO PINTER (3661)

16 lessons—\$163—4 degree credits—Leyasmeyer

Introduction to modern drama since the 1920s. Authors discussed include Pirandello, Williams, O'Neill, Miller, Brecht, Ionesco, Pinter. **This course is now in preparation; please inquire before enrolling.**

Engl 5363 JAMES JOYCE (K371)

20 lessons—\$163—4 degree credits—text price \$40-45—Anderson

An introduction to the life and works, including the epiphanies, the poems, the play, *Dubliners*, *A Portrait of the Artist as a Young Man*, *Ulysses*, and bits of *Finnegans Wake*. **This course will be broadcast Fall 1985 and Summer 1986 on KUOM Radio, 770 AM, and Winter 1986 on KUMD Radio, 103.3 FM (see center section).**

Engl 5363 JAMES JOYCE (A371)

Audio Cassette Course—\$163—4 degree credits—text price \$40-45—10 audio cassettes \$19.25—Anderson

See above. **This course is now in preparation; please inquire before enrolling.**

GC 1363 LITERATURE FOR CHILDREN (3607)

14 lessons—\$154—4 degree credits—text price \$44-49—Collins

Survey of children's literature. For parents, prospective parents, or child care workers who wish to become acquainted with children's literature and to guide children in selecting and reading books, or for those who may not have had an opportunity to read books—including classics—when they were children.

GC 1363 LITERATURE FOR CHILDREN (A363)

Audio Cassette Course—\$154—4 degree credits—text price \$78-83—study guide \$6—10 cassette tapes \$19.25—Collins

Same as above.

Course Descriptions

GC 1365 LITERATURE OF THE UNITED STATES (3611)

14 lessons—\$154—4 degree credits—text price \$15-20—Gidmark

A historic survey and analysis of nearly 30 giants of American fiction. Students will examine the development of the form of the short story in America to enhance their understanding and appreciation of a wide range of writers, from Irving's early sketches to Barthelme's and Coover's present-day experiments.

GC 1371 LITERATURE: READING SHORT STORIES (3610)

10 lessons—\$115.50—3 degree credits—text price \$13-18—Kurak

Representative short stories by American, British, and Continental writers. This course considers how individual writers have used the short story to express their ideas about human experience.

GC 1816 AFRO-AMERICAN LITERATURE (3608/3609)

9 lessons—\$115.50—3 degree credits (or 15 lessons—\$192.50—5 degree credits)—text price \$29-39—Collins

Students read and evaluate the poetry, drama, folklore, short stories, and longer fiction of black authors. Through literature, students assess the artists' own perceptions and interpretations of black culture in America from colonial times to the present. This course can be taken for either 3 or 5 credits. Students who take the 3-credit version can register later for the additional 2 credits, pay \$45 in tuition, and complete 6 more lessons and a final examination.

GC 3352 PHILOSOPHY THROUGH LITERATURE (3606)

12 lessons—\$156—4 degree credits—text price \$19-24—Kurak

Readings in literary forms such as the novel, short story, poetry, and drama provide instances of broad philosophical problems including individualism and responsibility, free will and determinism, knowledge and values, and the status of the artist in society. Essays in philosophy will acquaint students with various philosophic perspectives and illustrate the contrast between Western and Oriental world views.

GC 3377 MURDER, MYSTERY, AND MAYHEM: WHODUNIT? (A367)

Audio Cassette Course—\$156—4 degree credits—text price \$38-43—study guide \$6—10 audio cassettes \$19.25—MacInnes

Themes of death by violence, detection, and punishment of murderer, concentrating on the origins and development of the murder mystery and detective story. Readings of Poe, Collins, Conan Doyle, Chesterton, Hammett, Chandler, Sayers, Christie, Simenon, and others. Implications of the genre, reasons for its appeal, detective as hero, the role of violence in society, moral issues and dilemmas, and changing trends and attitudes.

ComLit 5414 EUROPEAN FOLK TALES (A362)

Audio Cassette Course—\$163—4 degree credits—text price \$25-30—study guide \$6—10 audio cassettes \$19.25—Lieberman

This course is devoted to the folk tales of Germany, Scandinavia, France, Russia, and England. It discusses the structure, message for adults and children, origins of folk tales as a genre, and compares the tales of different nations and states the differences and similarities among them. Folk tales will be analyzed within the broader context of oral literature and folklore. **This course is now in preparation; please inquire before enrolling.**

English As A Second Language

ESL 0117 READING AND VOCABULARY (3591)

12 lessons—\$154—no credit—text price \$23-28—Landa

Practice of basic reading techniques designed to improve comprehension and reading speed. Some practice of reading for special purposes. Word formation is studied with reference to an English-English dictionary. S/N grading only. **This course is now in preparation; please inquire before enrolling.**

Entomology

Ent 0004C PRINCIPLES OF BEEKEEPING (1004)

16 lessons—\$115.50—3 certificate credits—text price \$14-19—Furgala

Useful to both the nonexperienced and experienced beekeeper. History of beekeeping, life history and behavior of honey bees; colony and apiary management; pollination and hive products; honey bee diseases and their control.

Course Descriptions

Family Studies

FSoS 1001 THE DYNAMICS OF FAMILY RELATIONSHIPS (4106)

10 lessons—\$115.50—3 degree credits—text price \$33-38—Turnblom

Designed to improve interpersonal relations and self-understanding. Includes a discussion of communication, dating and love involvement, changing sex roles, human sexuality, mate selection and engagement, marital interaction, marital conflict, parenthood and the family in American society. **This course is now in preparation; please inquire before enrolling.**

FSoS 5001 HUMAN SEXUALITY (4103)

14 lessons—\$258.75—5 degree credits—text price \$27-33—Engel

Examination of biological, psychological, and social aspects of human sexuality. Topics include: sexuality in literature, history, and religion; sex education and communication; sexual anatomy and physiology; sexual differentiation and gender roles; reproduction, fertilization, pregnancy, and childbirth; birth control; love and intimacy; arousal and stimulation; the sexual response cycle, intercourse, and orgasm; sexual development in infancy, childhood, adolescence, adulthood, and old age; variations in sexual preferences and behaviors; homosexuality and bisexuality; sex and law; and sexual dysfunctions, diseases, and disorders.

FSoS 5200 FAMILY RELATIONSHIPS (4107)

15 lessons—\$258.75—5 degree credits—text price \$32-37—Budd

This course provides an analysis of the family as an institution and its system of relationships. It also survey current developments in the study of the family and analyzes changes in American society and their influence on family life. (Prerequisite: Soc 1001 and Psy 1001)

FSoS 5230 AMERICAN FAMILIES IN TRANSITION (A415)

Audio Cassette course—\$207—4 degree credits—text price \$37-42—10 audio cassettes \$19.25—study guide \$6—Rossman

The family, our most basic institution, provides us with our first anchor in society and earliest sense of identity. This course will present a comprehensive view of family life and examine historical and contemporary family issues. Focus will be on helpful information related to adjustment to rapid changes in family.



Gayle Graham Yates is an Associate Professor In American Studies at the University. She is the editor of **Harriet Martineau on Women**, and the author of **What Women Want: The Ideas of the Movement** and numerous articles and book reviews on women's studies. Yates chaired the Women's Studies Program at the University for five years, and has also served as the chair of the American Studies Association's Women's Committee. Under the NEH grant, she wrote a correspondence course that explores Women in Contemporary American Religion (AmSt 5123/WoSt 5123).

Course Descriptions

FSoS 5240 PARENTING: ALTERNATIVES FOR THE '80S (A414)

Audio Cassette Course—\$207—4 degree credits—no required text—study guide \$20—10 audio cassettes \$19.25—Budd

An examination of parenting in different life styles and situations, such as the blended family, joint custody, parenting a gifted child, parenting a learning disabled child, etc.

FSoS 5240 FAMILY STRESS AND COPING (T415)

10 lessons—\$155.25—3 degree credits—text price \$23-28—study guide \$10—McCubbin

This course will examine family responses to both normal and unusual circumstances by focusing on the coping strategies families employ to face stress. It will additionally consider why families survive amidst change and adversity. The application of family stress theories and research to counseling families will also be explored. **Students may receive credit for only one of the following: FSoS 5240 or SW 8203. This course will be broadcast Fall 1985 on KTCA-TV (Channel 2), KSMQ-TV (Channel 15), and KWCM-TV (Channel 10), and Winter 1986 on KTCA-TV (Channel 2) (see center section).**

FSoS 5240 FAMILY STRESS AND COPING (V415)

Video Cassette Course—\$155.25—3 degree credits—text price \$23-28—study guide \$10—McCubbin

See above. Enrollment limited to students who can view the cassettes at Walter Library, Duluth Center, and Morris Center. Also available as a Home VCR course (see center section).

FSoS 5240 MINORITY FAMILIES IN THE UNITED STATES (4112)

9 lessons—\$207—4 degree credits—text price \$14-19—Burkett

Sociological overview of family structures and family values of various American racial and ethnic groups, including blacks, Indians, Chicanos, Jews, and Asian-Americans. This course combines a study of research and case studies with individual projects to develop and enrich understanding of cultural diversity.

GC 1722 PARENT-CHILD RELATIONSHIPS (4109)

10 lessons—\$154—4 degree credits—text price \$37-43—Latts

An interdisciplinary course aimed at helping students to develop their own philosophy of child rearing—attitudes, principles, and perspectives that will guide them in their relations to their children and performance of their parental responsibilities. Focus is on helpful information related to crises of parenthood. Relevant research is used to emphasize principles of parent-child relations and to prepare students for tasks of parenthood.

GC 1733 CONTEMPORARY SEX ROLES (4110)

10 lessons—\$192.50—5 degree credits—text price \$14-19—Thoen

An examination of the roles of men and women. Social roles and related concepts of expectations, informal and formal roles, role modification, and role reversal are explored. The goal of this course is to overcome sexual stereotyping. Focus is on analyzing the openness and rigidity of sex roles in childhood socialization; education; mate selection; marital, parental, and homemaking roles; and social trends.

Finnish

Fin 1101 BEGINNING FINNISH (5617)

15 lessons—\$192.50—5 degree credits—text price \$14-19—Lahti

For beginners with little or no previous knowledge of Finnish. Stresses fundamentals of grammar, the facility to read and write easy Finnish.

Fire Protection

GC 1120 INTRODUCTION TO FIRE PROTECTION (5001)

10 lessons—\$115.50—3 degree credits—write for text prices—Richardson

A survey of the components that make up the fire problem and the means taken to deal with it. Includes basic considerations of fire behavior, fire hazards of materials and buildings, fire protection systems, fire codes and standards, fire department organization and management, and organizations that support fire protection.

GC 1121 HAZARDOUS MATERIALS AND PROCESSES I (5002)

10 lessons—\$115.50—3 degree credits—write for text prices—Berg

The first course of a three-course sequence is designed to give the student an understanding of the basic

Course Descriptions

physical and chemical laws underlying the behavior of matter. The behavior and reactions of water to other substances are critically discussed. Terminologies and regulations given in various handbooks are explained so that the student attains fast and easy access to the data.

GC 1122 HAZARDOUS MATERIALS AND PROCESSES II (5003)

10 lessons—\$115.50—3 degree credits—write for text prices—Berg

The second course in the sequence is a continuation of the study of the physics and chemistry of matter and its relation to fire situations. It enlarges on the study of metals, plastics, and oxidizing materials. Means of fire suppression are also studied. (Prerequisite: GC 1121)

GC 1123 HAZARDOUS MATERIALS AND PROCESSES III (5006)

10 lessons—\$115.50—3 degree credits—write for text prices—Berg

Explosion hazards and handling of unusual materials, e.g., rocket fuels and radioactive materials, are studied. The physiological implications of hazardous materials are analyzed. (Prerequisite: GC 1122)

GC 1124 FIRE PREVENTION AND CONTROL (5004)

11 lessons—\$115.50—3 degree credits—write for text price—Luukkonen

In addition to the traditional fire prevention methods that govern the maintenance of buildings and premises, the course develops an interrelationship between the design and construction features that relate to maintaining the protection provided through the enforcement of a building code; in short, the built-in control that keeps a small fire small. The course is designed to expose the student to many aspects of fire prevention and control and provide the background for recognizing, researching, and developing practical solutions to fire prevention and control problems.

GC 1125 FIRE PROTECTION AND LIFE SAFETY SYSTEMS IN BUILDING DESIGN (5005)

9 lessons—\$115.50—3 degree credits—write for text prices—Gedelman

The major systems for protecting the occupants of modern buildings from the hazards of fire, smoke, and similar unsafe conditions are studied. Offered as a professional development course of study, it can be helpful to members of the fire services, architects, engineers, building inspectors, and others with life safety responsibilities within buildings. While a certain amount of technical subject matter is included, a minimal technical background is sufficient for a good comprehension of the subject.

GC 1126 PRIVATE FIRE PROTECTION SYSTEMS—ELEMENTS (5008)

10 lessons—\$115.50—3 degree credits—write for text prices—W. Anderson

A nonmathematical examination of the elements of private fire protection, including portable extinguishers, fixed carbon dioxide and halon systems, water supplies and automatic sprinklers. Coordination of private and public fire response.

GC 1127 PRIVATE FIRE PROTECTION SYSTEMS—APPLICATIONS (5009)

10 lessons—\$115.50—3 degree credits—write for text prices—W. Anderson

Students will study quantitative applications of the elements of private fire protection. Simplified mathematical treatment of preliminary design layout presented as a course project. (Prerequisites: GC 1126 and intermediate algebra)

Food Science and Nutrition

FScN 1102 TECHNOLOGY OF FOOD PROCESSING (4304)

12 lessons—\$154—4 degree credits—text price \$33-38—Zottola

An introduction to the technology of processing and distribution of foods, with reference to the prevention of biological, physical, and chemical deterioration. Changes in food composition, microbiological safety, food laws and regulations, technologies of the major food processes (canning, freezing, drying), cereal and oilseed processing are considered. (Prerequisite: high school chemistry and biology)

HE 3920 SELECTED TOPICS IN HOME ECONOMICS: FOOD AND PEOPLE

See Home Economics

Forestry

FR 1201 CONSERVATION OF NATURAL RESOURCES (4202)

16 lessons—\$115.50—3 degree credits—text price \$21-26—Scholten

Current status, utilization, and sound management of natural resources with emphasis on the ecological approach. Conservation principles and their application to soil, water, forests, grasslands, wildlife, minerals, and energy sources.

Course Descriptions

ForP 1308 WOOD: THE MATERIAL FOR TODAY AND TOMORROW (V421)

Video Cassette Course—\$154—4 degree credits—text price \$12-17—study guide \$6—Bowyer Softwood, hardwood, old wood, new wood. Wood in its many uses is the subject of this course whether you're interested in home products or industrial uses. Topics include the nature of wood and various wood by-products; wood in construction; proper use and maintenance of wood-based materials; supply and demand for wood; wood and the U.S. forest policy; wood products of the future. **Enrollment restricted to students who can view the cassettes at Walter Library.**

French

Fren 0001 FRENCH FOR GRADUATE STUDENTS (5718)

17 lessons—\$154—no credit—text price \$15-20—Akehurst
Fundamentals of grammar; reading of appropriate prose. Prepares for graduate reading examination in French.

Fren 1101 BEGINNING FRENCH I (5707)

10 lessons—\$192.50—5 degree credits—text price \$37-43—8 audio cassettes \$15.75—LeRoy
An audio-lingual approach to elementary French, adapted for home use.

Fren 1102 BEGINNING FRENCH II (5708)

9 lessons—\$192.50—5 degree credits—text price \$37-43—7 audio cassettes \$14.00—LeRoy
Continuation of French 1101.

Fren 1103 BEGINNING FRENCH III (5709)

8 lessons—\$192.50—5 degree credits—text price \$37-43—6 audio cassettes \$12.00—LeRoy
Continuation of French 1102.

Fren 3104 INTRODUCTION TO FRENCH LITERARY TEXTS (5710)

15 lessons—\$203.75—5 degree credits—text price \$20-25—Akehurst
Provides training in reading literary works of poetry, drama, prose. Completely in French.

Gardening

See Horticultural Science

General College

As nearly as possible, General College courses are planned to be complete in themselves. Emphasis is on relationships within and among fields of knowledge rather than intensive study of isolated segments. Most courses do not have pre-requisites.

Refer to the following pages for General College courses.

Arts, Communication, and Philosophy Division

GC 1048 Basic Craft Skills, p. 12

GC 1311/3311 General Arts, p. 12

GC 1355 Ethics, p. 47

GC 1363 Literature for Children, p. 26

GC 1365 Literature of the United States, p. 27

GC 1371 Literature: Reading Short Stories, p. 27

GC 1402 Vocabulary Building, p. 57

GC 1531/3531 Business Writing/Writing for Business and the Professions, p. 20

GC 1816 Afro-American Literature, p. 27

Course Descriptions

- GC 3352 Philosophy Through Literature, p. 27
- GC 3377 Murder, Mystery, and Mayhem: Whodunit, p. 27
- GC 3484 Writing for Publication, p. 20
- GC 3532 Legal Writing, p. 20

Science, Business, and Mathematics Division

- GC 1120 Introduction to Fire Protection, p. 29
- GC 1121 Hazardous Materials and Processes I, p. 29
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- GC 1124 Fire Prevention and Control, p. 30
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- GC 1551 Marketing: Introduction, p. 15
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- GC 1573 Introduction to Fundamentals of BASIC, p. 21
- GC 1731 Consumer Problems: Personal Finance, p. 15
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Social and Behavioral Science Division

- GC 1221 Minnesota History, p. 38
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- GC 1722 Parent-Child Relationships, p. 29
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- GC 3841 Minnesota Resources, p. 33

Genetics and Cell Biology

GCB 3008 BIOLOGY OF CANCER (T165)

Video Cassette Course—\$150—3 degree credits—text price \$28-33—study guide \$6—McKinnell
What is cancer, what causes cancer, who and what are at risk for cancer, and biological strategies for the control and treatment of cancer are considered. Some history of cancer research is presented to provide perspectives with current directions in research. This course is not intended for individuals with prior experience in cancer research or treatment—it is an introduction to cancer for the non-specialist. **Enrollment restricted to students who can view the cassettes at Walter Library.**

Geography

Geog 3101 GEOGRAPHY OF THE UNITED STATES AND CANADA (4453)

14 lessons—\$163—4 degree credits—text price \$32-37—Steinhauser

Provides an opportunity to study and evaluate the character and diversity of the various regions of the United States and Canada. The influence of both cultural and physical environments upon people and their use of the land is emphasized. Cities are observed as the dominant feature of the technological-industrial complex. Problems are considered on both a national and regional basis.

Geog 3111 GEOGRAPHY OF MINNESOTA (4407)

14 lessons—\$163—4 degree credits—text price \$13-18—Steinhauser

The quality of life in Minnesota is observed within the context of the American Dream and the Good Life. Minnesota's resources—its people, physical environment and economic activities—provide the materials necessary for gaining knowledge and understanding of the state. The development of Minnesota's urban service centers is studied. **Also see GC 3841. Students may not receive credit for both Geog 3111 and GC 3841.**

Geog 3121 GEOGRAPHY OF SOUTH AMERICA (4450)

14 lessons—\$163—4 degree credits—text price \$20-25—Steinhauser

Provides an opportunity to study and evaluate the character and diversity of the South American continent. Individual countries and major regions within them are analyzed. The influence of both cultural and physical elements upon people and their use of the land is emphasized. Problems are considered on both a national and regional basis. May be applied toward CLA second language requirement, Route II, for Portuguese and Spanish.

Geog 3181 GEOGRAPHY OF THE U.S.S.R. (4452)

14 lessons—\$163—4 degree credits—text price \$36-41—Steinhauser

Provides an opportunity to study and evaluate the character and diversity of the regions of the Soviet Union. The major regions are observed from a cultural, physical, and economic viewpoint. Following the study of the regions, the Soviet Union is presented by topical analysis of cultural and economic phenomena including foreign trade, aid, and international relations.

Geog 3355 ENVIRONMENTAL PROBLEMS (4454)

10 lessons—\$163—4 degree credits—text price \$10-15—Squires

Environmental problems associated with human activities.

GC 3841 MINNESOTA RESOURCES (4407)

14 lessons—\$156—4 degree credits—text price \$13-18—Steinhauser

See Geog 3111. Course available for credit in either Geography or General College. **Students may not receive credit for both Geog 3111 and GC 3841.**

Geology and Geophysics

Geo 1001 PHYSICAL GEOLOGY (4501)

18 lessons—\$192.50—5 degree credits—text price \$26-31—Sloan

An introduction to general geology. Survey of the main features of the physical world and the processes that have evoked them. Topics include: maps, rock formation, weathering, soils, deserts, oceans, and the phenomena of earthquakes, glaciers, and volcanoes.

Geo 1001 PHYSICAL GEOLOGY (T451)

14 lessons with home lab component—\$192.50—5 degree credits—text price \$33-38—rock and mineral lab kit \$25—study guide \$10—PBS fee \$15—Sloan and Alexander

A first course in geology for science majors and an introduction to scientific methods and the nature of the earth for others. Survey of the main features of the physical world and of the processes that have evoked them. Offered in conjunction with "The Earth Explored," produced by the BBC and KRMA-TV, Denver. **This course will be broadcast Spring 1986 on KTCA-TV (Channel 2) and KWCM-TV (Channel 10) (see center section).**

Geo 5051 PHYSICAL GEOLOGY FOR TEACHERS (T452)

14 lessons with home lab component—\$196—4 degree credits—text price \$33-38—rock and mineral lab kit \$25—study guide \$10—PBS fee \$15—Sloan and Alexander

An introduction to the scientific methods and the nature of the earth. Survey of the main features of the

Course Descriptions

physical world and the processes that have evoked them. (Prerequisite: one term college chemistry or physics; only for students holding degrees in education.) Offered in conjunction with "The Earth Explored," produced by the BBC and KRMA-TV, Denver. **This course will be broadcast Spring 1986 on KTCA-TV (Channel 2) and KWCM-TV (Channel 10) (see center section).**

German

Ger 1101 BEGINNING GERMAN I (5805)

15 lessons—\$192.50—5 degree credits—text price \$23-28—2 audio cassettes \$4.75—Peters
Grammar and easy composition. Intended to give a student a knowledge of the elements of German grammar and the facility to read and to write German sentences.

Ger 1102 BEGINNING GERMAN II (5806)

15 lessons—\$192.50—5 degree credits—text price \$23-28—Peters
Continuation of Ger 1101. (Prerequisite: Ger 1101 or 1 year of high school German)

Ger 1103 BEGINNING GERMAN III (5807)

16 lessons—\$192.50—5 degree credits—text price \$13-18—Peters
Review of selected high-frequency grammar points; emphasis on vocabulary building, reading of edited texts, and introduction to composition. (Prerequisite: German 1102 or 2 years of high school German).

Ger 1104 INTERMEDIATE GERMAN (5808)

15 lessons—\$192.50—5 degree credits—text price \$19-24—O'Brien
This course is designed to help students expand their basic knowledge of German. By reading selections of German prose in German, students will assimilate more of the structures and vocabulary of German. This is not, however, a course in translation. (Prerequisite: Ger 1103 or 3 years of high school German)

Ger 3610 POST-WAR DEVELOPMENTS AS SEEN THROUGH THE WORKS OF HEINRICH BÖLL (5809)

10 lessons—\$163—4 degree credits—text price \$54-59—Weiss
Through reading Böll's novels and short stories, students will gain an understanding of the development of West German society since 1945. In addition to reading Böll's fiction, students will learn about post-war Germany through extensive study notes and some outside reading. Students will also be asked to use media resources (films, magazines, video tapes, as available) to round out their knowledge of contemporary Germany.

Greek

Grk 1101 BEGINNING CLASSICAL GREEK I (5901)

15 lessons—\$192.50—5 degree credits—text price \$12-17—Kroeger
An introduction to Homeric and Classical Greek language: alphabet, vocabulary, and idioms. Selected readings from *Iliad* and *Odyssey* of Homer and Classical Greek selections of moderate difficulty. Written translation exercises, oral exercises, and introduction to scansion and meter.

Health Science Units

HSU 5008 SOCIAL AND PSYCHOLOGICAL ASPECTS OF PHYSICAL DISABILITY (T466)

10 lessons—\$207—4 degree credits—study guide \$10—text price \$44-49—Crewe and Athelstan
Communication barriers often exist between able-bodied people and those with physical disabilities. By understanding the psychological and social impact of various sensory and motor disabilities, course participants should be better equipped to interact with disabled persons on a professional or personal level. Particularly directed toward nurses, physicians, therapists, counselors, teachers, and health administrators with the goal of helping them to provide more effective services. Employers, family members, friends, and disabled individuals may also find this course useful. Course content will include information about common disabling conditions, the process of psychological adjustment to disability, the impact on families, societal attitudes, new advances related to independent living, educational and vocational programs for the disabled, and medical rehabilitation and long term care. **Students may receive credit for only one of the following: HSU 5008 or PMR 5445. This course will be broadcast Fall 1985 on WDSE-TV (Channel 8) and Winter 1986 on KTCA-TV (Channel 2), KAWV-TV (Channel 9), and KWCM-TV (Channel 10) (see center section).**

Course Descriptions

HSU 5008 SOCIAL AND PSYCHOLOGICAL ASPECTS OF PHYSICAL DISABILITY (V466)

Video Cassette Course—\$207—4 degree credits—text price \$44-49—study guide \$10—Crewe and Athelstan

See above. Students may receive credit for **only one** of the following: HSU 5008 or PMR 5445. **Enrollment limited to students who can view the cassettes at Walter Library, Duluth Center, or the Morris Center. Also available as a Home VCR course (see center section).**

HSU 5009 MULTIDISCIPLINARY PERSPECTIVES ON AGING (T822)

10 lessons—\$202—4 degree credits—text price \$32-37—study guide \$10—Galle
See CPsy 5305.

HSU 5009 MULTIDISCIPLINARY PERSPECTIVES ON AGING (V822)

Video Cassette Course—\$202—4 degree credits—text price \$32-37—study guide \$10—Galle
See CPsy 5305. **Also available as a Home VCR course (see center section).**

History

Hist 1001 INTRODUCTION TO MODERN EUROPEAN HISTORY I (4737)

12 lessons—\$154—4 degree credits—text price \$36-41—S. Anderson
A survey of European history to the 18th century. Emphasis is on the rise of the nation state and the role of Christianity and exploration in its development.

Hist 1002 INTRODUCTION TO MODERN EUROPEAN HISTORY II (4738)

12 lessons—\$154—4 degree credits—text price \$35-40—S. Anderson
A survey of European history in the 18th and 19th centuries. Emphasis is on the struggle for control of the state, the Age of Reason, the French Revolution.

Hist 1003 INTRODUCTION TO MODERN EUROPEAN HISTORY III (4739)

12 lessons—\$154—4 degree credits—text price \$35-40—S. Anderson
A survey of European history in the 19th and 20th centuries. Emphasis is on the impact of industrialization on 19th-century civilization and the development of the international problems of the 20th century.

Hist 1051 HISTORY OF ANCIENT CIVILIZATION I (4714)

16 lessons—\$115.50—3 degree credits—text price \$17-22—T. Jones
Survey of the rise of civilization in the Ancient Near East from the earliest times to 500 B.C. Emphasis is on the origin of culture and its development in complexity from the primitive to the civilized stage. Special attention is given to the civilizations of Babylonia, Egypt, Indus Valley, Syria, Palestine, and Crete. **Also see Hist 1061.**

Hist 1052 HISTORY OF ANCIENT CIVILIZATION II (4715)

16 lessons—\$115.50—3 degree credits—text price \$43-48—T. Jones
History of the rise and flowering of Greek civilization from the earliest times to the death of Alexander the Great in 323 B.C. Special emphasis is placed on Greek civilization in the fifth century (Age of Pericles) with attention to the political, social, literary, artistic, and philosophic achievements of that period. (No prerequisite; Hist 1051 helpful in providing background for the Greek period) May be applied toward CLA second language requirement, Route II, for Greek. **Also see Hist 1062.**

Hist 1053 HISTORY OF ANCIENT CIVILIZATION III (4716)

16 lessons—\$115.50—3 degree credits—text price \$45-50—T. Jones
The climax of ancient civilization during the Hellenistic Age (323-133 B.C.) and the Roman Imperial Period, followed by the decline of Rome and of ancient civilization (to about A.D. 300). The three main topics to be considered are civilization of the ancient world at its peak, rise and flowering of Roman culture, and reasons for the decline of ancient civilization. Special attention will be paid to political institutions, art, literature, economics and society, philosophy, and ancient science. (No prerequisite; Hist 1051 and 1052 recommended for background) **Also see Hist 1063.** May be applied toward CLA second language requirement, Route II, for Latin.

Hist 1061 BASIC READINGS IN ANCIENT CIVILIZATION (4717)

12 lessons—\$77—2 degree credits—text price \$24-29—T. Jones
An introduction to ancient history as a discipline: the principles of historical analysis and criticism as well as the methods and techniques used in the reconstruction of the past. Among the topics considered are archaeological excavation; uses of evidence provided by pottery, coins, and other artifacts, type prob-

Course Descriptions

lems posed by literary sources; ancient Near Eastern literature, the Greek epic, and the meaning of the Old Testament as a literary and historical document. (Prerequisite: Hist 1051 or concurrent registration)

Hist 1062 BASIC READINGS IN ANCIENT CIVILIZATION II (4718)

12 lessons—\$77—2 degree credits—text price \$40-45—T. Jones

An introduction to the major authors of the Classical Greek period. Selections from poets, dramatists, Herodotus, Thucydides, Xenophon, orators, Plato, and Aristotle. (Prerequisite: Hist 1052 or concurrent registration)

Hist 1063 BASIC READINGS IN ANCIENT CIVILIZATION III (4719)

8 lessons—\$77—2 degree credits—\$54-59—T. Jones

An introduction to the literature of the Hellenistic and Roman periods. Selections from poetry, drama, history, biography, science, philosophy, oratory, and letters. The New Testament and early Christian writings will be considered in their relation to pagan literature. (Prerequisite: Hist 1053 or concurrent registration)

Hist 1151/3151 ENGLISH HISTORY I (4709/4710)

12 lessons—\$154/\$163—4 degree credits—text price \$55-60—D. Bachrach

Part one of a two-part sequence covers the history of England from earliest times to the death of Queen Elizabeth I. Students enrolling in the 3000-level course will be expected to do extra work.

Hist 1152/3152 ENGLISH HISTORY II (4711/4712)

12 lessons—\$154/\$163—4 degree credits—text price \$63-68—D. Bachrach

Part two of this two-part sequence covers the period from the Stuart Accession through the Cold War. Students enrolling in the 3000-level course will be expected to do additional work.

Hist 1301 AMERICAN HISTORY I (4728)

12 lessons—\$154—4 degree credits—text price \$28-33—Pearson

United States history from colonial times to Reconstruction. A survey course emphasizing political, economic, social, and diplomatic history of the U.S. to 1877.

Hist 1301 AMERICAN HISTORY I (A472)

Audio Cassette Course—\$154—4 degree credits—text price \$54-59—study guide \$6—Menard

See above. Funding for production provided by The Annenberg/CPB Project—providing opportunities for higher education through telecommunications. Under the project, audio cassettes will be provided free to all enrolled students.

Hist 1302 AMERICAN HISTORY II (4729)

12 lessons—\$154—4 degree credits—text price \$28-33—Pearson

United States history survey course from 1865 to the present.

Hist 1433/3433 INTRODUCTION TO AFRICAN HISTORY: 1880-1970 (4752/4753)

11 lessons—\$154/\$163—4 degree credits—Kaba

Colonial rule, the forced restructuring and underdevelopment of African economies, African resistance, nationalism, and the problems of independence. **This course is now in preparation; please inquire before enrolling.**

Hist 1451/3451 ASIAN CIVILIZATIONS I (4741/4744)

15 lessons—\$154/\$163—4 degree credits—text price \$25-30—Kopf

Ancient societies in East, South, and West Asia. Students enrolling in the 3000-level course will be expected to do extra work.

Hist 1452/3452 ASIAN CIVILIZATIONS II (4742/4745)

12 lessons—\$154/\$163—4 degree credits—text price \$25-30—Kopf

Fifth through the 18th centuries. Students enrolling the 3000-level course will be expected to do extra work.

Hist 1453/3453 ASIAN CIVILIZATIONS III (4743/4746)

15 lessons—\$154/\$163—4 degree credits—text price \$25-30—Kopf

The modern era. Students enrolling in the 3000-level course will be expected to do extra work.

Course Descriptions

Hist 3224 EUROPE DURING WORLD WAR II (A474)

Audio Cassette Course—\$163—4 degree credits—text price \$11-16—study guide \$6—10 cassette tapes \$19.25—Munholland

Origins and diplomatic background of World War II, strategic objectives and campaigns, and the political and social impact of the war. Also see Hist 3722. **Students may not receive credit for both Hist 3224 and Hist 3722.**

Hist 3722 EUROPE DURING WORLD WAR II (4713)

10 lessons—\$163—4 degree credits—text price \$28-33—Munholland

See Hist 3224. **Students may not receive credit for both Hist 3224 and Hist 3722.**

Hist 3812 CIVIL WAR AND RECONSTRUCTION (4755)

11 lessons—\$163—4 degree credits—text price \$32-37—C. Miller

Politics and society from 1848 to 1877. The Compromise of 1850 and the "finality" period; nativism and the Know-Nothing movement; party realignment and the rise of the Republican Party; the West, Dred Scott, John Brown, and the coming of the Civil War; Lincoln, Douglas, and the crisis of secession; the rise and fall of the Confederacy; Grant, Sherman, and the politics of total war; emancipation; presidential and radical reconstruction; the Ku Klux Klan; the origins of the Gilded Age; redemption and the Compromise of 1877.

Hist 3841 AMERICAN BUSINESS HISTORY (V476)

Video Cassette Course—\$163—4 degree credits—text price \$38-43—study guide \$10—Green

This course explores the role of business leaders such as James J Hill, Carnegie, Rockefeller, Morgan, and Ford, the development of business institutions, and the interaction of business with economic developments, social values, and government economic policies. **Enrollment restricted to students who can view the cassettes at Walter Library and Morris Center.**

Hist 3841 AMERICAN BUSINESS HISTORY (T476)

10 lessons—\$163—4 degree credits—text price \$37-42—study guide \$10—Green

See above. **This course will be broadcast Fall 1985 on KTCA-TV (Channel 2), KAWV-TV (Channel 9), and KWCM-TV (Channel 10) (see center section).**

Hist 3910 A CENTURY OF AMERICAN IMMIGRATION: 1884-1984 (4756)

8 lessons—\$163—4 degree credits—text price \$30-35—Lintelman

This course presents a history of a century of American immigration. Considered are migration patterns, ethnic communities and conflict, maintenance of ethnic cultures, immigration legislation, social mobility, and the emergence of a pluralistic America. Students will compare immigrant experiences in both urban and rural settings.

Hist 3955 INTRODUCTION TO HISTORICAL RESEARCH (4757)

10 lessons—\$163—4 degree credits—text price \$30-35—Menard

A practical course using local sources and themes to explore a range of methods and materials employed in historical research. Students will write a research paper on a local history topic of their choice. **This course is now in preparation; please inquire before enrolling.**

Hist 5131 BYZANTINE HISTORY I (4749)

12 lessons—\$122.25—3 degree credits—text price \$23-28—T. Jones

The later Roman Empire (A.D. 284-565). Establishment of the new regime by Diocletian and Constantine the Great; founding of Constantinople and the imperial alliance with the Christians; Theodosius the Great and the two-fold division of the empire; Age of Justinian (A.D. 527-565); foreign, domestic and religious affairs, art and architecture, literature and law. May be applied toward the CLA second language requirement, Route II, for Greek and Modern Greek.

Hist 5132 BYZANTINE HISTORY II (4750)

12 lessons—\$122.25—3 degree credits—text price \$5-10—T. Jones

The middle period of Byzantine history—from the death of Justinian (565 AD) to the accession of Basil II (976 AD). Heraclius and the defeat of the Sasanians; the rise of Islam; barbarian pressures in the Balkans and relations with the West; Isaurian, Amorian, Macedonian dynasties; Iconoclasm; aspects of Byzantine culture—religion, art, architecture, literature, law, and science.

Hist 5284 DIPLOMATIC HISTORY OF EUROPE IN THE 19TH AND 20TH CENTURIES I (4801)

12 lessons—\$163—4 degree credits—text price \$49-54—D. Bachrach

This course covers European diplomatic history from the Congress of Vienna to the unification of Germany and the unification of Italy.

Course Descriptions

Hist 5285 DIPLOMATIC HISTORY OF EUROPE IN THE 19TH AND 20TH CENTURIES II (4802)

12 lessons—\$163—4 degree credits—text price \$74-79—D. Bachrach

Surveys the diplomatic history of Bismarck's alliance system, the impact of the Eastern Question on the Concert of Europe, Imperialism and its influence on the European Powers, and the events leading up to and including World War I.

Hist 5286 DIPLOMATIC HISTORY OF EUROPE IN THE 19TH AND 20TH CENTURIES III (4803)

12 lessons—\$163—4 degree credits—text price \$57-62—D. Bachrach

Surveys the diplomatic history of the Versailles settlement, the interwar period, the causes and events of the Second World War, and the Cold War period.

GC 1221 MINNESOTA HISTORY (4708)

15 lessons—\$192.50—5 degree credits—text price \$17-22—Moen

An introduction to the people and institutions of the state. Topics surveyed are geography, exploration, frontier settlement, changes forced upon Indian people, statehood, economic development, parties and politics, and education, arts, and letters.

History of Science and Technology

HSci 1812 INTRODUCTION TO HISTORY OF SCIENCE: SCIENTIFIC REVOLUTION (A771)

Audio Cassette Course—\$154—4 degree credits—text price \$37-42—study guide \$6—10 cassette tapes \$19.25—Zetterberg

A survey of the development of science during the Scientific Revolution (1500-1700), a period in intellectual history that spans the Renaissance and the Enlightenment. The course explores (historically) the nature of scientific creativity and examines the effect of changing visions of the natural order on traditional views of our place and uniqueness in the natural world. Topics considered include the ancient and medieval background, the work of Vesalius and Harvey in anatomy and physiology, the Copernican revolution, the physical world of Kepler, Galileo, Descartes, and Newton, the organization of scientific societies, and the impact of the Scientific Revolution on European culture and thought.

HSci 1812 INTRODUCTION TO HISTORY OF SCIENCE: SCIENTIFIC REVOLUTION (K771)

20 lessons—\$154—4 degree credits—text price \$37-42—study guide \$6—Zetterberg

See above. **This course will be broadcast Fall 1985 on KUOM Radio, 770 AM, and KUMD Radio, 103.3 FM (see center section).**

HSci 1812 INTRODUCTION TO HISTORY OF SCIENCE: SCIENTIFIC REVOLUTION (7714)

10 lessons—\$154—4 degree credits—text price \$37-42—Zetterberg

See above.

Home Economics

HE 3920 SELECTED TOPICS IN HOME ECONOMICS: FOOD AND PEOPLE (4305) Duluth

15 lessons—\$155.25—3 degree credits—text price \$20-25—Collins

With massive starvation occurring in many parts of the earth, problems of food production, distribution, and affordability are becoming monstrous. How can food production be maintained and increased? Has over-consumption of food in affluent nations become a moral problem? How do poverty stricken people pay for nutritional sustenance? What changes will take place in agriculture in the future? These are some of the questions that will be explored in this course.

Horse Production

See Animal Science

Horticultural Science

Hort 1010 HOME LANDSCAPE GARDENING AND DESIGN (5152)

13 lessons—\$115.50—3 degree credits—text price \$25-30—Hard

Working knowledge of propagation and culture of common landscape materials: turf, flowers, trees, and

Course Descriptions

shrubs. Principles and practices of gardening; prepared for beginners, but also valuable for the advanced or experienced gardener. Textbook assignments and home projects in propagating plants for the garden. Topics include: planting, transplanting, seeds, soils, fertilizers, preparing beds and planting areas, selecting a good garden site, controlling garden pests, weeding, watering, cultivating. Also discusses annuals, perennials, bulbs, and roses for northern gardens.

Hort 1010 HOME LANDSCAPE GARDENING (V511)

Video Cassette Course—\$154—4 degree credits—text price \$15-20—study guide \$6—Hard
Basic introduction to a working knowledge of home landscape gardening and design. Topics include propagation and culture of common house plants and landscape materials—turf, flowers, trees, and shrubs. Illustration of various techniques to enable the home gardener to gain confidence in planning and caring for indoor and outdoor plants. Assumes little or no previous experience with plants. **Enrollment restricted to students who can view the cassettes at Walter Library and Morris Learning Center.**

Hort 3030 LANDSCAPE DESIGN OF RESIDENTIAL AND SMALL COMMERCIAL SITES (5163)

14 lessons—\$210—4 degree credits—text price \$32-37—Hard
Theory and practice of design for home grounds and small commercial sites. Site analysis, needs assessment, space organization, selection of materials, and plan preparation. Course is designed in a progression of lessons that asks students to problem solve to complete design problems. **This course is now in preparation; please inquire before enrolling.**

How to Study

See Study Skills

Humanities

Hum 1001 HUMANITIES IN THE MODERN WORLD I (5205)

14 lessons—\$154—4 degree credits—text price \$33-38—Ouren
This course explores the 18th century Enlightenment and Romantic Reaction movements. The main themes discussed are reason, human nature and the problem of evil. Authors discussed include Marlowe, Pope, Voltaire, Rousseau, and Goethe.

Hum 1002 HUMANITIES IN THE MODERN WORLD II (5202)

16 lessons—\$154—4 degree credits—text price \$26-31—Bisstray
Industrial Revolution, romanticism, socialism, individualism. Selected documents of economic and socialist theory and the romantic movement; representative works by Zola, Ibsen, Dostoevsky, Tolstoy.

Hum 1003 HUMANITIES IN THE MODERN WORLD III (5207)

15 lessons—\$154—4 degree credits—text price \$23-28—Ouren
The focus of this course is the late 19th century. The main topics are evolution (Darwinism) and the beginnings of Existentialism. Authors discussed include Kierkegaard, Nietzsche, Turgenev, Thomas Mann, and Chekhov.

Hum 1004 HUMANITIES IN THE MODERN WORLD IV (5208)

15 lessons—\$154—4 degree credits—text price \$38-43—Bisstray
Civilization between two wars; the impact of psychoanalysis; a critique of communism and national socialism; the intellectual profile of the Western world since World War II. Covers the period from World War I to the present. Authors studied include Freud, Lenin, Malraux, T. S. Eliot, Solzhenitzyn, Brecht, Sartre, and Dürrenmatt.

Hum 1111 EUROPEAN HERITAGE: GREECE (5209)

15 lessons—\$154—4 degree credits—text price \$30-35—Ouren
This course deals with Greek culture and Greece as the birthplace of Reason. The course traces the development of Greek thought and literature from the Homeric epic, through Greek tragedy and comedy, to the dialogues of Plato. May be applied toward CLA second language requirement, Route II, for Greek.

Hum 1113 EUROPEAN HERITAGE: ROME (5210)

14 lessons—\$154—4 degree credits—text price \$26-31—Ouren
This course deals with major texts of Roman culture and the early development of Christianity. The major authors read are Plutarch, Virgil, the Stoics, Lucretius, St. Augustine, and the New Testament. May be applied toward CLA second language requirement, Route II, for Latin.

Course Descriptions

Industrial Engineering/Operations Research

IEOR 0103C WORK MEASUREMENT STANDARDS (3118)

16 lessons—\$192.50—5 certificate credits—text price \$32-37—Arneson

Fundamentals of work measurement: standard work procedures, time studies, normal times, delay allowances, rest and relax allowances, standard times, predetermined time systems, standard data, discussions of performance ratings, number of cycles to study, and other factors necessary to develop an effective standard.

Industrial Relations

IR 0001C SUPERVISION I (2231)

11 lessons—\$115.50—3 certificate credits—text price \$26-31—Willford

A general discussion of basic principles of supervision in the office and factory. Survey of principles for the handling of day-to-day problems of supervisors with emphasis on human relations aspects of such problems. Deals with selection, induction, and training of new employees, role of the supervisor, communication, employee appraisal, giving orders, handling grievances, discipline, and employee morale.

IR 3002 LABOR MARKETS AND THE MANAGEMENT OF HUMAN RELATIONS (2252)

12 lessons—\$189—4 degree credits—text price \$47-52—Gagala

Introductory analysis of employment relationships, emphasizing economic analysis. Fundamentals of application and conservation of human resources in employment with consideration of related social and economic problems. Labor marketing, collective bargaining, unions and employer associations, industrial unrest and conflict, employment and unemployment, wage problems. (No prerequisite; introductory courses in the principles of economics [Econ 1001, 1002] will be helpful.)

IR 3007 COLLECTIVE BARGAINING (2262)

12 lessons—\$189—4 degree credits—text price \$29-34—Gagala

An introductory survey of collective bargaining and labor-management relations. The course examines the historical evolution of trade unions in the US, the structure and administration of trade unions, and the processes of collective bargaining and contract administration. The course work incorporates case exercises that provide students with insights into the real world nature of labor-management relations.

IR 3012 SYSTEMS OF INDUSTRIAL RELATIONS: HUMAN RESOURCE MANAGEMENT (2272)

13 lessons—\$189—4 degree credits—text price \$36-41—Lee

Introductory analysis of personnel management and labor relations. The strengths and weaknesses of current practices in recruiting, testing, interviewing, training, and compensation. An examination of the influence of human resource management on the organization and the individual.

Insurance

Ins 3100 RISK MANAGEMENT AND INSURANCE (2353)

20 lessons—\$189—4 degree credits—text price \$29-34—Williams

How to recognize and evaluate the property, liability, and personnel risks facing a business firm, a non-profit organization, a government unit, an individual, or a family. The tools of risk management—mainly retention, loss control, and insurance—and the conditions under which they should be used. How to select and deal with an insurer. Public policy issues, such as the availability of insurance, insurance pricing, and social insurance.

International Relations

IntR 3105 NUCLEAR WEAPONS AND NUCLEAR WAR (A865)

Audio Cassette Course—\$163—4 degree credits—text price \$26-31—study guide \$16—10 audio cassettes \$19.25—Harris and Markusen

Examination of development of nuclear weapons; policies and doctrines of deployment and use of nuclear weapons; social, economic, political costs of the arms race and use of nuclear weapons; and efforts to control the arms race and reduce the threat of nuclear war. **Students may receive credit for only one of the following: IntR 3105 or Soc 3960.**

Italian

Ital 1101 BEGINNING ITALIAN (5401)

12 lessons—\$192.50—5 degree credits—text price \$37-42—8 audio cassettes \$15.75—Mariniello
Speaking, reading, and cultural objectives based on an audiolingual approach. Students learn to understand and express fundamental ideas, to write anything they can say, and to master fundamental structures of the language.

Jewish Studies

JwSt 3126 MODERN JUDAISM (8610)

12 lessons—\$163—4 degree credits—text price \$33-38—Zahavy
What is modern Judaism? How did it take shape? To answer these questions this course moves from the roots of modern American Judaism in Eastern Europe and the immigration experience to the formation of American Judaism as a distinctive religious system and its major components: the rabbi, the community, Israel, religious obligations, and theology. May be applied toward CLA second language requirement, Route II, for Hebrew.

JwSt 3521 THE HOLOCAUST (A861)

Audio Cassette Course—\$163—4 degree credits—text price \$16-21—study guide \$6—10 audio cassettes \$19.25—Cooperman
Nazi destruction of Jewish life in Europe, 1933-1945. Historical and social background of European communities. Anti-Semitism and Nazism. Ghettos under Nazi rule; social and cultural organization, and government. Nazi terror and destruction; Jewish resistance; historical consequences. May be applied toward CLA second language requirement, Route II, for Hebrew.

Journalism and Mass Communication

Journalism majors should follow requirements for pre-journalism major as shown in the **College of Liberal Arts Bulletin**.

Jour 1001 INTRODUCTION TO MASS COMMUNICATIONS (3702)

8 lessons—\$77—2 degree credits—text price \$18-23—Brovaid
The nature, functions, and responsibilities of communications media and agencies from the point of view of professional journalists. News, opinion, entertainment, and persuasion functions; specialized communication, aspects of advertising. (Prerequisite: introductory composition course)

Jour 3173 MAGAZINE WRITING (3774)

13 lessons—\$163—4 degree credits—text price \$40-45—Roberts
Writing nonfiction feature articles for adult consumer and trade publications is covered, as is a study of market free-lance methods, including query letters. Students will write, revise, and submit three articles to magazines or newspaper feature sections of their choice. (Not to be taken by students who have achieved major status.)

Jour 3173 MAGAZINE WRITING (A372)

Audio Cassette Course—\$163—4 degree credits—text price \$40-45—study guide \$6—10 audio cassettes \$19.25—Roberts
See above.

Jour 5251 PSYCHOLOGY OF ADVERTISING (A371)

Audio Cassette Course—\$163—4 degree credits—text price \$30-35—5 audio cassettes \$10.00—study guide \$6—R. Jones
See Psy 5751. **You may receive credit for this course either in Journalism or Psychology but not both.**

Jour 5501 COMMUNICATION AND PUBLIC OPINION I (3792)

12 lessons—\$163—4 degree credits—text price \$27-32—Carter
A study of theories of communication, public opinion, and attitude change, as well as an examination of research findings about communication, opinion, and persuasion, and some of the methods and methodological problems with which consumers of such research should be familiar.

Course Descriptions

Jour 5601 HISTORY OF JOURNALISM (3791)

12 lessons—\$163—4 degree credits—text price \$43-48—Clepper
Development of American newspapers and periodicals from beginnings in prehistoric times to present day; rise of radio and television; relation of communications developments to political, economic, and social trends; press-government credibility crises.

Latin

Lat 1101 BEGINNING LATIN I (6201)

15 lessons—\$192.50—5 degree credits—text price \$6-11—Mook
Basic grammar and vocabulary, practice in reading and writing Latin, workbook exercises, easy Latin readings, and Roman legends.

Lat 1102 BEGINNING LATIN II (6207)

17 lessons—\$192.50—5 degree credits—text price \$6-11—Mook
Continuation of Lat 1101. Similar in content and method, leading to connected reading in *Fabulae Faciles* (Easy Stories). (Prerequisite: Lat 1101 or equivalent)

Lat 1103 BEGINNING LATIN III (6208)

15 lessons—\$192.50—5 degree credits—text price \$6-11—Penniston
A review of the elements of Lat 1101 and Lat 1102, with a shift of emphasis to longer passages of continuous reading on Roman life. A considerable amount of historical and literary background is presented in English to orient the student to the material. (Prerequisite: Lat 1102 or equivalent)

Lat 1104 LATIN READINGS (6209)

15 lessons—\$192.50—5 degree credits—text price \$8-13—Parker
Selections from Cicero, Livy, and Ovid will be read. In addition to the review of Latin grammar, which will be incorporated in the readings, the selections will familiarize the student with the legends of Rome's founding and early heroes, the defeat of its army by Hannibal at Cannae, the first important speech of its most brilliant orator, Cicero, and his correspondence after the assassination of Julius Caesar, and Ovid's poetic interpretation of several Greek myths. Literary and historical background material is provided in English with each lesson.

Lat 3105 CICERO (6210)

16 lessons—\$203.75—5 degree credits—text price \$6-11—Parker
Readings from the most famous humanistic essays. (Prerequisite: Lat 1103 or equivalent)

Lat 3106 VERGIL: AENEID (6211)

17 lessons—\$203.75—5 degree credits—text price \$14-19—Parker
Readings of selections from Books I-II; background reading in Roman life and thought is included in the text. (Prerequisite: Lat 1103 or equivalent)

Law

See Business Law

Linguistics

Ling 1001 THE NATURE OF HUMAN LANGUAGE (T352)

10 lessons—\$154—4 degree credits—text price \$16-21—study guide \$6—Yule
This introductory course presents a survey of the nature of human language, its properties, its possible origins, and how it differs from animal communication. Methods of describing the sounds, structures and meanings of language are also examined, along with a consideration of the relationship between language and the brain, how children acquire language, and the different roles of language in society. Whenever possible, points are illustrated with examples from the everyday use of English. **This course will be broadcast Spring 1986 on KTCA-TV (Channel 2) and KSMQ-TV (Channel 15) (see center section).**

Ling 1001 THE NATURE OF HUMAN LANGUAGE (V352)

Video Cassette Course—\$154—4 degree credits—text price \$16-21—study guide \$6—Yule
See above. **Enrollment restricted to students who can view the cassettes at Walter Library, Duluth Center, and the Morris Learning Center.**

Management

See Industrial Relations, Business Studies (General College)

Marketing

Also see Business Studies (General College)

Mktg 3000 PRINCIPLES OF MARKETING (2524)

12 lessons—\$189—4 degree credits—text price \$30-35—Sielaff

Basic policy and strategy issues in marketing and the environmental factors that affect these issues. Legal, behavioral, ethical, competitive, economic, and technological factors that affect product, pricing, promotion, and marketing-channel decisions.

Mathematics

It is essential that students have the prerequisite knowledge for each course, as well as credit for the courses listed as prerequisites. If there has been a time lapse since the previous course in mathematics, students should review thoroughly or repeat the prerequisite. It is impossible to make progress in mathematics without a sound knowledge of previous concepts and applications.

Note: In addition to the following noncredit courses in mathematics, certain courses available through the high school program of the Department of Independent Study also fulfill entrance requirements of I of T and other colleges. For Independent Study courses in high school mathematics, write for the bulletin, **Independent Study for High School Students**, University of Minnesota, Department of Independent Study, 25 Wesbrook Hall, 77 Pleasant St. SE, Minneapolis, MN 55455.

Math 0001 BASIC MATHEMATICS I (7206)

6 lessons—\$77—no credit—text price \$8-13—Ekstrand

A review of basic arithmetic skills. The operations of addition, subtraction, multiplication and division are studied for whole numbers, common fractions, and decimal fractions in a way that the principles will transfer to algebra. Finally, a special application of decimal fractions known as percents is considered and applied to "real" problems.

Math 0002 BASIC MATHEMATICS II (7207)

6 lessons—\$77—no credit—text price \$25-30—Ekstrand

An introduction to algebra, including evaluation of algebraic expressions, arithmetic of signed numbers, and equality-inequality relations. Application of the base operations (addition, subtraction, multiplication, division, and factoring) to algebraic expressions. Use of algebraic expressions in solving equality-inequality statements. Introduction to graphing straight lines on the Cartesian coordinate system and standard equation forms for straight lines.

Math 0003 BASIC MATHEMATICS III (7208)

6 lessons—\$77—no credit—text price \$25-30—Ekstrand

A continuation of the study of algebraic expressions and first-degree equations and inequalities. Solutions of systems of linear equations and development of skills in manipulating algebraic expressions through the study of algebraic functions. A thorough discussion of exponents and radical expressions.

Math 0004 BASIC MATHEMATICS IV (7209)

6 lessons—\$77—no credit—text price \$25-30—Ekstrand

Further development of algebraic skills through extensions of the equality-inequality statements to second-degree (quadratic) equations and through a more detailed study of mathematical relations and functions. Introduction to exponential and logarithm functions and to equations and computations using logarithms. A short study of sequences, series, and the binomial formula. (Prerequisite: Math 0003 or equivalent)

Course Descriptions

GC 1445 MATHEMATICS: INTERMEDIATE ALGEBRA (7205)

16 lessons—\$192.50—5 degree credits—text price \$25-30—Giese

Concepts and manipulative skills of algebra necessary for student to compete in a college algebra course. Topics include: discussion of the real number system, special products and factoring, exponents and radicals, linear equations in one and two variables, quadratic equations in one variable, progressions, inequalities, variation, and logarithms. (Prerequisite: Math 0004 or equivalent)

Math 1008 TRIGONOMETRY (7218)

12 lessons—\$154—4 degree credits—text price \$25-30—Varadachari

Analytic trigonometry, identities, equations, properties of functions; right and oblique triangles without logarithmic computations. (Prerequisites: plane geometry, high school higher algebra, mathematics placement score)

Math 1111 COLLEGE ALGEBRA AND ANALYTIC GEOMETRY (7217)

18 lessons—\$192.50—5 degree credits—text price \$26-31—Ressler

Functions, graphs, quadratic equations, inequalities, complex numbers, theory of equations, permutations and combinations, probability, systems of equations, graphing linear and quadratic equations, conic and standard position, logarithms. (Prerequisite: advanced high school algebra or intermediate college algebra [Math 0009 or GC 1445])

Math 1142 INTRODUCTION TO CALCULUS (7240)

16 lessons—\$192.50—5 degree credits—text price \$32-37—Varadachari

For students in pre-business administration, pre-pharmacy, and others requiring a minimal amount of calculus; students who plan to take several quarters of mathematics should register for Math 1211-1221-1231. (Prerequisite: Math 1111 or Math 1131 or Math 1201 or mathematics placement score)

Math 1201 PRECALCULUS (7202)

20 lessons—\$192.50—5 degree credits—text price \$28-33—Jin

Students study inequalities, analytical geometry, complex numbers, binomial theorem, mathematical induction, functions and graphs, trigonometric, exponential, and logarithmic functions. Intended for students who need to review high school higher algebra and trigonometry before taking a calculus sequence. (Prerequisite: 4 years high school math including trigonometry)

Math 1211 ANALYSIS I (7224)

16 lessons—\$192.50—5 degree credits—text price \$30-35—Varadachari

Analytical geometry and calculus of functions of one variable. (Prerequisite: Math 1201 [with a grade of C or better] or Math 1008 and 1111 [with grades of C or better])

Math 1221 ANALYSIS II (7225)

16 lessons—\$192.50—5 degree credits—text price \$30-35—Varadachari

A continuation of Analysis I. (Prerequisite: Math 1211)

Math 1231 ANALYSIS III (7226)

16 lessons—\$192.50—5 degree credits—text price \$30-35—Varadachari

A continuation of Analysis II. Infinite series and power series. (Prerequisite: Math 1221)

Math 3066 DIFFERENTIAL EQUATIONS (7296)

16 lessons—\$196—4 degree credits—text price \$34-39—Marchand

Equations of first order, applications; linear equations with constant coefficients, Laplace transforms, simultaneous equations, and series solutions. (Prerequisite: Math 1231 or equivalent)

Math 3211 ANALYSIS IV (7237)

16 lessons—\$245—5 degree credits—text price \$30-35—Varadachari

Partial differentiation, chain rule, implicit functions, applications. Multiple integrals in two and three dimensions. (Prerequisite: Math 1231 or equivalent)

Math 3221 INTRODUCTION TO LINEAR ALGEBRA AND LINEAR DIFFERENTIAL EQUATIONS (7236)

16 lessons—\$245—5 degree credits—text price \$17-23—Varadachari

Vectors, systems of linear equations, matrices, determinants, bases, eigenvalues. Linear differential equations and systems with constant coefficients, initial value problem and general solution, variation of parameters for inhomogeneous equations, applications. (Prerequisite: Math 1231 or equivalent)

Mechanical Engineering

ME 1025 ENGINEERING GRAPHICS (3026)

12 lessons—\$154—4 degree credits—text and materials \$56-61—Berhe

Engineering representation in pictorial view and multiview; sketching techniques, size description, standard and simplified practices applied to graphical communication. Analysis of systems of projection; correlation of graphical and numerical solutions of space problems, intersections and development. (Prerequisite: Math 1211 or equivalent recommended)

Music

Mus 1501/1511 MATERIALS AND STRUCTURE OF MUSIC I/EAR TRAINING AND SIGHT SINGING (7311)

12 lessons (90-minute cassettes)—\$154—4 degree credits—text price \$36-41—19 audio cassettes \$36.25—Vandervele

An integrated course in music theory incorporating sight singing, spelling, writing, and playing of melodic and harmonic patterns. Topics include notation, aural perception, playing of rhythms in simple and compound time, and the basic rules for four-voice part writing. Can be taken by music and music education majors (for whom it is required) and by high school students or adults who wish to augment their private music study, enhance their participation in a musical ensemble, or increase their understanding and listening enjoyment of music. Also covers the rudiments of music required of all elementary education majors. Much of the course material is on audio tapes rather than in the traditional written format.

Mus 5439 KEYBOARD SIGHT-READING (V732)

Video Cassette Course—\$163—4 degree credits—study guide \$6—Guhl and Perun

For teachers who want to improve their teaching of sight reading and for readers of intermediate performance level, or lower, who want to develop their reading ability. Ten video cassette programs give specific examples and commentary; the study guide exposes students to the nature of the reading process and gives comprehensive background on the method of teaching presented on the video cassettes. Guidelines and a resource list of sight-reading materials are also included. **Enrollment restricted to students who can view the cassettes at Walter Library, MacPhail Center, Duluth Center, Rochester Center, and the Morris Learning Center.**

Mus 5702 TWENTIETH-CENTURY AMERICAN MUSIC (A731)

Audio Cassette Course—\$163—4 degree credits—text price \$18-23—study guide \$10—10 audio cassettes \$19.25—Riedel

Analysis of American music during this century: folk, popular and classical, black and Chicano, opera and symphony, contemporary music.

Mus 5711 AMERICAN POPULAR MUSIC (V731)

Video Cassette Course—\$163—4 degree credits—no required texts—study guide with one audio cassette \$8.50—Riedel

Examines music that is significant for our community life, with emphasis on ethnic and black music, social dance and theatre music, parlor songs, barber shop quartets, Civil War music, and technology of music. Ten one-hour programs available on video cassettes. **Enrollment restricted to students who can view the cassettes at Walter Library and the Morris Learning Center.**

Mus 5950 TOPICS IN MUSIC: MUSIC APPRECIATION (A732)

Audio Cassette Course—\$163—4 degree credits—no required text—15 audio cassettes \$28.75—study guide \$6—Sutton

Analyzes music in the repertory of our culture—forms and styles from the 17th century to the present. Discusses the basic musical elements of rhythm, tonality, melody, and texture. The course is intended to increase the listener's musical vocabulary and skills in analyzing and appreciating musical forms such as: symphonies, concertos, chamber, keyboard and choral music, opera and song.

Norwegian

Nor 1101 BEGINNING NORWEGIAN I (6303)

16 lessons—\$192.50—5 degree credits—text price \$25-30—7 audio cassettes \$14.00—Mishler

A survey of Norwegian grammar, plus composition and the reading of easy prose.

Course Descriptions

Nor 1102 BEGINNING NORWEGIAN II (6304)

16 lessons—\$192.50—5 degree credits—text price \$30-35—5 audio cassettes \$10.00—Mishler
Continuation of Nor 1101, but with primary emphasis on reading and writing. Short stories and folk tales are used for reading assignments. (Prerequisite: Nor 1101 or equivalent)

Parliamentary Procedure

See Rhetoric

Pharmacy

Phar 3001 INTELLIGENT SELF-MEDICATION (A462)

Audio Cassette Course—\$111.50—2 degree credits—text price \$10-15—study guide \$6—10 audio cassettes \$19.25—Holmes

This course is designed to provide a knowledge base for the rational use of available over-the-counter drugs and some guidance about the proper use of prescription drugs. Topics include: drugs of abuse; reliability of generic drugs; drug advertising; sources of reliable drug information; new developments in oral contraceptives; aspirin and aspirin-free products; diet aids; combined use of drugs and alcohol; treating the common cold; megavitamin therapy; herbal teas and natural remedies; antacids; drug use in pregnancy; drug use for children; and alternatives to drug therapy.

Phar 5009 MULTIDISCIPLINARY PERSPECTIVES ON AGING (T822)

10 lessons—\$202—4 degree credits—text price \$32-37—study guide \$10—Galle
See CPsy 5305.

Phar 5009 MULTIDISCIPLINARY PERSPECTIVES ON AGING (V822)

Video Cassette Course—\$202—4 degree credits—text price \$32-37—study guide \$10—Galle
See CPsy 5305. **Also available as a Home VCR course (see center section).**

Philosophy

Phil 1001 LOGIC (7608 and 7609)

10 lessons—\$115.50—3 degree credits (or 18 lessons—\$192.50—5 degree credits)—text price \$28-33—Zanoni

Rules and procedures of sound argument and valid inference. Relationship of formal patterns of reasoning to such uses of ordinary language as argument, propaganda, and persuasion. How formal logic can be employed as a tool for critical thinking. Course can be taken for either 3 or 5 credits. Students who take the 3-credit course can register later for the additional 2 credits, pay the \$45 fee, and complete eight more lessons and a final examination.

Phil 1002 PROBLEMS OF PHILOSOPHY (7604)

15 lessons—\$192.50—5 degree credits—text price \$38-43—Bessie

Course considers problems, principal methods and schools of philosophy, and historical and contemporary views.

Phil 1011 SCIENCE AND RELIGION (7610)

12 lessons—\$154—4 degree credits—text price \$11-16—Zanoni

A philosophical inquiry into the conflict between modern science and religion. Designed to provide the student with a layman's orientation to the historical and philosophical development of the conflict, to the status of the conflict today, and to scientific and religious attitudes and emotions. By analysis of the logical and psychological consequences of religious and scientific worldviews, and through discussion of areas of possible reconciliation, the student gains an objective understanding of the various dimensions of the conflict. Students **need not** have had any previous course in science to benefit from this course.

Phil 3001 GENERAL HISTORY OF WESTERN PHILOSOPHY: GREEK PHILOSOPHY (7650)

20 lessons—\$203.75—5 degree credits—text price \$30-35—Kielkopf

Greek philosophy, an introduction to early Western thought; emphasizes Socrates, Plato, and Aristotle. May be applied toward CLA second language requirement, Route II, for Greek and Latin.

Course Descriptions

Phil 3003 GENERAL HISTORY OF WESTERN PHILOSOPHY: DESCARTES THROUGH HUME (7652)

21 lessons—\$203.75—5 degree credits—text price \$20-25—Kielkopf
Philosophical thought from Descartes through Hume. The impact of science; backgrounds of contemporary philosophical problems.

Phil 3004 GENERAL HISTORY OF WESTERN PHILOSOPHY: KANT THROUGH NIETZSCHE (7653)

21 lessons—\$203.75—5 degree credits—text price \$22-27—Kielkopf
Philosophical thought from Kant through Nietzsche. Contains lessons on Hegel, Marx, Mill, Comte, Schopenhauer, and Kierkegaard.

GC 1355 ETHICS (7606)

12 lessons—\$154—4 degree credits—text price \$14-19—Zanoni
The course aims at providing the student with an understanding of the development of moral thought in Western civilization and the problems generated by changing views about the nature of human beings and their behavior. The emphasis of the course is on showing how thinking clearly about the various factors in the development of moral thought in the West is relevant to contemporary moral practice.

GC 3352 PHILOSOPHY THROUGH LITERATURE

See English

Physical Medicine and Rehabilitation

PMR 5445 SOCIAL AND PSYCHOLOGICAL ASPECTS OF PHYSICAL DISABILITY (T466)

10 lessons—\$262—4 degree credits—study guide \$10—text price \$44-49—Crewe and Athelstan
See HSU 5008.

PMR 5445 SOCIAL AND PSYCHOLOGICAL ASPECTS OF PHYSICAL DISABILITY (V466)

Video Cassette Course—\$262—4 degree credits—text price \$44-49—study guide \$10—Crewe and Athelstan
See HSU 5008. Also available as a Home VCR course (see center section).

Physics

Phys 1001 THE PHYSICAL WORLD (7713)

17 lessons—\$154—4 degree credits—text price \$24-29—Cassola
Fundamental laws and principles of the physical world discussed in the context encountered in modern science and technology. Topics: motion of particles, laws of motion, momentum conservation, energy conservation, gravity, fluids, temperature, heat, wave motion, the nature of light, optics, electricity, electric circuits, and magnetism. (Prerequisite: one year high school algebra)

Phys 1003 THE CHANGING PHYSICAL WORLD (T773)

10 lessons—\$154—4 degree credits—text price \$15-20—study guide \$10—R. Jones
This course introduces the nonscientist to the changing world of twentieth-century physics. It will highlight, against a background of history and philosophy, the new ideas and discoveries of relativity, cosmology, and quantum theory as seen from the vast scale of stars and galaxies, through the everyday realm of matter and energy, to the submicroscopic level of atoms and nuclei. **This course will be broadcast Spring 1986 on KTCA-TV (Channel 2) and KWCM-TV (Channel 10) (see center section).**

Phys 1003 THE CHANGING PHYSICAL WORLD (V773)

Video Cassette Course—\$154—4 degree credits—text price \$15-20—study guide \$10—R. Jones
See above. **Enrollment restricted to students who can view the cassettes at Walter Library. Also available as a Home VCR course (see center section).**

Phys 1041 INTRODUCTORY PHYSICS I (7717)

14 lessons—\$154—4 degree credits—text price \$46-51—Cassola
Primarily for students interested in a general, non-calculus physics course, but also for CLA distribution requirements. Topics include uniformly accelerated motion, Newton's laws of motion, work, energy, motion of rigid bodies, mechanical properties of matter, temperature, gas law, thermal properties of matter, thermodynamics, vibratory motion, wave motion, and sound. Replaces old Phys 1032. **Students who**

Course Descriptions

have completed Phys 1031 should take Phys 1041 to complete the series. (Prerequisites: high school algebra, geometry, and trigonometry)

Phys 1042 INTRODUCTORY PHYSICS II (7719)

14 lessons—\$154—4 degree credits—text price \$46-51—Cassola

Second course in the series. Topics: electric fields, direct current circuits, magnetism, electromagnetic induction, alternating currents, electromagnetic waves, properties of light, optical devices, interference, diffraction, atomic structure, the atomic nucleus, and physics of the universe. Replaces old Phys 1031. (Prerequisite: Phys 1041 or equivalent)

Phys 1045 INTRODUCTORY PHYSICS LABORATORY I (7718)

8 experiments—\$38.50—1 degree credit—text price \$3-8—Cassola

Laboratory experiments offered in conjunction with Phys 1041. Experiments include graphical analysis of data, geometry of motion, gravitational field, energy, power, and sound waves. S/N grading only. (Prerequisite: Phys 1041 or equivalent, or concurrent registration)

Phys 1046 INTRODUCTORY PHYSICS LABORATORY II (7720)

6 experiments—\$38.50—1 degree credit—text price \$22-27—Cassola

Laboratory experiments offered in conjunction with Phys 1042. Experiments: probability and statistics, direct current circuits, magnetic fields, optics, optical instruments, and diffraction. S/N grading only. (Prerequisite: Phys 1042 or equivalent, or concurrent registration)

Phys 1104 GENERAL PHYSICS (7733)

16 lessons—\$154—4 degree credits—text price \$30-35—Cassola

Primarily for premedical and biological science students. Topics covered include motion, Newton's laws, work and energy, momentum and the pressure of gases, mechanical properties of matter, temperature, thermal properties of matter, thermodynamics, sound, entropy. No credit for IT students. (Prerequisite: Math 1142 and high school trigonometry or Math 1008) **This course is now in preparation; please inquire before enrolling.**

Phys 1105 GENERAL PHYSICS (7734)

\$154—4 degree credits—text price \$30-35—Cassola

Second course in the series. General topics: heat and electricity. No credit for IT students. (Prerequisite: Phys 1104) **This course is now in preparation; please inquire before enrolling.**

Phys 1271 GENERAL PHYSICS (7709)

16 lessons—\$154—4 degree credits—text price \$55-60—Cassola

Calculus-level general physics course. Topics covered include vectors, motion of a particle in one and two dimensions, particle dynamics, conservation of energy, conservation of momentum, collisions, rotational kinematics and dynamics, conservation of angular momentum, equilibrium of rigid bodies, oscillations, and gravitation. (Prerequisite: completion of or concurrent registration in introductory calculus course)

Phys 1271 GENERAL PHYSICS (7721)

\$154—4 degree credits—Cassola

Calculus-level general physics course. Mechanics. (Prerequisite: completion of or concurrent registration in introductory calculus course) **Limited to students who have access to a PLATO® terminal and software. For further information on this computer-assisted course, call the director of Independent Study.**

Phys 1281 GENERAL PHYSICS (7710)

16 lessons—\$154—4 degree credits—text price \$55-60—Cassola

Calculus-level general physics course. Topics covered include fluid statics and dynamics, waves in elastic media, sound, heat, and thermodynamics, kinetic theory of gases, electrostatics, capacitance and dielectrics, and electric circuits. (Prerequisites: Physics 1271 or equivalent, and completion of or concurrent registration in an introductory calculus course).

Phys 1281 GENERAL PHYSICS (7722)

\$154—4 degree credits—Cassola

Calculus-level general physics course. Heat, electricity. (Prerequisites: Phys 1271 or equivalent, and completion of or concurrent registration in introductory calculus course) **Limited to students who have**

Course Descriptions

access to a PLATO® terminal and software. For further information on this computer-assisted course, call the director of Independent Study. This course is now in preparation; please inquire before enrolling.

Phys 1291 GENERAL PHYSICS (7711)

18 lessons—\$154—4 degree credits—text price \$55-60—Cassola

Calculus-level general physics course. Topics covered include the magnetic field, Ampere's Law, Faraday's law of induction, inductance, magnetic properties of matter, electromagnetic oscillations, alternating currents, Maxwell's equations, electromagnetic waves, nature and propagation of light, reflection and refraction of plane and spherical waves, interference, diffraction, gratings and spectra, polarization, light and quantum physics, waves and particles. (Prerequisites: completion of or concurrent registration in introductory calculus course, Phys 1271 and 1281, or equivalent)

Phys 1291 GENERAL PHYSICS (7723)

\$154—4 degree credits—Cassola

Calculus-level general physics course. Magnetism, optics. (Prerequisites: Phys 1271 and 1281, or equivalents, and completion of or concurrent registration in introductory calculus course) **Limited to students who have access to a PLATO® terminal and software. For further information on this computer-assisted course, call the director of Independent Study. This course is now in preparation; please inquire before enrolling.**

Polish

Polish 1101 BEGINNING POLISH I (6401)

27 lessons—\$192.50—5 degree credits—text price \$21-26—1 audio cassette \$2.75—Polakiewicz

For beginners with no previous knowledge of Polish. Covers the fundamentals of grammar, the facility to read, understand, and write simple Polish.

Political Science

Pol 1001 AMERICAN GOVERNMENT AND POLITICS (7903)

18 lessons—\$192.50—5 degree credits—text price \$42-47—Scott

Analysis of principles and processes of national, state, and local government in the United States. The relationships of political forces and philosophies. Topics include: the Constitution, civil liberties, public opinion, interest groups and political parties, Congress, the judiciary and the presidency.

Pol 3308 THE UNITED STATES CONGRESS (7932)

14 lessons—\$163—4 degree credits—text price \$29-34—Simon

Internal organization, committee system, party leadership, norms, recruitment; legislative policymaking; relationship with the president and bureaucracy; interest group, political party, and constituency influences on the congressional process.

Pol 3810 UNDERSTANDING WAR: ITS CAUSES AND CONSEQUENCES (T794)

\$163—4 degree credits—Job and Davis

Normative issues surrounding international violence; causes of violence and mechanisms for creating international peace; alternative structures for limiting future violence and maintaining peace. **This course will be offered Fall 1985 in conjunction with the PBS series, "War."**

Pol 5471 GOVERNMENT AND POLITICS OF THE SOVIET UNION (7955)

12 lessons—\$163—4 degree credits—text price \$48-53—Noonan

Analysis of politics in the USSR, including the Soviet political heritage, the impact of Marxism-Leninism, principal institutions, historical developments since 1917, Soviet foreign policy, political elites, the decision-making process, political socialization, and selected economic and political issues.

Pol 5473 CONTEMPORARY CHINESE POLITICAL DEVELOPMENT (7954)

12 lessons—\$163—4 degree credits—text price \$26-31—Dodge

An exploration of China since the Communist revolution and Chinese political shifts from 1950 to 1980; their attempts at modernization, achieving a high quality of life for the Chinese people, and achieving a

Course Descriptions

major role in international politics. Topics: Chinese political ideology, developmental policies and plans, the political and economic impact of developmental plans, and the contemporary Chinese international role. May be applied toward CLA second language requirement, Route II, for Chinese. (Prerequisite: 12 credits in social sciences or consent of instructor)

Pol 5478 GOVERNMENT AND POLITICS OF AFRICAN COUNTRIES (7979)

10 lessons—\$163—4 degree credits—text price \$64-69—Nirtz

An introduction to the political systems of sub-Saharan Africa, with some attention to North Africa. Topics: traditional political systems, the impact of colonial rule, the African response, the politics of economic development in independent Africa, and the southern African crisis. A major aim is to explain the discrepancy between the promise and performance of independent Africa. What accounts for the crisis of authority, the shortcomings of economic development? What is the appropriate model for development—capitalism or socialism?

Pol 5503 AMERICAN CONSTITUTIONAL LAW AND POLITICS (7957)

8 lessons—\$203.75—5 degree credits—text price \$39-44—Krislov

A historical treatment of constitutional law through intensive analysis of decisions made by the justices. Includes such topics as commerce clause cases and the major civil rights landmark decisions. Emphasis is placed on the political significance of the decisions and the interplay of judicial attitudes and decisions.

Pol 5663 POLITICAL THEORY AND UTOPIA (V793)

Video Cassette Course—\$163—4 degree credits—text price \$27-32—study guide \$6—Sibley

This course explores great utopias from the viewpoint of the political theorist, the idea of planning an ideal state, the achievement of utopia, stability and change in great utopias, problems of authority and law, and anarchist, socialist, and conservative utopias. (Prerequisite: Pol 1051, 9 credits in social science, or consent of instructor). **Enrollment restricted to students who can view the cassettes at Walter Library.**

Pol 5737 POLITICAL PARTIES (7987)

14 lessons—\$163—4 degree credits—text price \$26-31—Heyrman

Party activities in the United States—recruiting, nominating, and campaigning. Parties in power. Party organization and membership, party identification, third parties, and independents. Party reform and the functions of parties. Attention throughout to the impact of parties on democratic government. (Prerequisite: Pol 1001 or consent of instructor)

Psychology

Also see Child Psychology

Psy 1001 GENERAL PSYCHOLOGY (8103)

18 lessons—\$192.50—5 degree credits—text price \$27-32—Schletzer

Introduction to the study of human behavior. Prerequisite for all advanced courses in psychology. Topics include biological and developmental processes, perception and awareness, learning and thinking, motivation and emotion, personality, conflict and adjustment, and social behavior.

Psy 1001 GENERAL PSYCHOLOGY (A813)

Audio Cassette Course—\$192.50—5 degree credits—text price \$27-32—study guide \$6—Schletzer

See above. Funding for production provided by The Annenberg/CPB Project—providing opportunities for higher education through telecommunications. Under the project, audio cassettes will be provided free to all enrolled students.

Psy 3101 INTRODUCTION TO PERSONALITY (8188)

12-14 lessons—\$163—4 degree credits—text price \$34-39—Meadow

This course is a basic introduction to the study of personality. It will discuss major theories, personality development, empirical research, personality assessment, and several selected topics in the field of personality. (Prerequisite: 5 credits introductory psychology)

Psy 3604 ABNORMAL PSYCHOLOGY (8197)

14 lessons—\$163—4 degree credits—text price \$32-37—Weiszhaar

Focuses on the theoretical causes of human behavior, the description of behavioral disorders, the etiologies of behavioral disorders, and treatment alternatives. (Prerequisite: 5 credits introductory psychology) **Students may not receive credit for both Psy 3604 and Psy 5604.**

Course Descriptions

Psy 3911 PSYCHOLOGY OF RELIGION (8196)

12-14 lessons—\$163—4 degree credits—text price \$21-26—Meadow

This course is a basic introduction to the psychology of religion. It discusses religious variables such as conversion and prayer in psychological perspective, and such psychological variables as belief and conscience in religious perspective. In addition, religion development, measurement of religiousness, and the mental health implications of religion are explored.

Psy 5604 UNDERSTANDING BEHAVIOR DISORDERS (V813)

Video Cassette Course—\$163—4 degree credits—text price \$32-37—study guide \$10—Butcher
Discussion of issues in defining and understanding behavioral disorders with some focus on etiology and assessment. A range of problem areas, causal factors, explanatory theories and case illustrations will be discussed in detail. A major part of the course deals with issues of prevention, early intervention, and contemporary treatment methods. (Prerequisite: Psy 1001 or equivalent) **Students may not receive credit for both Psy 3604 and Psy 5604. Enrollment restricted to students who can view the cassettes at Walter Library, Rochester Center, and the Morris Learning Center. Also available as a Home VCR course (see center section).**

Psy 5751 PSYCHOLOGY OF ADVERTISING (A811)

Audio Cassette Course—\$163—4 degree credits—text price \$30-35—5 audio cassettes \$10.00—study guide \$6—R. Jones

Psychological principles, research techniques, and applications in advertising and selling. Consumer attitudes and behavior. Psychological mechanisms upon which advertising effectiveness depends. Also available as Jour 5251. **You may receive credit for this course either in Journalism or Psychology, but not both.**

Soc 5201 INTRODUCTION TO SOCIAL PSYCHOLOGY

See Sociology

Public Affairs

PA 5414 MULTIDISCIPLINARY PERSPECTIVES ON AGING (T822)

10 lessons—\$202—4 degree credits—text price \$32-37—study guide \$10—Galle

See CPsy 5305.

PA 5414 MULTIDISCIPLINARY PERSPECTIVES ON AGING (V822)

Video Cassette Course—\$202—4 degree credits—text price \$32-37—study guide \$10—Galle

See CPsy 5305. **Also available as a Home VCR course (see center section).**

PA 5810 DEVELOPMENT ADMINISTRATION (4570)

12 lessons—\$163—4 degree credits—text price \$23-28—Warp

Problems and issues in development, the aid relationship, manpower for development, administrative reform, the regional approach, public enterprise, and case studies.

PA 5940 LEADERSHIP: DEFINITIONS, DIMENSIONS, DIRECTIONS (K451)

20 lessons—\$81.50—2 degree credits—Terry

Course explores seven current definitions of leadership; analyzes the relationship of leadership to power, ethics, self-development, gender, race, and class; assesses current leadership in the local community, the nation, and the world. Includes interviews with nationally recognized leaders and observers of leadership. **This course will be broadcast Spring 1986 on KUOM Radio, 770 AM (see center section).**

Public Health

PubH 3301 PERSPECTIVES: INTERRELATIONSHIPS OF PEOPLE AND ANIMALS IN SOCIETY TODAY (A461)

Audio Cassette Course—\$103.50—2 degree credits—text price \$24-29—study guide \$10—10 audio cassettes \$19.25—Quigley

Explores the interrelationships of people and animals in society today from different perspectives. Topics include: the human-animal bond; animal awareness; animal rights and human morality; humaneness; pets, pet behavior, and pet facilitated therapy. **Students may receive credit for either PubH 3301 or CVM 3100, but not both.**

Course Descriptions

PubH 5642 CHILD ABUSE AND NEGLECT (T465)

10 lessons—\$155.25—3 degree credits—text price \$13-18—study guide \$10—ten Bensef
This course is a survey of the basic concepts and knowledge of child abuse and neglect. It includes a historical overview and the issue of balance of rights between children and their parents. Examples of child abuse and neglect, understanding why it occurs, its consequences, and how society can intervene and prevent it is presented. **This course will be broadcast Fall 1985 on KTCA-TV (Channel 2) and KWCM-TV (Channel 10), and Winter 1986 on WDSE-TV (Channel 8) (see center section).**

PubH 5642 CHILD ABUSE AND NEGLECT (V465)

Video Cassette Course—\$155.25—3 degree credits—text price \$13-18—study guide \$10—ten Bensef

See above. **Enrollment restricted to students who can view the cassettes at Walter Library, Duluth Center, and Morris Learning Center. Also available as a Home VCR course (see center section).**

Religion

See American Studies; Classics; Humanities; Philosophy; Psychology

Religious Studies

RelS 1032 RELIGIONS OF EAST ASIA (5521)

12 lessons—\$154—4 degree credits—text price \$38-43—Mather
An introduction to the religious traditions of China and Japan—Confucianism, Taoism, Buddhism, Shinto, and folk religion—as they historically developed and as they are practiced today. An effort is made to seek the basic assumptions underlying each tradition and the value systems involved in each tradition. May be applied toward CLA second language requirement, Route II, for Chinese. **Students may not receive credit for both RelS 1032 and EAS 1032.**

Rhetoric

Rhet 1147 EFFICIENT READING

See Study Skills

Rhet 1220 PRINCIPLES OF HUMAN COMMUNICATION (V391)

Video Cassette Course—\$154—4 degree credits—text price \$15-20—study guide \$6—Connolly
This course explores the dimensions of human communication, including the origins and nature of language, the development of language in the individual, theories of intrapersonal, interpersonal, and small group communication. Emphasis is on the relationship between language and human values, attitudes, beliefs, and behaviors. **Enrollment restricted to students who can view the cassettes at Walter Library, Morris Center, and Duluth Center.**

Rhet 1226 PARLIAMENTARY PROCEDURE (7425)

6 lessons—\$38.50—1 degree credit—text price \$17-22—Miller
Principles and practices of parliamentary procedures. Provides leadership training for presiding officers and members of various rural and urban organizations. How to open and close a meeting, draft a constitution, discuss unfinished business and introduce new business, entertain motions in order of precedence, handle amendments, appoint committees, dispose of committee reports, and nominate and elect officers.

Russian

Russ 1101 BEGINNING RUSSIAN I (6603)

17 lessons—\$192.50—5 degree credits—text price \$28-33—4 audio cassettes \$8.25—Prokopov
Provides a reading and writing knowledge of the Russian language. Acquaints students with Russian script, pronunciation, and essentials of grammar; translations from Russian and into Russian.

Course Descriptions

Russ 1102 BEGINNING RUSSIAN II (6604)

17 lessons—\$192.50—5 degree credits—text price \$28-33—5 audio cassettes \$10.00—Prokopov
Second part of the Beginning Russian sequence: reading, writing, pronunciation, and grammar. (Prerequisite: Russ 1101)

Russ 1103 BEGINNING RUSSIAN III (6605)

17 lessons—\$192.50—5 degree credits—text price \$28-33—5 audio cassettes \$10.00—Prokopov
Third part of the Beginning Russian sequence: reading, writing, pronunciation, and completion of the study of Russian grammar. Poetry reading. (Prerequisite: Russ 1102)

Russ 1221 SCIENTIFIC RUSSIAN I (6627)

17 lessons—\$192.50—5 degree credits—text price \$15-20—Prokopov
An introduction to the basic grammar and structure of the Russian language, using a vocabulary common to various sciences. Provides the ability to read Russian scientific texts.

Russ 1222 SCIENTIFIC RUSSIAN II (6625)

12 lessons—\$77—2 degree credits—text price \$5-9—Prokopov
Directed reading and translation of Russian scientific texts in a field of the student's choice. Students may satisfy the graduate language requirement by passing Russ 1222 with a grade of B (Prerequisite: Russ 1221)

Russ 1223 SCIENTIFIC RUSSIAN III (6626)

12 lessons—\$77—2 degree credits—no required text—Prokopov
Reading and translating scientific articles. (Prerequisite: Russ 1222)

Scandinavian Languages

Also see Finnish; Norwegian; Swedish

Scan 3602 THE TALES OF HANS CHRISTIAN ANDERSEN (A631)

Audio Cassette Course—\$163—4 degree credits—text price \$11-16—study guide \$6—10 audio cassettes \$19.25—Mishler
An exploration of Andersen's stories and tales (in English).

Slavic and East European Languages

See Polish; Russian

Social Studies (General College)

GC 1283 PSYCHOLOGY OF HUMAN DEVELOPMENT (4108)

10 lessons—\$192.50—5 degree credits—text price \$21-26—Latts
The growth and development of an individual from conception through old age is explored. Aspects of development emphasized include physical, motor, social, emotional, and psychological growth. Integration of facets of development is made in order to understand a human being as a complex organism functioning in a complex environment.

Social Work

Also see Social Studies (General College)

SW 1001 INTRODUCTION TO SOCIAL WELFARE AND COMMUNITY SERVICES (8690)

16 lessons—\$192.50—5 degree credits—text price \$38-43—Syers-McNairy
Survey of social services and their components, including many fields of practice, multiple auspices and dependencies; numerous levels of participation, differing ideologies and methods of approach to social problems, and the dynamics of change from social movements to institutionalizations inherent in American social service delivery systems. Course is primarily about the "frames of reference" within which help is offered in American social services, public and private. The uneasy relationship between social service

Course Descriptions

policies and professional social work practice. This course is equivalent to the regular course offered to on-campus students within the BA in Social Welfare Program. Course is seen as prerequisite for practice methods courses.

SW 5024 MULTIDISCIPLINARY PERSPECTIVES ON AGING (T822)

10 lessons—\$202—4 degree credits—text price \$32-37—study guide \$10—Galle
See CPsy 5305.

SW 5024 MULTIDISCIPLINARY PERSPECTIVES ON AGING (V822)

Video Cassette Course—\$202—4 degree credits—text price \$32-37—study guide \$10—Galle
See CPsy 5305. Also available as a Home VCR course (see center section).

SW 8203 FAMILY STRESS AND COPING (T415)

10 lessons—\$269.25—3 degree credits—text price \$23-28—study guide \$10—McCubbin
See FSoS 5240.

Sociology

Soc 1001 INTRODUCTION TO SOCIOLOGY (8605)

13 lessons—\$154—4 degree credits—text price \$26-31—Smith-Cunnien

A general introduction to the sociological analysis of social processes and social structure. Topics include: socialization, stratification, and social inequality; deviance and social control; and social change. General theoretical perspectives and research methods are discussed. Emphasis is placed on the application of concepts and theories to everyday life.

Soc 1002 AMERICAN COMMUNITY (8604)

12 lessons—\$154—4 degree credits—text price \$24-29—Christoforides

This course is intended to give students an opportunity to engage in an in-depth analysis of American urban life. By looking at such phenomena as the distribution of population, urban-rural differences, social factors in business systems, occupational groups, determination of social status, and minority group adjustment, American Community attempts to answer the questions: Is there an American "community," "culture," "value system," "way of life"?

Soc 3102 SOCIOLOGY OF LAW AND SOCIAL CONTROL ORGANIZATIONS (8651)

12 lessons—\$163—4 degree credits—text price \$43-48—Roden

An introductory survey of major problems and issues in the sociological study of law and society. Examination of societal consequences of legal sanctions, social forces that shape prosecution, the political processes involved in the creation of law, and the social dynamics of law enforcement.

Soc 3103 ELEMENTS OF CRIMINOLOGY (8654)

14 lessons—\$163—4 degree credits—text price \$31-36—Heitzeg

A general introduction to the study of crime and its relationship to society, including: an in-depth look at the criminal justice system in America (the police, the courts, the prisons); an examination of historical and contemporary theories of criminal behavior; and a look at several types of crime and the roles they play in society. (Prerequisite: Soc 1001)

Soc 3501 THE FAMILY SYSTEM (8675)

6 lessons—\$163—4 degree credits—text price \$40-45—Asher

The family in contemporary American society with attention to historical and cross-cultural comparisons; interrelationships with other social institutions, socialization, patterns of mate selection, life cycle processes and norms of human sexuality. (Prerequisite: Soc 1001 or consent of instructor)

Soc 3551 WORLD POPULATION PROBLEMS (8672)

14 lessons—\$163—4 degree credits—text price \$39-44—Tavakoli

This course examines the causes and consequences of rapid human population growth. Optimistic and pessimistic opinions about the balance between population and resources are examined, as are policy options that exist to manipulate future population growth. Other topics include population growth and economic development, world food shortages, industrialization and urbanization, the feminist movement, and population policies. The scope of the course is world wide, the view comparative, and the emphasis on improving students' ability to interpret current and future everyday events in light of population dynamics.

Course Descriptions

Soc 3960 SOCIOLOGY OF WORK (8674)

15 lessons—\$163—4 degree credits—text price \$34-39—Kwok-Lai
The institution of work is a growing source of conflict between the desire for a fulfilling job and the need for productivity, work and family, people and machines, unemployment and inflation. Changes in the meaning and nature of work. Government's role in shaping work and the work place. Economic and social effects of increasing numbers of working women. Analysis of values and assumptions underlying difficult personal and public choices people must make to resolve conflicts. (Prerequisite: Soc 1001)

Soc 3960 NUCLEAR WEAPONS AND NUCLEAR WAR (A865)

Audio Cassette Course—\$163—4 degree credits—text price \$26-31—10 audio cassettes \$19.25—study guide and appendices \$16—Harris and Markusen
See IntR 3105. **Students may not receive credit for both IntR 3015 and Soc 3960.**

Soc 5105 CONTEMPORARY CORRECTIONS (8685)

10 lessons—\$163—4 degree credits—text price \$55-60—Heitzeg
Advanced study of correctional organizations such as prisons and jails; probation and parole, department and community corrections. Penal policies and practices in the United States compared with advanced penal systems in other countries. (Prerequisite: Soc 3101, 3102, or consent of instructor)

Soc 5201 INTRODUCTION TO SOCIAL PSYCHOLOGY (8676)

13 lessons—\$163—4 degree credits—text price \$24-29—Westrum
An intensive examination of the major issues in social psychology. Covers substantive areas of self, personality, person perception, interpersonal attraction, attitudes, social influence, prosocial behavior and aggression, small groups, and collective behavior. Emphasis will be placed on application of theories and concepts to everyday life. Four major theoretical perspectives (symbolic interactionism, exchange, social learning, and cognitive consistency) are used to organize course material. Sociology majors may not receive credit for this course. (Prerequisite: 8 credits in Sociology, Anthropology, Psychology, Political Science, or Economics)

Soc 5701 ANALYTICAL SOCIAL THEORY (8684)

11 lessons—\$163—4 degree credits—text price \$37-42—Christoforides
An introduction to the various ways sociologists have sought to explain social phenomena. Emphasis is on contemporary social theory, with some historical background. The sociological theories discussed include functionalism, conflict, exchange, symbolic interactionism, role, interactionist approaches, phenomenology, and ethnomethodology. (Prerequisite: 8 credits in social science or consent of instructor)

Soc 5960 DEATH AND DYING (8691)

15 lessons—\$163—4 degree credits—text price \$19-24—study guide \$5—Fulton and Owen
Death and Dying explores the issues and problems that mortality presents to modern American society. Topics include the dying patient, grief, the funeral, death and the child, youth and suicide, the role of caregiving professions, moral and ethical issues surrounding death, and life after death.

Soc 5960 MULTIDISCIPLINARY PERSPECTIVES ON AGING (T822)

10 lessons—\$202—4 degree credits—text price \$32-37—study guide \$10—Galle
See CPsy 5305.

Soc 5960 MULTIDISCIPLINARY PERSPECTIVES ON AGING (V822)

Video Cassette Course—\$202—4 degree credits—text price \$32-37—study guide \$10—Galle
See CPsy 5305. **Also available as a Home VCR course (see center section).**

Soc 5960 TOPICS: ISSUES IN CRIMINAL JUSTICE (V781)

Video Cassette Course—\$163—4 degree credits—no required text—study guide \$18.50—Samaha and Lykken
Investigates major issues in criminal laws and procedure through actual cases, and the historical perspective is complemented with interviews of officials and other people directly involved in making criminal policy and administering criminal justice. Topics include: Do we have too much criminal law? How does the state discover, investigate, and process suspected criminals? Do incarcerated people have rights? The course addresses the major problem of balancing the liberty of individuals in a free society under the U.S. Constitution with the necessary amount of state power to insure the domestic tranquility. **Enrollment restricted to students who can view the cassettes at Walter Library.**

Course Descriptions

Spanish

Span 0221 SPANISH FOR GRADUATE STUDENTS (6817)

16 lessons—\$154—no credit—text price \$21-33—1 audio cassette \$2.75—Cuneo

Prepares students primarily for reading, and especially for reading general and technical nonliterary prose. The department will certify to the Graduate School a reading knowledge of Spanish upon successful completion of the final examination.

Span 1101 BEGINNING SPANISH I (6804)

17 lessons—\$192.50—5 degree credits—text price \$33-38—1 audio cassette \$2.75—Cuneo

Fundamentals of Spanish grammar. Developing good ear training by means of tapes; learning to read and write simple Spanish. Question-and-answer method used in connection with the reader. Emphasis is on a cultural approach and a practical knowledge of Spanish.

Span 1102 BEGINNING SPANISH II (6805)

17 lessons—\$192.50—5 degree credits—text price \$32-37—Cuneo

Continues the conversational and cultural training begun in Span 1101. Completes the study of the essentials of Spanish grammar needed by beginning Spanish students. Emphasis on expanding Spanish vocabulary and question-and-answer composition in Spanish. (Prerequisite: Span 1101 or equivalent)

Span 1103 BEGINNING SPANISH III (6803)

18 lessons—\$192.50—5 degree credits—text price \$28-33—Cuneo

A review and more detailed study of the principles of written Spanish. More emphasis on composition. Reading a short play. Study of the Spanish-speaking nations. (Prerequisite: Span 1102 or equivalent)

Span 1104 INTERMEDIATE SPANISH (6825)

18 lessons—\$154—4 degree credits—text price \$20-25—Cuneo

Study of Spanish grammar and the process of thinking in Spanish. Emphasis on pattern; introduces the subjunctive. Questions and answers in Spanish. (Prerequisite: Span 1103 or equivalent)

Span 1105 READING AND COMPOSITION (6830)

17 lessons—\$154—4 degree credits—text price \$17-22—Cuneo

Concentrates on developing reading skills, expanding vocabulary, and improving written expression. Materials include a text book containing articles from newspapers and magazines and a novel. (Prerequisite: Span 1104)

Span 1502 CULTURES AND CIVILIZATIONS OF LATIN AMERICA: PRE-COLUMBIAN TIMES TO 1825 (6843)

14 lessons—\$154—4 degree credits—text price \$14-19—Cuneo

Provides an opportunity to study and evaluate the cultures and civilizations of Latin America from pre-Columbian times, through the discovery of America by the Spaniards and their consequent explorations, conquest and colonization (15th to 18th centuries), to the movements of independence from Spain, Portugal, and France in the first quarter of the 19th century. It is intended to illuminate the problems and revolutionary changes of modern Latin America, which are a part of its complementary course, Span 1503. Readings in English. Knowledge of Spanish not necessary. Not to be used for Spanish or Portuguese major credit. May be applied toward CLA second language requirement, Route II, for Portuguese and Spanish.

SpPt 3610 TOPICS IN SPANISH-PORTUGUESE CIVILIZATION AND CULTURE: THE EVERPRESENT PAST IN SPANISH AND PORTUGUESE CULTURE (K682)

10 lessons—\$163—4 credits—study guide \$10—Sousa

The course investigates how the concept of "regenerationism" has retained and exerted cultural force in the Iberian nations, forming a part of their cultural systems—and how it continues to exert that force today. Course materials chronologically structured around the development of the notion that, in Spain and Portugal, there are no beginnings—only "re-beginnings." Selections from literature, philosophy, and social commentary illustrate this sense of a lost past of imperial greatness and the need to recreate it. The survey begins with the Portuguese poet Luis de Camoes' epic poem of 1578 and ends with documents about the Spanish "nationalities" of the post-Franco era. **This course will be broadcast Winter and Summer 1986 on KUOM Radio, 770 AM, and Spring 1986 on KUMD Radio, 103.3 FM (see center section).**

Statistics

Also see Education

Stat 1051 INTRODUCTION TO STATISTICS (7270)

12 lessons—\$154—4 degree credits—text price \$30-35—Lindgren
 Presentation and analysis of data. Probabilistic models for inference. Inference and decision procedures. Emphasis on concepts rather than computation. (Prerequisite: high school higher algebra)

Study Skills

PO 1001 HOW TO STUDY (3802)

8 lessons—\$77—2 degree credits—text price \$29-34—2 audio cassettes \$4.75—Baldwin
 Guided practice in developing an efficient approach to studying, founded on research in human learning. Using this background, students are taught to develop their concentration, improve their listening and note taking by using audio tapes, schedule their time effectively for study, prepare for and take exams, and prepare research papers. The course stresses practice in all the above skills, as well as in rapid reading, vocabulary development, effective underlining. (This course does not count as part of the 180-credit degree requirement at the University of Minnesota. However, grades are included in the overall GPA.)

Rhet 1147 EFFICIENT READING (3949)

5 lessons—\$115.50—3 degree credits—texts and tapes \$108-113—Gore
 Designed to increase reading rate, comprehension, and vocabulary. Includes the use of cassette tapes for instruction and pacing activities. Useful for anyone who wants to achieve and maintain superior reading improvement. Not a remedial course.

GC 1402 VOCABULARY BUILDING (4002)

10 lessons—\$115.50—3 degree credits—text price \$12-17—2 audio cassettes \$4.75—Kurak
 A course designed for those who want to increase their active (speaking, writing) and passive (reading, listening) vocabularies by a variety of means. The lessons include drill in Latin and Greek word parts, practice in the use of vocabulary in context, and listening exercises on cassette tapes. Grades are based on a series of quizzes and a final exam.

Swedish

Swed 1101 BEGINNING SWEDISH I (6901)

27 lessons—\$192.50—5 degree credits—text price \$15-20—Stockenström
 An introduction to written and spoken Swedish through basic grammar, workbook exercises, and easy composition. Vocabulary useful to everyday situations is covered.

Swed 1102 BEGINNING SWEDISH II (6902)

\$192.50—5 degree credits—Stockenström
 Continuation of Swed 1101. (Prerequisite: Swed 1101). **This course is now in preparation; please inquire before enrolling.**

Swed 1103 BEGINNING SWEDISH III (6903)

\$192.50—5 degree credits—Stockenström
 Continuation of Swed 1102. (Prerequisite: Swed 1102). **This course is now in preparation; please inquire before enrolling.**

Textiles and Clothing

TexC 3661 CULTURAL PERSPECTIVES ON DRESS (2002)

10 lessons—\$155.25—3 degree credits—Pedersen
 An examination of the influence of cultural ideals and standards on dress, this course also considers how dress evolves in response to society's needs, values, and technology.

Course Descriptions

Theatre Arts

Th 5115 PLAYWRITING (A405)

Audio Cassette Course—\$163—4 degree credits—text price \$17-22—study guide \$6—Nolte
Techniques of playwriting are explored in detail by students with some playwriting competence. The craft of writing a well-made play and experimentation in more modern styles are examined in the context of each student working toward the completion of a one-act or full-length play.

Th 5173 MODERN THEATRE: FROM IBSEN TO THE PRESENT (A404)

Audio Cassette Courses—\$163—4 degree credits—text price \$21-26—study guide \$6—10 cassette tapes \$19.25—Nolte

The modern theatre from Ibsen to the present. **This course is now in preparation; please inquire before enrolling.**

Th 5186 HISTORY OF THE AMERICAN THEATRE (A401)

Audio Cassette Course—\$163—4 degree credits—text price \$20-25—11 audio cassettes \$21.25—study guide \$6—Nolte

Examines the theatre from colonial days to the present as a mirror of our society. Playwrights, performers, and productions are seen in the context of our cultural, social, and political life.

Th 5186 HISTORY OF THE AMERICAN THEATRE (V401)

Video Cassette Course—\$163—4 degree credits—text price \$36-41—study guide \$6—Nolte

See above. **Enrollment restricted to students who can view the video cassettes at Walter Library.**

Veterinary Medicine

CVM 3100 PERSPECTIVES: INTERRELATIONSHIPS OF PEOPLE AND ANIMALS IN SOCIETY TODAY (A461)

Audio Cassette Course—\$126.50—2 degree credits—text price \$24-29—study guide \$10—10 audio cassettes \$19.25—Quigley

See PubH 3301. **Students may receive credit for either PubH 3301 or CVM 3100, but not both.**

Women's Studies

WoSt 3910 WOMEN BETWEEN VICTORIANISM AND EMANCIPATION (8821)

6 lessons—\$163—4 degree credits—text price \$25-30—Maynes

This course will explore continuity and change in the history of Anglo-American women from the late Victorian era to the present. Topics: the Victorian legacy, women and work, women's education, female sexuality, reproduction, and women and politics. **This course is now in preparation; please inquire before enrolling.**

WoSt 5123 WOMEN IN CONTEMPORARY AMERICAN RELIGION (1412)

10 lessons—\$163—4 degree credits—text price \$45-50—Yates

See AmSt 5123

Youth Studies

YoSt 5333 UNDERSTANDING AND WORKING WITH ADOLESCENTS (V410)

Video Cassette Course—\$207—4 degree credits—text price \$29-34—study guide \$10—Weiner

Designed for those who work with or are interested in adolescents (e.g., parents, teachers, counselors, health professionals, youth service personnel). Provides a perspective on contemporary adolescents to increase a person's understanding of that age group. The goal of this course is the application of knowledge to the real world of young people and the adults in contact with them. **Enrollment restricted to students who can view the cassettes at Walter Library. Students who have taken this course through Independent Study as YoSt 5330 cannot register for YoSt 5333.**

YoSt 5333 UNDERSTANDING AND WORKING WITH ADOLESCENTS (T410)

10 lessons—\$207—4 degree credits—text price \$29-34—study guide \$10—Weiner

See above. **This course will be broadcast Spring 1986 on KTCA-TV (Channel 2) and KAWV-TV (Channel 9) (see center section).**

Whether using texts, tv, radio, computers, or a VCR, there are

11 Ways to Earn Credit Through Independent Study

In the past year many new courses—and a new group of courses—have been added at Independent Study. There are now approximately 400 correspondence, radio, television, audio cassette, video cassette and computer-assisted courses, plus several new Home VCR courses.

On the next pages you will find explanations of the 11 ways to earn credits through Independent Study and lists of some of our new courses and upcoming courses.

Correspondence Courses

Most of the courses offered by Independent Study are correspondence courses. You can enroll in a correspondence course at any time, take up to a year to complete it, and study where and when you have the time. When you enroll in a correspondence course, you receive a study guide that lists the required texts and materials and contains the lessons you have to complete.

Each lesson usually has a reading assignment in the required text or texts, study notes that contain additional information about the lesson topic and examples (especially in the math and science courses), and a lesson assignment. After you send in a lesson assignment, it is evaluated by the course instructor and returned to you with a letter grade and comments.

For most courses you also have to successfully complete one or more exams. The correspondence method is most suitable for people who want an organized program of study that closely approximates the content and format of day classes at the University.

Some of the new correspondence courses that have been opened for student registration, or that will open shortly, are given below.

CPsy 5303, Adolescent Psychology
Comp 3012, Writing About Nonfiction Texts in the Humanities
EPsy 3220, Introduction to Statistics and Measurement
Engl 3112, Survey of English Literature III
ESL 0117, Reading and Vocabulary
GC 1542, Accounting Fundamentals II
GC 1573, Introduction to Fundamentals of BASIC
GC 3583, Estate Planning and Administration
Hist 1433/3433, African History
Hist 3910, A Century of American Immigration: 1884-1984
Phys 1104, General Physics
Phys 1271, General Physics (PLATO[®])
Pol 5448, Government and Politics of African Countries
Pol 5471, Government and Politics of the Soviet Union
Stat 1051, Introduction to Statistics
Swed 1101, Beginning Swedish I

Four New Courses in the Humanities Funded by National Endowment for the Humanities

In 1984 the Department of Independent Study received a grant from the National Endowment for the Humanities to fund a unique project, "Humanities for the Distance-Enrolled Student." During the summer of 1984, faculty from six University departments—Richard Leppert (Humanities), Douglas Lewis (Philosophy), Archibald Leyasmeyer (English), Russell Menard (History), Gerhard Weiss (German), and Gayle Graham Yates (American Studies)—reviewed existing courses

in the humanities and considered the design of effective undergraduate instruction. Based on their discussions, four of the faculty (who are depicted on the covers of this bulletin) developed new and innovative correspondence courses. Their new courses, which are described in the Course Descriptions section of this bulletin, are:

Engl 5175, Modern Drama: Pirandello to Pinter, Leyasmeyer

Ger 3610, Post-War German Developments as Seen Through the Works of Heinrich Böll, Weiss

Hist 3955, Introduction to Historical Research, Menard

AmSt 5123/WoSt 5123, Women in Contemporary American Religion, Yates

Media-Assisted Courses

Extension Independent Study, in cooperation with University Media Resources, public radio stations, and public and cable television stations, offers various degree credit media-assisted courses each quarter of the academic year. Each course consists of radio or television broadcasts, a course study guide, and texts. The study guide integrates all course components: it details reading assignments from the texts and viewing or listening assignments, and contains study notes, written assignments, and exams. The television or radio programs highlight the major themes of the course and help pace student work. Instructor feedback occurs through comments and grades on written assignments and exams. Students can comment on the course or raise questions by contacting the instructor during his or her telephone office hours, which are given in the study guide. All course requirements can be completed by mail.

Radio-assisted and television-assisted courses generally follow the University's quarter schedule; however, students may take up to three additional months to complete course requirements. If a student misses the broadcast of a radio or television program, tapes of programs produced by the University of Minnesota are available for use by registered students at the Learning Resources Center, basement of Walter Library, Minneapolis campus.

In addition to courses produced jointly by Independent Study and University Media Resources, some television-assisted courses are offered by the Department of Independent Study in conjunction with miniseries or broadcasts on public or commercial networks. During the past few years, for example, Independent Study has offered courses along with "Cosmos," "The Winds of War," "Kennedy," "The Day After," and "Christopher Columbus." Courses being planned for 1985-86 include "Understanding War" and others that will be announced at various times during the year.

Courses to be broadcast during the 1985-86 academic year are listed below according to the station or stations carrying them. Descriptions of these courses are given in the Course Descriptions section of this bulletin.

Registration Dates

Twin Cities: **Fall**—Aug. 26—Oct. 11, 1985
late: Oct. 12—Oct. 25, 1985
Winter—Dec. 9—Jan. 24, 1986
late: Jan. 25—Feb. 7, 1986
Spring—Mar. 1—April 11, 1986
late: April 12—April 25, 1986
Summer—May 19—June 27, 1986
late: June 28—July 11, 1986

Duluth: **Fall**—July 29, 1985 (mail-in registration opens)
Aug. 19, 1985 (in-person registration opens)
Winter—Oct. 21, 1985 (mail-in registration opens)
Nov. 11, 1985 (in-person registration opens)
Spring—Jan. 27, 1986 (mail-in registration opens)
Feb. 17, 1986 (in-person registration opens)

Radio Courses

Twin Cities—KUOM Radio, 770 AM
Duluth—KUMD Radio, 103.3 FM

Fall 1985

James Joyce, Engl 5363

KUOM: Mondays and Wednesdays, 11-11:30 a.m.
Sept. 30—Dec. 4, 1985
Saturdays, 12-1:00 p.m. (repeats)
Oct. 5—Dec. 7

Introduction to the History of Science: The Scientific Revolution, HSci 1812

KUOM: Mondays and Wednesdays, 11:30-12:00 noon
Sept. 30—Dec. 4, 1985

KUMD: Tuesdays and Thursdays, 1:30-2:00 p.m.
Sept. 17—Nov. 21, 1985

Roman Realities: Life and Thought in the Roman Empire, Clas 3970

KUMD: Mondays and Wednesdays, 1:30-2:00 p.m.
Sept. 16—Nov. 20, 1985

Winter 1986

Topics in English and American Literature: The Celtic World, Engl 3910

KUOM: Mondays and Wednesdays, 11:00-11:30 a.m.
Jan. 6—March 12, 1986

KUMD: Tuesdays and Thursdays, 1:30-2:00 p.m.
Dec. 10—Feb. 13, 1986

The Everpresent Past in Spain and Portugal, SpPt 3610

KUOM: Mondays and Wednesdays, 11:30-noon
Jan. 6—March 12, 1986
Saturdays, 12-1:00 p.m. (repeats)
Jan. 11—March 15, 1986

James Joyce, Engl 5363

KUMD: Mondays and Wednesdays, 1:30-2:00 p.m.
Dec. 9—Feb. 12, 1986

Spring 1986

Journal and Memoir Writing, Engl 5109

KUOM: Mondays and Wednesdays, 11:00-11:30 a.m.
March 31—June 9, 1986 (no broadcast Memorial Day)
KUMD: Tuesdays and Thursdays, 1:30-2:00 p.m.
March 18—May 22, 1986

Leadership: Definitions, Dimensions, Directions, PA 5940

KUOM: Mondays and Wednesdays, 11:30-12 noon
March 31—June 9, 1986 (no broadcast Memorial Day)
Saturdays, 12-1:00 p.m.
April 5—June 7, 1986

The Everpresent Past in Spain and Portugal, SpPt 3610

KUMD: Mondays and Wednesdays 1:30-2:00 p.m.
March 17—May 21, 1986

Summer 1986

James Joyce, Eng 5363

KUOM: Mondays and Wednesdays, 11-11:30 a.m.
June 16—August 20, 1986

The Everpresent Past in Spain and Portugal, SpPt 3610

KUOM: Mondays and Wednesdays, 11:30-12 noon
June 16—August 20, 1986

Sampler Programs

To whet your appetite for upcoming radio-assisted courses and audio-assisted courses, KUOM will broadcast the following sampler programs. See Course Descriptions for more information on these courses.

Saturday, Sept. 28, 1985

James Joyce, Engl 5363, 12-12:30 p.m.
Introduction to History of Science, HSci 1812, 12:30-1 p.m.

Saturday, Dec. 14, 1985

The Celtic World, Engl 3910, 12-12:30 p.m.
The Everpresent Past in Spain and Portugal, SpPt 3610, 12:30-1 p.m.

Saturday, March 22, 1986

Roman Realities, Clas 3970, 12-12:30 p.m.
Music Appreciation, Mus 5950, 12:30-1 p.m.

Saturday, March 29, 1986

Leadership, PA 5940, 12-12:30 p.m.
Journal and Memoir Writing, Engl 5109, 12:30-1 p.m.

Television Courses

Twin Cities—KTCA-TV, Channel 2
Bemidji—KAWE-TV, Channel 9
Appleton—KWCM-TV, Channel 10
Duluth—WDSE-TV, Channel 8
Austin—KSMQ-TV, Channel 15

Fall 1985

Introduction to Technical and Business Communication, Comp 1031

KTCA: Saturdays, 8-8:30 a.m.
Sept. 28—Nov. 30, 1985
KAWE: Saturdays, 9:30-10 a.m.
Sept. 28—Nov. 30, 1985

Family Stress and Coping, FSoS 5240/SW 8203

KTCA: Saturdays, 9:30-10 a.m.
Sept. 28—Nov. 30, 1985
Tuesdays 7-7:30 a.m. (repeats)
Oct. 1—Dec. 3, 1985
KSMQ: Saturdays, 11-11:30 a.m.
Sept. 28—Nov. 30, 1985
KWCM: Saturdays, 9:30-10 a.m.
Sept. 28—Nov. 30, 1985

Child Abuse and Neglect, PubH 5642

KTCA: Saturdays, 10-10:30 a.m.
Sept. 28—Nov. 30, 1985
Wednesdays 7-7:30 a.m. (repeats)
Oct. 2—Dec. 4, 1985
KWCM: Saturdays, 10-10:30 a.m.
Sept. 28—Nov. 30, 1985

American Business History, Hist 3841

KTCA: Saturdays, 10:30-11 a.m.
Sept. 28—Nov. 30, 1985
Thursdays, 7-7:30 a.m. (repeats)
Oct. 3—Dec. 5, 1985
(Thanksgiving day program will be repeated Friday, Nov. 29)
KAWE: Saturdays, 9-9:30 a.m.
Sept. 28—Nov. 30, 1985
KWCM: Saturdays, 10:30-11 a.m.
Sept. 28—Nov. 30, 1985

Understanding War: Its Causes and Consequences, Pol 3810

KTCA: This course is being offered in conjunction with the PBS
KAWE: series on "War." (Check TV listings for broadcast times.)

Social and Psychological Aspects Physical Disability, HSU 5008/PMR 5445

WDSE: Saturdays, 8:30-9 a.m.
Sept. 21—Nov. 23, 1985
Wednesdays, 7-7:30 a.m. (repeats)
Sept. 25—Nov. 27, 1985

Winter 1986

Family Stress and Coping, FSoS 5240/SW 8203

KTCA: Saturdays, 8-8:30 a.m.
Jan. 11—March 15, 1986

Survey of Gifted and Talented Education, EPsy 5690

KTCA: Saturdays, 9:30-10 a.m.
Jan. 11—March 15, 1986
Wednesdays, 7-7:30 a.m. (repeats)
Jan. 15—March 19, 1986

KAWE: Saturdays, 9-9:30 a.m.
Jan. 11—March 15, 1986

KWCM: Saturdays, 9:30-10 a.m.
Jan. 11—March 15, 1986

Social and Psychological Aspects of Physical Disability, HSU 5008/PMR 5445

KTCA: Saturdays, 10-10:30 a.m.
Jan. 11—March 15, 1986
Tuesdays, 7-7:30 a.m. (repeats)
Jan. 14—March 18, 1986



Professor Donald Ross, director of the Composition and Communication Program, is the instructor for Introduction to Technical and Business Communication, which will be broadcast fall quarter on KTCA-TV and KAWE-TV.

KAWC: Saturdays, 9:30-10 a.m.
Jan. 11—March 15, 1986
KWCM: Saturdays, 10-10:30 a.m.
Jan. 11—March 15, 1986

**Multidisciplinary Perspectives on Aging, CPsy 5305/Educ 5440/HSU 5009/
PA 5414/Phar 5009/Soc 5960/SW 5024**

KTCA: Saturdays, 10:30-11 a.m.
Jan. 11—March 15, 1986
Thursdays, 7-7:30 a.m. (repeats)
Jan. 16—March 20, 1986

KSMQ: Saturdays, 11-11:30 a.m.
Jan. 11—March 15, 1986

KWCM: Saturdays, 10:30-11 a.m.
Jan. 11—March 15, 1986

Child Abuse and Neglect, PubH 5642

WDSE: Saturdays, 8:30-9 a.m.
Dec. 14—Feb. 15, 1986
Wednesdays, 7-7:30 a.m. (repeats)
Dec. 18—Feb. 19, 1986

Spring 1986

Understanding and Working with Adolescents, YoSt 5333

KTCA: Saturdays, 8-8:30 a.m.
March 29—May 31, 1986
Thursdays, 7-7:30 a.m. (repeats)
April 3—June 5, 1986

KAWC: Saturdays, 9:30-10 a.m.
March 29—May 31, 1986

The Meanings of Place, AmSt 3920/AmSt 5920/Arch 5956

KTCA: Saturdays, 9:30-10 a.m.
March 29—May 31, 1986
Wednesdays, 7-7:30 a.m. (repeats)
April 2—June 4, 1986

KAWC: Saturdays, 9-9:30 a.m.
March 29—May 31, 1986

KWCM: Saturdays, 9:30-10 a.m.
March 29—May 31, 1986

Physical Geology, Geo 1001

Physical Geology for Teachers, Geo 5051

KTCA: Saturdays, 10-10:30 a.m.
March 29—June 28, 1986

KWCM: Saturdays, 10-10:30 a.m.
March 29—June 28, 1986

The Changing Physical World, Phys 1003

KTCA: Saturdays, 10:30-11 a.m.
March 29—May 31, 1986

KWCM: Saturdays, 10:30-11 a.m.
March 29—May 31, 1986

The Nature of Human Language, Ling 1001

KTCA: Tuesdays, 7-7:30 a.m.

April 1—June 3, 1986

KSMQ: Saturdays, 11-11:30 a.m.

March 29—May 31, 1986

Survey of Gifted and Talented Education, EPsy 5690

WDSE: Saturdays, 8:30-9 a.m.

March 22—May 24, 1986

Wednesdays, 7-7:30 a.m. (repeats)

March 26—May 28, 1986

Programs for Independent Study television courses are usually aired on the following cable systems. Call for specific dates and times.

Bloomington Cable, Channel 17D

Cablesystems Southwest, Twin Cities area, Channel 3

Columbia Heights Cable, Channel 12

Fridley Cable, Channel 13

Minneapolis TV

St. Louis Park Cable, Channel 22

Storer Cable-Brooklyn Park, Channel 18

Audio and Video Cassette Courses

After courses are broadcast over radio and television, they become available as audio cassette and video cassette courses. The courses that have been adapted as audio and video cassette courses in the past year are listed below. Descriptions of these courses and other audio and video cassette courses are given in the Course Descriptions section of this bulletin. Please inquire if the course description indicates that cassettes are not available in the outstate center near you; special arrangements can sometimes be made to provide them. Cassettes of selected video courses are available for registered students to borrow for six months (see Home VCR Courses).

**CPsy 5305/Educ 5440/HSU 5009/PA 5414/Phar 5009/Soc 3960 or SW 5024,
Multidisciplinary Perspectives on Aging**

FSoS 5230, American Families in Transition

FSoS 5240, Family Stress and Coping

GC 1363, Literature for Children

HSU 5009/PMR 5445, Social and Psychological Aspects of Physical Disability

Jour 3173, Magazine Writing

Mus 5950, Music Appreciation

Students who register for an audio cassette course can purchase the cassettes through the Department of Independent Study. Audio and video cassettes are available for use at the Learning Resources Center, 111 Walter Library, Minneapolis campus; tapes for some courses are also available at Morris, Duluth, and Rochester. Since not all courses are available at all locations, call the appropriate location for information on viewing hours and courses available.

Learning Resources Center, basement of Walter Library, Minneapolis campus
(612) 373-2889

MacPhail Center for the Performing Arts, 1128 LaSalle Avenue, Minneapolis
MN 55403, (612) 373-1925

Duluth Center, 165 Library, Duluth campus, (218) 726-6121

Morris Learning Center, 232 Community Services Building, Morris campus,
(612) 589-2211, ext. 6456

Rochester Center, 1200 South Broadway, Rochester, MN (507) 288-4584

Home VCR Courses

The programs for selected video cassette courses are now available on VHS video cassettes and can be borrowed for six months from Independent Study by students registered for those courses. Students who own a VHS format video cassette recorder or have access to one can now watch the programs for these courses at their own convenience.

All 10 programs for a video course are available on one or more VHS cassettes.

Note: to play these tapes you must have a VHS format video cassette recorder. To borrow a cassette you must indicate **Home VCR Course** on your registration form and include a \$20 deposit fee when you register. Cassettes may be borrowed only when you register for a course and may be kept for a maximum of six months. The \$20 deposit will be refunded after you return a cassette to Independent Study in good condition. If you lose or damage a cassette, you will be required to pay the cost of replacing it (approximately \$100). Home VCR courses are available only within the continental United States.

Students who register for a Home VCR course have six months to complete all course requirements and return the cassette. Because the supply of cassettes is limited, there can be **no** extensions, reinstatements, or transfers to Home VCR courses from other Independent Study courses.

The following courses will be available as Home VCR courses beginning Sept. 1, 1985. Other courses will be added in the future. For information about courses available in this format, call (612) 376-4925.

PubH 5642, Child Abuse and Neglect

FSoS 5240, Family Stress and Coping

Psy 5604, Understanding Behavior Disorders

CPsy 5305/Educ 5440/HSU 5009/PA 5414/Phar 5009/Soc 5960/SW 5024,

Multidisciplinary Perspectives on Aging

HSU 5008/PMR 5445, Social and Psychological Aspects of Physical Disability

Phys 1003, The Changing Physical World

Computer-Assisted Courses

Again this year, the Department of Independent Study is offering computer-assisted courses. These courses make use of Control Data Corporation's PLATO® "Lower Division Engineering Curriculum" computer-based instruction.

Individual students or groups of students who have access to PLATO® terminals and software will be able to take several University of Minnesota degree-credit courses (see below).

Instructional materials for these courses include a study guide that is used in conjunction with texts and PLATO® Assisted Learning (PAL) Modules. PAL modules are educational software that are used with a computer system. The study guide explains how to use the course materials and contains the assignments a student must complete to receive credit for the course. The course instructor will grade assignments and be available to help students, if necessary.

The courses now available, or soon to be available, include:

CSci 3101, A FORTRAN Introduction to Computer Programming

CSci 3102, Introduction to PASCAL Programming

Phys 1271-1281-1291, General Physics

If you want further information about these courses, please call the director of Independent Study: (612) 373-3256.

Independent Study also offers several other courses about computers and data processing:

EE 3351, Logic Design

EE 3352, Microprocessors

GC 1535, Introduction to Data Processing

GC 1572, Introduction to Block Diagramming and Programming

GC 1573, Introduction to Fundamentals of BASIC

Contract Alternative

If you enroll under contract alternative, you are exempt from submitting a course's lesson assignments. You complete a project in lieu of the lesson assignments. Enrollment procedures for contract alternative can be obtained by writing to the Department of Independent Study. Enrollment under this method carries full tuition and may only be used with the correspondence courses listed in this bulletin. To receive credit, you will be expected to complete your project, pass a final exam, and/or, in some way chosen by the course instructor, demonstrate your mastery of the course content.

Credit by Examination

Credit by examination is an alternative method of earning credits. Under this method, you prepare on your own for course exams for any correspondence course listed in this bulletin. When you pass the final exam, you receive credit for the course. You will not be allowed to submit work for your instructor's evaluation before writing the exams. This method is primarily recommended for students who want to earn credit for their extensive knowledge in a specific subject area.

To enroll under credit by exam, you must send (1) a letter describing your background and reason for choosing this method, (2) a transcript of all college-level

work, and (3) a completed Independent Study registration form to the Department of Independent Study. The Department, in consultation with an appropriate instructor, will decide either to approve your registration under the credit by exam method or recommend the correspondence lesson method. As with other Independent Study methods, you will receive a study guide on acceptance of your registration, even though you will not be required to complete the lesson assignments in it.

The tuition for credit by exam is \$40 (\$33 for exams, plus \$7 for materials). You may take your exams either at the Department of Independent Study or under the supervision of an approved proctor (see Examinations). If you cancel within three months of registering under credit by exam, \$15 plus the \$7 for materials is nonrefundable.

Directed Study (Individual Study)

This method is suggested for courses not listed in this bulletin and not available through departmental reading courses. Projects requiring cross-disciplinary study are most appropriate for this method. Directed study lets you undertake and complete academic work of your own design. Before registering for directed study, you need to secure the approval of an instructor in whose field the course is relevant. It is the student's responsibility to find an appropriate instructor. To apply for registration under this method, write to the Department of Independent Study and request an Individual Study Proposal Form. The form will be mailed to you along with further instructions for directed study registration. You will have one year to complete your work before your registration expires.

Group Study

For groups of 20 or more students, the Department of Independent Study will, on request, investigate the possibility of coordinating a group study program. Group study consists of the basic correspondence course supplemented by lectures by an instructor, video and/or audio tapes. This method adds the dimension of group interaction without diminishing the flexibility or personal nature of Independent Study instruction. Group meetings will be arranged at a time and place convenient for the students involved. Students who want to discuss the possibility of group study, should call or write the Department of Independent Study.

University Without Walls and Inter-college Program

The University Without Walls and Inter-college Program are both programs of University College. They allow students the greatest flexibility to design their own B.A. and B.S. degree programs and to incorporate a great number of credits earned through Independent Study. More information on these two programs is given in the Degree Programs section of this bulletin.

General Information

Admission

There are no entrance requirements for admission to Extension Independent Study, although registration in specific programs or courses may require prerequisite study or experience. Prerequisites are noted in the course descriptions in this bulletin. An Independent Study course may be started at any time and should be completed within one year from the date of registration.

Audio Cassette Courses

See center section

Cassette Tapes

See Tapes

Computer-Assisted Courses

See center section

Contract Alternative

See center section

Counseling and Advising Services

The Extension Counseling Office offers both counseling and program advising services, without fee, to all students registered or planning to register in courses offered by Continuing Education and Extension. Program advising can help you determine prerequisites and academic standing, evaluate transcripts, choose courses, and evaluate the applicability of Independent Study credits to specific degree and certificate programs.

General Information

In addition, personal, vocational, and educational counseling and testing services are available. A fee of \$80 is charged for students (\$125 for nonstudents) wishing to take a battery of tests. For further information, contact

Extension Counseling Office
314 Nolte Center
315 Pillsbury Drive SE
Minneapolis, MN 55455
Telephone (612) 373-3905

Office hours:
8-12 noon, 1-4 p.m.
Monday-Friday
5-8 p.m. by appointment only
Monday-Thursday

Credit Card Payment Plan

If you want to, you can use your Visa or MasterCard to pay for the tuition, fees, and materials (texts, tapes, etc.) for an Independent Study course. To determine what your total credit card payment should be, fill out a registration form, listing the tuition of the course or courses you want to enroll in, the cost of texts (if you want to purchase them at the time you register), the cost of tapes (if necessary for a course), and fees (see Postage). Be sure to fill in both the box labeled Full Payment Plan and the box labeled Credit Card Payment on the registration form. When you fill in the Credit Card Payment box, check whether you're using Visa or MasterCard and have the credit card holder sign on the appropriate line. You **cannot** use your credit card to pay for a course on the Partial Payment Plan.

Credit by Examination

See center section.

Credits

The University of Minnesota uses the quarter hour as the basis of credit evaluation. A quarter hour equals approximately 2/3 of a semester hour. All credits listed in this bulletin are quarter-hour credits.

The following credit designations are used in the course descriptions.

Degree credit may be used in a degree program. Officials at colleges or universities determine which Independent Study courses will be accepted to fulfill degree requirements at their institutions. To receive degree credit for Independent Study courses, you should obtain approval from that institution before enrolling. University of Minnesota students should consult an advisor in their major department. (See University Degree Programs section.)

Certificate credit may be used in appropriate Continuing Education and Extension certificate programs. Certificate credit courses are college level but do not carry degree credit and have no counterpart in day classes at the University of Minnesota. (For more information, see Extension Certificate Programs section.)

No credit is given for some courses, although grades may be assigned. (Also see Enrolling in Credit Courses on a Noncredit Basis.)

Resident Credit

Degree courses described in this bulletin parallel or are equivalent to courses with the same title and course number offered in day sessions at the University of Minnesota. Through action of the University Senate, Extension Independent Study credits are considered resident credits.

Graduate Credit

See University Degree Programs section, Graduate School

Enrolling in Credit Courses on a Noncredit Basis

Any course listed in this bulletin may be taken on a noncredit basis by simply indicating "NC" in the "Credits" column of the registration form. Usually, instructors will expect the same quality of work and will grade both credit and noncredit students on the same basis. You may change from a noncredit to a credit registration anytime before submitting Lesson 3. Enrollment in a credit course on a noncredit basis requires the payment of full tuition.

DANTES

The Defense Activity for Non-Traditional Education Support (DANTES) was established in June 1974 to provide educational support for voluntary education programs for military organizations. Military personnel on active duty should contact their Education Officer for additional information concerning enrollment through this program.

Degree Candidates

See University Degree Programs

Directed Study

See center section

Discontinued Courses

The unavailability of materials, books, or instructors sometimes makes it necessary to discontinue accepting enrollments in an Independent Study course. If you mail in a registration form for a course that has been discontinued, your tuition will be returned or, if requested, applied to another course with the same tuition cost.

Examinations

Most Independent Study courses include a final examination and one or more

General Information

midcourse examinations. They are usually supervised and may be taken at the following offices or under the supervision of the following individuals.

1. Department of Independent Study, 45 Westbrook Hall, Minneapolis campus of the University. Office hours are from 7:45 a.m. to 4:30 p.m., Monday through Friday. No appointment is necessary during regular hours. If you wish to take your examination on the first or second Tuesday evening of the month, you should call 373-3256. During July, August, and September, you can take an exam in the evening only on the first Tuesday of the month. You must call and make an appointment to take an exam in the evening.

Students in the Twin Cities area are urged to take their examinations at the offices of the Department of Independent Study.

2. Continuing Education and Extension Offices (by appointment only):

Crookston:	Academic Affairs, 301 Selvig Hall, 281-6510, ext. 439 Arts and Sciences, 153 Dowell Annex, 281-6510, ext. 377
Duluth:	403 Darland Administration Building, 726-8113
Morris:	Morris Learning Center, 232 Community Services Building, 589-2211, ext. 6456
Rochester:	Friedell Building, 1200 South Broadway, 288-4584

3. The Independent Study department of any member institution of the National University Continuing Education Association. (A list is available on request.)
4. A school superintendent, principal, or counselor; a college instructor or administrator; a head librarian.
5. A commissioned officer whose rank is higher than your own (for students in the military only).
6. A corporate education director.

The Department of Independent Study reserves the right to reject any supervisor. Regardless of academic qualifications, no relative may proctor an examination. No proctor fees are authorized.

A Request for Examination form for each exam is included in the study guide. To take your examinations at locations other than the offices of the Department of Independent Study, you must contact the individual who will proctor your examination before sending the Request for Examination form to the Department of Independent Study. Examinations are mailed directly to the supervisor at his or her business location.

Extension Certificates

See Extension Certificate Programs section

Faculty

Instructors for all Extension Independent Study courses are approved by the academic departments through which the courses are offered. In most cases, Independent Study instructors are faculty members of the University, although faculty members from other colleges and universities, or specialists in professional and business fields, also teach Independent Study courses. A complete faculty list appears at the end of this bulletin.

Fees

See Tuition, Postage, Credit Card Payment Plan

Financial Assistance

The following financial aid programs and methods are available to Independent Study students. Pell Grants (formerly Basic Educational Opportunity Grants—BEOG) **cannot** be used for Independent Study courses.

Minnesota Part-Time Student Grant Program—An eligible student is one who, prior to applying, has established at least a one-year residency in Minnesota for purposes other than obtaining an education and is a permanent resident of the United States; has maintained good academic standing and has been formally admitted to a degree or certificate program at the University of Minnesota, has maintained satisfactory academic progress, and is enrolled on a part-time basis; is not eligible for, or receiving, any other educational financial aid (except Guaranteed Student Loan and other noncampus based loans, G.I. benefits, Pell Grant and work study); and can demonstrate financial need that is within the guidelines established by the Higher Education Coordinating Board. Financial need criteria are based on the previous year's income (1984 income for the 1985-1986 academic year) or, under some circumstances, on the present year's estimated income. An applicant's total federal adjusted gross income and nontaxable income must not exceed the following levels: one-person household—\$9,775; two-person family—\$13,425; three-person family—\$16,675; four-person family—\$20,675; five-person family—\$22,225; six-person family—\$23,875; seven-person family—\$25,700; eight-person family—\$27,425; nine or more—\$29,425. Awards will cover tuition and fees. Books and supplies will be considered. Awards are contingent on state funding. Information about this program is available at Extension Counseling.

Business Firms—Many business firms help subsidize the education of their employees. Before enrolling, you are urged to talk with your company's personnel or education officer about possible tuition assistance for Independent Study.

Handicapped Students—Rehabilitation funds for the education of disabled persons are available through most State Departments of Education. Minnesota residents can obtain information about the Minnesota Division of Vocational

General Information

Rehabilitation from the Department of Vocational Rehabilitation Services Coordinator, Room 12, Johnston Hall (376-2727), or from local Department of Vocational Rehabilitation offices.

Tuition Assistance Program—Tuition assistance scholarships are available through the Continuing Education and Extension Tuition Assistance Program for low-income adults who wish to enroll in Independent Study courses and are not eligible for other financial aid. Applicants must reside in Minnesota, and eligibility for tuition assistance is based on current monthly income, number of dependents, and special expenses. For information, call (612) 373-3905 or write to the Extension Counseling Office.

The Remington Scholarship—The Gilford W. and Esther F. Remington Scholarship Fund has been established by Mrs. Remington to provide financial assistance each year to one or two students enrolled through Continuing Education and Extension (CEE) on the Twin Cities campus and through the Duluth Extension Center on the UMD campus. For an application form, write to the Extension Counseling Office. Preference will be given to students in the fields of history, education, art, and audio-visual education. Applications are considered each July for the academic year.

Cold War Veterans (Chapter 34, Title 38, US Code)—A GI Bill providing educational benefits for eligible veterans became effective June 1, 1966. Eligibility is based on active military service on or after February 1, 1955. Maximum period of training is 45 months, but this period is reduced by training taken under other Veterans Administration programs. For questions concerning VA benefits, contact (before registering) an Extension counselor, (612) 373-3905. For further information on registration procedures, write or telephone the Department of Independent Study.

Grades

The University uses the A-N and the S-N grading systems. Indicate on your registration form which system you wish to be graded on. You may change to another system at any time before submitting Lesson 3. If there is a grading system restriction for a course, it is indicated in the course description. Your final grade is sent to you upon completion of each Independent Study course.

Grading procedures and requirements are left largely to the discretion of the instructor, who is in the best position to evaluate a student's skill, knowledge, and progress. Grading policies employed in specific courses are usually outlined in the study guide for each course. Questions or problems concerning grades earned in Independent Study should be sent to the Office Supervisor, Department of Independent Study.

A-N Grading System

There are four passing grades in the A-N system: A, B, C, and D. A grade of N

General Information

indicates unsuccessful completion of the course. A grade of D, while a passing grade, reflects substandard work and must be balanced by grades of A or B in order to maintain the C average required by the University.

S-N Grading System

The S-N system is an alternative to the A-N system. S represents achievement that is satisfactory to the instructor. (The standards for S may vary from one course to another.) The symbol N, which stands for no credit, is assigned when a student does not earn an S. Each college determines which courses or what proportion of courses may be taken on the S-N system. Students who intend to apply Independent Study credits taken on the S-N system toward a degree or certificate at the University should contact their college office or the Extension Counseling Office before enrolling.

Students not working on a degree or certificate program, and not intending to apply credits toward such a program later, may use the S-N system for any number of courses.

Grade Point Average

To determine grade point average, grade points are assigned to course grades as follows: for each credit of A, four grade points; B, three grade points; C, two grade points; D, one grade point; N, no grade points. Your grade point average is determined by dividing the sum of grade points by the sum of credits successfully completed (with grades of D or better). Credits unsuccessfully completed (credits of N) are not included in the calculation. Credits earned in classes taken on the S-N grading system are not included in determining grade point average.

Withdrawals, Cancellations, and Incompletes

No grade will be recorded for a student who does not complete his/her Independent Study course. Students who formally cancel (see Tuition, Refunds) will receive a grade of W (withdrawal). A grade report is issued from the Office of Admissions and Records only upon completion of all course requirements.

Course Completion

Students must take full responsibility for meeting graduation or certification deadlines. Allow at least three weeks from the date a course is completed for the course grade to be recorded on the transcript in the Office of Admissions and Records. Students with special time limitations should check with the Department of Independent Study **before** enrolling, about the feasibility of meeting their particular credit deadline.

Group Study

See center section.

General Information

High School Students

Extension Independent Study offers approximately 45 high school credit courses approved by the State Department of Education, and they satisfy University of Minnesota entrance requirements. These courses are suitable for students who need specific credits for college entrance, students who have dropped out of school but wish to complete their diploma, handicapped students who cannot attend public high school, above-average students who have permission to accelerate their high school completion. For more information and a complete list of courses, write to the Department of Independent Study for a High School Brochure.

Minnesota residents 19 years or older who left school are eligible to take the General Education Development (GED) tests for high school equivalency. Certificates are issued by the Minnesota Department of Education. Independent Study high school courses in English, mathematics, social studies, and other subjects can serve as a valuable review. For details about the GED program, contact the Community Education Section, State Department of Education, 681 Capitol Square Building, St. Paul, MN 55101; phone (612) 296-4057.

High school students may, with permission of their local school authorities, take college-level Independent Study courses for credit. Advanced high school students who need advising regarding course or curriculum choice may contact Darryl Sedio at 373-3905.

Home VCR Courses

See center section.

Lesson Service

You should allow approximately two weeks between the time an assignment is received by the Department of Independent Study and the time it is placed in the return mail. Insufficient postage, no zip code, or the submission of a large number of lessons at one time may delay the processing of lessons beyond the two-week period. You are urged to contact the Department of Independent Study regarding any lesson not returned within three weeks from the date on which it was submitted.

Library and Audio-Visual Facilities

In addition to the required textbooks you may purchase for your Independent Study course, you are urged to use the University libraries and your local public, school, or college library for supplemental and required reading.

University of Minnesota Libraries—Independent Study students can borrow

General Information

books from University libraries. These include the St. Paul Campus Library and Walter Library (East Bank) and Wilson Library (West Bank) on the Minneapolis campus. Independent Study students are subject to all library regulations including loan periods, fines, book recalls, and course reserves. Students borrowing books in person must present a current fee statement (the student's copy of the registration form). Students who reinstate in a course must present proof of reinstatement at the library to withdraw books. Students wishing to borrow by mail should fill out the request form included with their course materials and return it to the Interlibrary Loan Division, 179 Wilson Library, 309—19th Ave. S, University of Minnesota, Minneapolis, MN 55455. Library loans by mail are subject to all library regulations and must be returned on demand. No library books can be sent overseas.

Audio-Visual Library Services—This office provides audio-visual materials as learning resources for student use on a fee basis. Limited preview facilities and equipment are available on the departmental premises. For information and a catalog of available resources, contact Audio-Visual Library Services, 3300 University Ave. SE, Minneapolis, MN 55414; telephone (612) 373-3810.

Learning Resources Center—The University of Minnesota Learning Resources Center, Minneapolis campus, has cassette and reel-to-reel audio and video tapes for use in languages, music, social sciences, and other disciplines. Independent Study students are eligible to use the listening and viewing facilities upon presentation of the student's copy of the completed registration form. Please call for information on relevant course materials and hours.

Gerhard H. Weiss is a Professor in the German Department at the University. In addition to teaching courses on German literature and culture, he has served as the director of undergraduate and graduate studies in German. Weiss has been president of the American Association of Teachers of German, and a member of the MLA Publications Committee and the Joint National Council on Language Instruction. He was a 1981 recipient of the Morse-Amoco Award for contributions to undergraduate education. Weiss is the author of an NEH-funded course on Heinrich Böll (Ger 3610).



General Information

Learning Resources Center
basement of Walter Library
Minneapolis campus
Telephone (612) 373-2538

Minnesota College Libraries—Many Minnesota colleges and universities will extend library privileges to Independent Study students who show a fee statement (the student's copy of the registration form). Students must abide by the regulations of these libraries. Course grades will not be issued or transferred for students who ignore library regulations.

MINITEX—Most Minnesota libraries are participants of MINITEX (Minnesota Interlibrary Telecommunications Exchange), a legislatively funded program that shares library resources. If your local library does not have a needed resource, it can generally be secured from another library. Students needing assistance in identifying or locating community library resources may call (612) 376-3923 or 1-800-462-5348.

National University Continuing Education Association (NUC.EA)

The Department of Independent Study is a member of the Independent Study Division of the National University Continuing Education Association. The division publishes an **Independent Study Catalog** that lists Independent Study courses offered by 72 colleges. It is available from Peterson's Guides, N.U.C.E.A. Book Order Department, Box 2123, Princeton, NJ 08540. Write to Peterson's Guides for the cost of the Catalog. You can look at a copy of this Catalog at the Department of Independent Study, 45 Westbrook Hall, if you wish.

Office Hours

The Department of Independent Study office is open Monday through Friday, 7:45 a.m. to 4:30 p.m., throughout the calendar year. The Department does not observe regular academic holidays except for the following:

July 4, 1985	Independence Holiday
September 2, 1985	Labor Day
November 28, 1985	Thanksgiving Day
November 29, 1985	Friday After Thanksgiving
December 24, 1985	Christmas Holiday
December 25, 1985	Christmas Holiday
December 26, 1985	Christmas Holiday
January 1, 1986	New Year's Holiday
January 20, 1986	Holiday
May 26, 1986	Memorial Day

Overseas and Foreign Students

The Department of Independent Study accepts registrations from students living or traveling in foreign countries. Since courses are available only in English, students must have sufficient knowledge of English to be able to read and write assignments without difficulty.

The Department of Independent Study does not employ commercial agents abroad. You must pay all fees in American currency. The student must mail his/her registration form along with payment for fees, books, and other materials directly to the Department of Independent Study. Library materials, records, and certain other supplementary materials cannot be sent overseas. For complete information regarding overseas lesson service, see Postage.

Partial Payment Plan

See Tuition

Postage

Students pay postage on all mail sent to the Department of Independent Study. The Department pays for the return of corrected lessons at first class rates and the delivery of texts and materials at fourth class book rates. Overseas students should arrange for lessons, texts, and materials to be sent airmail by enclosing special fees with their registration. Overseas students who do not arrange for airmail postage will encounter considerable delay and possible loss in delivery. Students must assume financial responsibility for the loss of shipments of texts and materials sent overseas.

Overseas students who wish corrected lessons returned by airmail **must** remit \$10 per course. This fee is nonrefundable. Overseas students who wish texts and materials sent airmail should remit no less than \$20 per course in addition to tuition and the \$10 airmail lesson service fee. Any balance under \$1, after postage has been paid, will not be refunded. **INDICATE CLEARLY ON THE REGISTRATION FORM THE PURPOSE FOR WHICH ADDITIONAL PAYMENT OF POSTAGE IS INCLUDED.**

Students in the United States and Canada who wish texts and supplies sent first class should remit an additional \$7 per course when ordering. (See Textbooks and Supplies for instructions on ordering.) Any balance under \$1, after postage has been paid, will not be refunded.

Purchase of Study Guides

Study guides for individual courses can be purchased. To obtain the price of a

General Information

study guide, mail the name of the course to Senior Cashier, Department of Independent Study.

Radio Courses

See center section

Refunds

Tuition

Reinstatements

See Tuition

Senior Citizens in Minnesota

Minnesota residents, 62 years of age or older, may register in Extension Independent Study noncredit courses at no cost, and in credit courses for a tuition fee of \$6 per credit. Senior citizens who enroll in credit courses for no credit (see Enrolling in Credit Courses on a Noncredit Basis) must also pay the \$6 per credit fee. Registrants are required to pay for the study guide, texts, and other required materials. For further information, telephone (612) 373-3256 or write to the Department of Independent Study.

Special Courses and Programs

The Department of Independent Study administers a number of special programs in the health care field. For more information, contact the programs below.

Independent Study Program for Ambulatory Care Administrators, Project Coordinator, 2642 University Ave., St. Paul, MN 55114; telephone (612) 376-1544.

Independent Study Program for Hospital and Health Care Facility Administrators, Project Coordinator, 2642 University Ave., St. Paul, MN 55114; telephone (612) 376-1544.

Independent Study Program in Nursing and Patient Care Administration, Project Coordinator, 2642 University Ave., St. Paul, MN 55114; telephone (612) 376-1544.

Executive Program in Long Term Care, Project Coordinator, C309 Mayo, 420 Delaware St. SE, Minneapolis, MN 55455; telephone (612) 376-3287.

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Independent Study Program in Administration for Mental Health Related Fields, Project Coordinator, 2642 University Ave., St. Paul, MN 55114; telephone (612) 376-1544.

Independent Study Program in Nutrition, Project Coordinator, A365 Mayo, 420 Delaware St. SE, Minneapolis, MN 55455; telephone (612) 373-8112.

Student Services

Many student services are available to Independent Study students. Participation in some of these activities is dependent on credit load per academic quarter. A list of services is given below. For more information about participating in these programs, contact the Department of Independent Study. Students who are also enrolled in Extension Classes may count Independent Study credits as part of their total credit load. You **cannot** use your credit card to pay for student services.

Recreational facilities
Athletic tickets
Health service
Library (see Library and Audio-Visual Facilities)
Parking and bus service (inter-campus)
CEE student board/University Senate

Tapes

Also see Audio and Video Cassette Courses and Home VCR Courses (center section)

Many Independent Study courses (e.g., language courses, music courses) use cassette tapes. If cassettes are required for a course, they are listed (with an order form) in the course study guide and/or with the course description in this bulletin. A student must have access to a cassette recorder in order to enroll in these courses or must be able to listen to the tapes in the Learning Resources Center, Walter Library, Minneapolis campus. Tapes are not returnable for a refund. Minnesota residents must pay sales tax on tapes.

Tax Deductible Educational Expenses

An income tax deduction may be allowed for the expenses of University Continuing Education and Extension programs undertaken to maintain and improve professional skills. For more information about tax deductible educational expenses, persons in the Twin Cities area can call the Internal Revenue Service at (612) 291-1422. Persons living outside the Twin Cities area can call (toll free) 1-800-424-1040.

General Information

Teacher Certification

See University Degree Programs section, College of Education

Television Courses

See center section

Textbooks and Supplies

Textbooks and supplies needed for a course, and the procedure for ordering them, are explained in the study guide sent to you upon registering. Tuition does not cover the cost of books and materials. Course descriptions in this bulletin list approximate book prices. Exact prices are given in the study guide introduction. However, if you wish to order your textbooks when you register, add the amount for the texts (given in the course description) plus a \$3 service charge per course to your tuition check. Overpayments of \$1 or more will be refunded. Students who wish to sell their books should contact the Minnesota Book Center, Williamson Hall, University of Minnesota, 231 Pillsbury Dr. SE, Minneapolis, MN 55455; telephone (612) 373-3688. Only books in current use will be purchased.

Transcripts and Records

An unofficial transcript is sent to you upon completion of each Independent Study course. To have your Extension Independent Study credits transferred to your day school University of Minnesota transcript, you must write Student Relations, Office of Registration, Student Records, and Scheduling, 150 Williamson Hall, or fill out a request form in person at the Transcript Service, 155 Williamson Hall (the complete address is given below). Credits will be transferred only if you are enrolled in a University degree program and have a day school record.

Official transcripts cannot be handed out over the counter, but are mailed. To obtain a copy of your official transcript or to have it sent to another institution, submit a written request, along with a \$2 check or money order for each copy (payable to the University of Minnesota), in person or by mail to:

Office of Registration, Student Records, and Scheduling
Transcript Service
155 Williamson Hall
231 Pillsbury Drive SE
University of Minnesota
Minneapolis, Minnesota 55455

You cannot telephone and ask for a copy of your official transcript. When you submit a request in writing, include your full name, student ID number, name of the college you are enrolled in, last quarter and year in attendance, and the complete address where you want the transcript sent (including zip code).

General Information

You may pick up an unofficial copy of your record by presenting identification at the quick-service window in 155 Williamson Hall (8:00 a.m. to 6:30 p.m., Monday; 8 a.m. to 4 p.m., Tuesday through Friday). There is no charge for the quick-service; there is, however, a limit of one copy per visit.

Access to Student Educational Records

In accordance with regents' policy on access to student records, information about a student generally may not be released to a third party without the student's permission. The policy also permits students to review their educational records and to challenge the contents of those records.

Some student information—name, address, telephone number, dates of enrollment and enrollment termination, college and class, major, adviser, and degrees earned—is considered public or directory information. To prevent release of such information outside the University while in attendance at the University, a student must notify the records office on his or her campus.

Students are notified annually of their right to review their educational records. The regents' policy, including a directory of student records, is available for review at the information booth in Williamson Hall, Minneapolis campus, and at records offices on other campuses of the University. Questions may be directed to the Office of the Coordinator of Student Support Services, 260E Williamson Hall, (612) 373-2106.

Transferring to Another Course

You may transfer from one Extension Independent Study course to another providing you do so within three months from the date of registration and prior to completing half of the lessons in the course. Transfers are **not** permitted for Home VCR courses. The transfer fee is \$10, plus the cost of the study guide for the old course and \$5.00 for each lesson evaluated. The original tuition is applied to the tuition for the new course. The second course must be completed within one year from the original registration date unless the enrollment is reinstated (see Tuition, Reinstatements). When a transfer is recommended by the Department of Independent Study, you are charged only for lessons evaluated by the instructor.

Transfers are allowed only once per registration and cannot be made from one individual to another.

Tuition

Tuition for Independent Study courses is \$38.50 per credit for 0000 and 1000-level courses. The tuition for 3000 and 5000-level courses varies by school. The tuition for each course is listed with the course description. Books and materials are not included in the tuition and must be purchased separately (see Textbooks

General Information

and Supplies). Checks or money orders should be made payable to the University of Minnesota. (A \$10 handling fee is charged for all checks returned by a bank.) You must register for Independent Study courses directly with the Department of Independent Study; Independent Study has no commercial agents in this country or abroad. You must pay all fees in American currency.

Students registering for graduate credit (see University Degree Programs section, Graduate School) pay Independent Study tuition rates. However, when credits are transferred to a student's Graduate School record, that student will be charged the difference—if any—between Independent Study and Graduate School tuition for credits accepted on his/her program. The tuition difference charged will be the difference between the tuition rates in effect at the time the course is transferred.

Tuition and fees are subject to change without notice, and also subject to approval by the Board of Regents.

Partial Payment Plan

The Department of Independent Study offers a partial payment plan for those who cannot pay full tuition at the time of registration. This plan does not apply to television, radio, or Home VCR courses or to tuition paid for by credit card. Texts and materials ordered through the Department of Independent Study must be paid in full at the time of purchase.

Under this plan, one-third of the total tuition, plus a service charge of \$4 per course, is paid at the time of registration. The remaining two-thirds is payable in two equal monthly payments due 30 and 60 days after the date of registration.

Sample payment schedule (including \$4 service charge) for a 1000-level course is given below.

Tuition	1st pmt (at registration)	2nd pmt (30 days)	3rd pmt (60 days)
\$115.50 (3 cr @ \$38.50/cr)	\$42.50	\$38.50	\$38.50
\$154.00 (4 cr @ \$38.50/cr)	\$56	\$51	\$51
\$192.50 (5 cr @ \$38.50/cr)	\$68.50	\$64	\$64

Lessons will be accepted only through that third of the course for which tuition has been paid. For example, a student enrolled in a 12-lesson course will not receive instruction beyond lesson four if he/she has made only the first payment.

Registration will be cancelled if total tuition has not been paid within 90 days of the original registration date unless special permission has been obtained from the Office Supervisor of the Department of Independent Study. Once registration has been cancelled, you may continue a course only by reenrolling.

Students wishing to use the partial payment plan should fill in the appropriate

General Information

space on the regular registration form and send it, along with the service charge, the first payment, and any other special fees, to the Department of Independent Study.

Refunds

Correspondence—If you wish to cancel your course registration, part of your tuition can be refunded if you cancel within three months of the date of registration and prior to the completion of half the lessons in the course. Fifteen dollars plus the cost of the study guide and \$5.00 for each lesson evaluated are nonrefundable. For students who use the partial payment plan, the \$4.00 service charge is nonrefundable.

Media-Assisted—The refund policy for media-assisted courses is slightly different. A \$15 fee is withheld for withdrawal before the first broadcast. A refund of 75 percent of tuition is granted if the request is postmarked or submitted in person through the second week of the course; a 50 percent tuition refund is granted if requested through the fourth week of the course. No refunds will be made beyond that date. The cost of the study guide and late fees are not refundable.

Reinstatements

You have one year from the date of registration to complete most courses; if you cannot complete the course in that period, you may extend your enrollment for one additional year with a reinstatement fee of \$20. Reinstatements should be requested before enrollment expires, and the reinstatement fee must be paid before additional lessons can be submitted. This policy does **not** apply to Home VCR courses, which must be completed within six months of registration.

University Without Walls and Inter-college Program

See center section

Video Cassette Courses

See center section

Withdrawals

See Tuition, Refunds

Students who wish to withdraw from a course after three months from the date of registration may do so by simply not submitting lessons for evaluation. No grade is recorded unless all work for the course is completed. If you formally cancel a course, a grade of W (withdrawal) is recorded.

Extension Certificate Programs

Certificate programs are generally regarded by business and industry as valuable professional and technical preparation for employment and promotion. Students whose career plans require college training, but who cannot devote the time necessary to earn a degree, may consider a certificate program. With careful planning, a certificate can be a stepping-stone to a degree program.

Continuing Education and Extension offers 34 certificate programs consisting of degree-credit courses or a combination of degree and certificate-credit courses. Students entering these programs should have adequate educational preparation or other experience that qualifies them to work with college-level material. The certificate-credit courses represent an accelerated and specialized approach to subject matter. They are not, however, usually transferable to a degree program.

Work on most certificates may be done through a combination of Extension Independent Study, Extension Classes, day school, or summer session. Students may transfer credits from other accredited institutions, although a minimum of 25 percent of the credits required for any certificate must be earned through the University of Minnesota. Courses need not be taken in order except as prerequisites make it necessary.

Certificate requirements are subject to modification. Although there is no time limit on the use of credits, no certificate will be granted that represents a certificate program that has been discontinued for more than seven years. No student may apply for more than three certificates.

A student interested in pursuing a certificate program must secure a copy of the *Procedures for Obtaining a Continuing Education and Extension Certificate*, which contains criteria for admission. Although earlier admissions may be considered, students are urged to complete an Application for Admission to Certificate Programs at the earliest possible time **after completing 12 credits**. There is a \$13.50 nonrefundable application fee. Both forms are available at the offices of Independent Study, 45 Wesbrook Hall. Admission is based on prior educational achievements, including (in most cases) a minimum overall grade point average of 2.00. For advice and information about certificate programs, including transfer of credits, contact the Extension Counseling Office, 314 Nolte Center, 315 Pillsbury Drive SE, University of Minnesota, Minneapolis, MN 55455.

Certificate Programs

Students interested in taking courses toward certificate programs on the S-N grading system should first consult an Extension counselor.

A student nearing completion of the required work and expecting to receive a certificate, must file a Certificate Completion form when registering for his/her last course. (This form is also available at Independent Study.) A \$15.50 nonrefundable certificate fee is required at the time the Certificate Completion form is filed. Upon completion of a specified program with at least a C (2.0) overall grade average (including a 2.00 grade point average in University of Minnesota coursework), the student is awarded a certificate. Certificates are awarded by Continuing Education and Extension, not by individual colleges of the University of Minnesota. All certificates are dated and awarded as of each quarter of the academic year.

All Extension certificates may be earned with honors. A student earning a 3.00 to 3.49 grade point average, in University of Minnesota credits within the certificate, will be awarded a certificate "with distinction." A student earning a 3.50 grade point average, or better, in University of Minnesota credits within the certificate will be awarded a certificate "with high distinction." At least 60 percent of the requirements for a certificate with honors must be earned at the University of Minnesota and must be taken on the A-N grading system. Colleges at the University retain the right to determine honors requirements for a degree; earning a certificate with honors does not automatically gain a student entry into a college's honors program.

Group I certificates can be earned entirely through Extension Independent Study. Group II certificates can be partially completed through Independent Study, but require additional credits from day school, Extension Classes, or transferred credits.

Courses or course sequences now or soon to be available through Extension Independent Study are followed by an asterisk (*).

Extension Certificates—Group I

Fire Protection Certificate (48-52 credits)

The Fire Protection Certificate program was planned by the Fire Information, Research and Education Center, Agricultural Extension Service/Continuing Education and Extension, and others responsible for fire protection. It is designed to expand the educational opportunities of those employed by or concerned with municipal, institutional, and industrial fire protection; insurance inspection or rating bureaus; and manufacturers of protective equipment and systems.

Fire Protection courses are now listed as General College courses and carry degree credit rather than certificate credit. This change was effective July 1, 1981, and is retroactive for five years from that date. Students who have completed

Certificate Programs

FPro courses for this certificate program and want their transcripts changed to degree credits, should write to the Transcript Office (see General Information section, Transcripts and Records).

The Fire Protection Certificate core courses are available only through Extension Independent Study. Courses now available are GC 1120, 1121, 1122, 1123, 1124, 1125, 1126, and 1127. Additional core courses may become available. Equivalent courses may be transferred to this program from other accredited institutions, but a minimum of 12 credits in the Core Requirement courses must be earned at the University of Minnesota. A minimum of **75 percent** of all coursework must be taken on the A/N grading system.

Fire Protection Certificate credits are accepted toward the Associate in Arts degree in the General College of the University of Minnesota.

English Requirement (3-5 credits)

Comp 1001 or Comp 1011*, or Spch 0001C or Spch 1101

Core Requirement (33 credits)

IR 0001C—Supervision I*

GC 1120—Introduction to Fire Protection*

GC 1121—Hazardous Materials I*

GC 1122—Hazardous Materials II*

GC 1123—Hazardous Materials III*

GC 1124—Fire Prevention and Control*

GC 1125—Fire Protection and Life Safety Systems in Building Design*

GC 1126—Private Fire Protection Systems—Elements*

GC 1127—Private Fire Protection Systems—Applications*

GC 1128—Fire Department Administration

GC 1129—Organization for Fire Protection

Spread Requirement (12-14 credits)

Psy 1001—General Psychology* or Psy 1103—Application of Psychology to Living

Pol 1001—American Government and Politics* or Pol 1031—American Public Policy

Soc 1001—Introduction to Sociology* or Soc 1002—American Community*

General Studies Certificate (45 credits)

The General Studies Certificate program is designed to recognize students' achievement after the completion of one year of college coursework. There are no required courses in the program, but students are encouraged to take at least two courses from each of the general education curriculum areas of the General College—natural sciences, social sciences, humanities, and communications. Of the 45 credits required, a minimum of 30 credits must be earned through General College courses. (A list of General College courses offered through Extension Independent Study is found in the Course Descriptions section.) Also, a minimum of **75 percent** of all coursework (34 credits) must be taken on the A/N grading system.

Students wishing to pursue a human services emphasis within the General Studies Certificate should contact an Extension counselor.

All credits in this program, if carefully planned, will be accepted toward the Associ-

Certificate Programs

ate in Arts degree from General College. For AA degree requirements, see University Degree Programs section, General College.

Liberal Arts Certificate (45 credits)

The Liberal Arts Certificate program offers students an introduction to a liberal arts education and is equivalent to one year of University study. The certificate can constitute the freshman year of a degree program in liberal arts or business, if carefully planned. A minimum of **50 percent** of all coursework (23 credits) must be taken on the A/N grading system.

Students transferring credits to this program from other accredited institutions must take a minimum of 12 credits at the University.

English Requirement (5-8 credits)

Comp 1011—Writing Practice I* or Comp 1001-1002—Introductory Composition

Core Requirement (32 credits) Eight credits in each of the following groups

Group A—Language, Logic, Mathematics, and the Study of Argument

Group B—Physical and Biological Universe

Group C—Individual and Society

Group D—Literary and Artistic Expression

Electives: Additional liberal arts courses are required for a total of 45 credits for the certificate. Before taking courses applicable to this certificate, students should obtain a copy of CLA courses offered through Continuing Education and Extension that meet the Group Distribution Requirements. Contact the Department of Independent Study, 45 Westbrook Hall, 77 Pleasant St. SE, University of Minnesota, Minneapolis, MN 55455; telephone (612) 373-3256.

Mathematics and Science Certificate (45 credits)

The Mathematics and Science Certificate provides students with the fundamentals of mathematics and science, and is the equivalent of one year of University study. The credits earned in this certificate program can be used toward a degree in either the College of Liberal Arts or the Institute of Technology (depending on the choice of electives).

A minimum of **50 percent** of all coursework (23 credits) must be taken on the A/N grading system. Students transferring credits to this program from other accredited institutions must take a minimum of 12 credits at the University.

Prerequisite: Two years of algebra and two years of geometry, including trigonometry

Core Requirement (25-28 credits)

Comp 1011—Writing Practice I* or Comp 1001-1002—Introductory Composition

Math 1211—Analysis I*

Math 1221—Analysis II*

Math 1231—Analysis III*

Math 3211—Analysis IV*

Certificate Programs

Electives: Additional credits for a total of 45 credits, selected from the following areas

Aerospace Engineering and Mechanics
Astronomy
Biology
Botany
Chemistry

Ecology
Engineering
Geology
Microbiology
Physics

Extension Certificates—Group II

At least half of the requirements for the following certificates can be met with Independent Study courses.

Accounting Certificates

The Junior Accounting Certificate program is useful to junior accounting personnel, management personnel, and others who need a basic understanding of the principles of accounting and corporate finance.

The requirements for the Senior Accounting Certificate are similar to those for a four-year accounting degree. This program provides a good background for additional study in preparation for the Certified Public Accountant examinations.

Junior Accounting Certificate (66-69 credits)

Students transferring credits to this program from other accredited institutions must take a minimum of 16 credits in accounting at the University.

Core Requirements

Comp 1011—Writing Practice I* or Comp 1001-1002—Introductory Composition
Comp 1027—Intermediate Expository Writing*
Econ 1001, 1002—Principles of Macroeconomics and Microeconomics*
Acct 1024-1025—Principles of Financial Accounting I-II*
Acct 3001—Managerial Accounting
Acct 3101-3102—Accounting Theory and Practice I-II

Acct 3201—Cost Accounting
Math 1111—College Algebra and Analytic Geometry*
Math 1131—Finite Mathematics
Math 1142—Short Calculus*
DSci 1050—Elementary Managerial Statistics
DSci 3055—Introduction to Management Science
MIS 3100—Introduction to Computers and Computer Data Processing

Senior Accounting Certificate (92-95 credits)

Students transferring credits to this program from other accredited institutions must take a minimum of 24 credits in accounting at the University.

Certificate Programs

Core Requirements (80-83 credits)

Comp 1011—Writing Practice I* or Comp 1001-1002—Introductory Composition
Comp 1027—Intermediate Expository Writing*
Math 1111—College Algebra and Analytic Geometry*
Math 1131—Finite Mathematics
Math 1142—Short Calculus*
BSci 1050—Elementary Managerial Statistics
DSci 3055—Introduction to Management Science
Econ 1001, 1002—Principles of Macroeconomics and Microeconomics*

Acct 1024-1025—Principles of Financial Accounting I-II*
Acct 3001—Managerial Accounting
Acct 3101-3102—Accounting Theory and Practice I-II
Acct 3201—Cost Accounting
12 credits of accounting electives
MIS 3100—Introduction to Computers and Computer Data Processing

Electives (12 credits)

BFin 3000—Finance Fundamentals
BGS 3004—International Business*
BLaw 3058—Business Law: Contracts*
IR 3002—Labor Markets and the Management of Human Resources*
Ins 3100—Risk Management and Insurance*
LM 3010—Principles of Transportation
Mktg 3000—Principles of Marketing*

Econ 3105—Managerial Economics
Mgmt 3001—Fundamentals of Management
Mgmt 3004—Business Policy: Strategy Formulation and Implementation
OM 3000—Introduction to Operations Management
BGS 3002—Business and Society

Business Administration Certificates

The Business Administration Certificate programs have been approved by the School of Management and arranged under the supervision of its faculty. They present integrated, high-quality, university-level programs of shorter length and scope than four-year degree programs. They are designed for students who need an understanding of the principles and theories of business administration, and for those who want training or an opportunity for advancement in some specific field of business.

Junior Business Administration Certificate (48-53 credits)

This certificate represents the equivalent of one academic year of study in business. It offers a background in the basic fields of business administration. All the credits received in completing the Junior Certificate are credited toward a Senior Certificate and represent half of its required work load.

All courses must be taken on the A/N grading system. Students transferring credits from other accredited institutions to this program must take a minimum of 12 credits in business courses from the Core Requirement at the University.

Pre-management Requirement (38-41 credits)

Comp 1011—Writing Practice I* or Comp 1001-1002—Introductory Composition
Econ 1001, 1002—Principles of Macroeconomics and Microeconomics*
Acct 1024-1025—Principles of Financial Accounting I-II*

Math 1111—College Algebra and Analytic Geometry*
Math 1131—Finite Mathematics
DSci 1050—Elementary Managerial Statistics
Psy 1001—General Psychology*

Certificate Programs

Core Requirement (12 credits) Three courses selected from the following

Acct 3001—Managerial Accounting
MIS 3100—Introduction to Computers and Computer Data Processing
IR 3002—Labor Markets and the Management of Human Resources*
Ins 3100—Risk Management and Insurance*
Mgmt 3004—Business Policy: Strategy Formulation and Implementation
Econ 3105—Managerial Economics
BGS 3002—Business and Society
BGS 3004—International Business*
DSci 3055—Introduction to Management Science

MIS 3099—Elementary Fortran
MIS 3101—Introduction to Management Information Systems
Mgmt 3001—Fundamentals of Management
Math 1142—Short Calculus*
LM 3010—Principles of Transportation
BFin 0001C—Introduction to Investments
BFin 3000—Finance Fundamentals
Mktg 3000—Principles of Marketing*
BLaw 3058—Business Law: Contracts*

Senior Business Administration Certificate (90 credits)

The Senior Business Administration Certificate is a continuation of the Junior Certificate. The completion of the certificate approximates the second and third years of a four-year degree program, with emphasis on the basic principles and theories of business administration.

Only nonbusiness electives may be taken on the S/N grading system. Students transferring credits to this program from other accredited institutions must take a minimum of 24 credits in business courses (not including the pre-management requirement) at the University.

Pre-management Requirement (41-46 credits)

Comp 1011—Writing Practice I* or Comp 1001-1002—Introductory Composition
Econ 1001, 1002—Principles of Macroeconomics and Microeconomics*
Acct 1024-1025—Principles of Financial Accounting I-II*

Math 1111—College Algebra and Analytic Geometry*
Math 1131—Finite Mathematics
Math 1142—Short Calculus*
DSci 1050—Elementary Managerial Statistics
Psy 1001—General Psychology*

Core Requirement (24 credits)

 Six courses selected from the following

Acct 3001—Managerial Accounting
MIS 3100—Introduction to Computers and Computer Data Processing
MIS 3099—Elementary Fortran
MIS 3101—Introduction to Management Information Systems
IR 3002—Labor Markets and the Management of Human Resources*
Ins 3100—Risk Management and Insurance*
LM 3010—Principles of Transportation
DSci 3055—Introduction to Management Science

BGS 3002—Business and Society
BGS 3004—International Business*
BFin 0001C—Introduction to Investments
BFin 3000—Finance Fundamentals
Econ 3101—Microeconomic Theory
Mktg 3000—Principles of Marketing*
BLaw 3058—Business Law: Contracts*
Mgmt 3001—Fundamentals of Management
Mgmt 3004—Business Policy: Strategy Formulation and Implementation
OM 3000—Introduction to Operations Management

Electives in the School of Management: At least 16 additional credits in business administration. These should be selected in consultation with an Extension Counselor.

Other Electives: Satisfactory completion of pre-management degree requirements in Physical and Biological Sciences, Individual and Society, or Literary and Artistic Expression, for a total of 90 credits.

Note: Students considering a degree from the School of Management should choose electives that could become part of the degree program. Such students should contact the Department of Independent

Certificate Programs

Study for a list of the pre-management courses offered through Independent Study that meet the requirements of the School of Management and should also contact the Extension Counseling Office early in their program.

Credit and Financial Management Certificate (66-67 credits)

The Credit and Financial Management Certificate program was developed cooperatively by Continuing Education and Extension, the School of Management, and the North Central Credit and Financial Management Association. The program prepares students for careers in trade credit management, loan management, and financial management.

All courses must be taken on the A/N grading system, with the exception of Composition and Speech, which may be taken on the S/N grading system. Students transferring credits to this program from other accredited institutions must take a minimum of 16 credits at the University.

Completion of the certificate qualifies students for the Associate and Fellow Awards of the National Institute of Credit. Persons interested in these awards should contact Lois M. Finn, City Place Building, Suite 600, 730 Hennepin Ave., Minneapolis, MN 55403; telephone (612) 341-9615.

For more information about working toward this certificate, contact Extension Counseling.

Associate Professor of English Archibald Leyasmeyer has taught at Princeton, Rutgers, and the University. He has served as the Director of the Honors Program and of Undergraduate Study in the English Department, and as the Faculty Director of University Without Walls. Leyasmeyer has also been a director of the Playwright's Lab, the Playwright's Center, and the Guthrie. A 1982 recipient of the Morse-Amoco Award for outstanding contributions to undergraduate education, Leyasmeyer is the author of a new NEH-sponsored course, *Modern Drama: Pirandello to Pinter* (Engl 5175).



Certificate Programs

Core Requirement (58 credits)

Acct 1024-1025—Principles of Financial Accounting I-II*
Acct 3001—Managerial Accounting
Acct 3160—Analysis of Financial Statements
BFin 0002C—Credit and Financial Management Problems**
BLaw 3058-3078, 3088—Business Law*
Econ 1001, 1002—Principles of Macroeconomics and Microeconomics*

IR 0001C—Supervision I*
Mgmt 3002—Psychology in Management
Mktg 3000—Principles of Marketing*
GC 1548—Credits and Collections
Comp 0004C—Business Correspondence, or GC 1531—Business Writing*
Spch 0001C—Beginning Speech: Communication

Electives (8 credits)

Acct 3102—Accounting Theory and Practice I
Acct 3201—Cost Accounting
BFin 0001C—Introduction to Investments
BFin 3000—Finance Fundamentals
BFin 3100—Financial Management

Econ 3701/5721—Money and Banking*
Ins 3100—Risk Management and Insurance*
Mgmt 3001—Fundamentals of Management
LM 3010—Principles of Transportation
Comp 0003C—Review of Business English

**BFin 0002C is offered on a limited basis through Extension Classes. Students are urged to complete this course early in their program.

Human Services Certificate (50 credits)

Note: The General College and Continuing Education and Extension have jointly decided to **discontinue** the Human Services Certificate program. No further applications have been accepted to this program since **September 1, 1983**. Students admitted to the program may continue to pursue the certificate, but must complete the program by **June 1990**. Students interested in alternate courses of study should contact the Extension Counseling office.

The Human Services Certificate program was developed in response to an increasing demand for specialized certificates for paraprofessionals in community service organizations. Paraprofessionals in agencies such as libraries, schools, neighborhood health clinics, poverty agencies, and housing authorities may find this certificate useful for personal development and professional advancement.

This certificate provides general and career-related coursework. Core Requirements include 30-34 credits generic to all fields of human services, plus some elective credits in the social sciences. The Concentration Requirement must be met with supervised work experience and/or career-related projects planned by the student and a counselor. This certificate provides a variety of educational opportunities.

Students may transfer credits earned for this certificate toward a degree in the General College or the College of Liberal Arts. Students transferring credits to this program from other accredited institutions must take a minimum of 12 credits at the University.

Students should consult an Extension counselor before taking courses in the Concentration Requirement. Appointments may be arranged by calling or writing the Extension Counseling Office.

Certificate Programs

Core Requirement (30-34 credits)

- GC 1421-1422—Writing Lab: Personal Writing, or Comp 1001-1002—Introductory Composition, or Comp 1011—Writing Practice I*
- GC 1461—Oral Communication: Basic Principles, or Spch 1101—Fundamentals of Speech
- GC 1471—Creative Problem Solving: Innovation Techniques

- PubH 3001—Personal and Community Health
- GC 1283—Psychology of Human Development*, or Psy 1003—Application of Psychology to Living
- GC 1211—People and Problems, or Soc 1001—Introduction to Sociology*
- SW 1001—Introduction to Social Welfare and Community Services*

Concentration Requirement: GC 1627—Human Services Practicum, and/or approved related courses in one of the following fields (16 credits)

- Education
Urban Problems
Community Library
Community Organizer
Day Care
Youth Care
Family Work

- Welfare
Family Nutrition
Community Health
Minority Studies—American Indian
Minority Studies—Afro-American
Minority Studies—Chicano
Aging

Electives: An additional course from the following areas for a total of 50 credits

- GC 1285—Cultural Anthropology, or Anth 1102—Cultural Anthropology*
- GC 1295—Economic Perspectives: General View
- GC 1722—Parent-Child Relationships*, or FSoS 1025—Parenthood
- Geog 1301—Human Geography
- GC 1233—United States: Problems of Government, or Pol 1001—American Government and Politics*

- GC 1281—Psychology in Modern Society, or Psy 1001—General Psychology*
- CPsy 1301—Child Psychology*
- Rhet 1147—Efficient Reading*
- Up to 6 credits in art, music, literature, or humanities from either the General College or the College of Liberal Arts

Industrial Relations Certificate (45 credits)

The Industrial Relations Certificate was developed by the Department of Industrial Relations of the School of Management. It provides technical training in industrial relations and in the use of specialist techniques. Advanced professional training in industrial relations is available only through the day and evening M.A. program and the Ph.D. program.

Students may use S/N grading for Psy 3801 and nonbusiness electives, up to a **maximum of 12 credits** toward the certificate. Students transferring credits to this program from other accredited institutions must take a minimum of 12 credits in Industrial Relations at the University.

Note: Courses at the 3000-level are primarily for juniors and seniors. Courses at the 5000-level are primarily for juniors, seniors, and graduate students.

Core Requirement (33 credits)

- Econ 1001, 1002—Principles of Macroeconomics and Microeconomics*
- IR 3002—Labor Markets and the Management of Human Resources*
- IR 3007—Collective Bargaining and Labor Relations*

- IR 3010—Human Relations and Applied Organization Theory
- Psy 1001—General Psychology*
- Psy 3801—Introduction to Statistical Methods
- Soc 1001—Introduction to Sociology*

Certificate Programs

Electives (12 credits)

- Econ 3501/5531—Labor Economics
Econ 5541—Contemporary Labor Issues
Econ 5534—Economics Security*
Econ 5537—Labor Market Behavior and Regulations*
Econ 5561—Wages and Employment
IR 0001C—Supervision I*
IR 3012—Systems of Industrial Relations: Human Resource Management*
IR 3000—Topics in Industrial Relations
IR 0007C—The Minnesota Occupational Safety and Health Act
GC 1081, 1082—Personnel Selection Techniques
MIS 3100—Introduction to Computers and Computer Data Processing
Mgmt 3002—Psychology in Management
DSci 3055—Introduction to Management Science
Psy 3124—Psychology of Individual Differences
Psy 3201—Introduction to Social Psychology
Psy 5045—Psychology of Motivation
Psy 3011—Introduction to Psychology of Learning
Psy 5501—Vocational Psychology
Psy 5701—Personnel and Industrial Psychology
Psy 5703—Psychology of Organizational Training and Development
Soc 5201—Introduction to Social Psychology*
Soc 5411—Formal Organizations
IEOR 0100C—Industrial Engineering and Management
IEOR 0103C—Work Measurement Standards*
IEOR 0408C, 0409C—Corporate Standard Data I, II

Management of Administrative Services Certificates

The Management of Administrative Services Certificate programs have been developed by Continuing Education and Extension with the School of Management and the Administrative Management Society.

These college-level certificate programs provide management training. Their purpose is to assist employees to become more competent in their present positions and improve their opportunity for advancement.

Students may be entitled to certificates of the Administrative Management Society in addition to the certificates granted by Continuing Education and Extension. Contact Karen Henningsen, Economics Laboratory, Inc., 370 Wabasha, St. Paul, MN 55102.

Associate in Management of Administrative Services Certificate (54 credits)

Students transferring credits to this program from other accredited institutions must take a minimum of 12 credits in business courses at the University.

Core Requirement (47-51 credits)

- GC 1531—Business Writing*, or Comp 0003C—Review of Business English, or Comp 1011—Writing Practice I*
Econ 1001, 1002—Principles of Macroeconomics and Microeconomics*
Math 1111—College Algebra and Analytic Geometry*
Math 1131—Finite Mathematics
MIS 3098—Elementary Cobol, or MIS 3099—Elementary Fortran
MIS 3100—Introduction to Computers and Computer Data Processing
Acct 1024-1025—Principles of Financial Accounting I-II*
Acct 3001—Managerial Accounting
BLaw 3058—Business Law: Contracts*
Psy 1001—General Psychology*
Psy 3801—Introduction to Statistical Methods, or DSci 1050—Elementary Managerial Statistics

Certificate Programs

Electives: An additional course selected from the Requirements or Electives for the Fellow Certificate (below) for a total of 54 credits.

Fellow in Management of Administrative Services Certificate (90-94 credits)

Students transferring credits to this program from other accredited institutions must take a minimum of 24 credits in business courses at the University.

Core Requirement (51-54 credits)

- | | |
|---|---|
| Comp 0003C—Review of Business English and GC 1531—Business Writing*, or Comp 1001-1002—Introductory Composition, or Comp 1011—Writing Practice I* | Math 1111—College Algebra and Analytic Geometry* |
| Econ 1001, 1002—Principles of Macroeconomics and Microeconomics* | Math 1131—Finite Mathematics |
| Acct 1024-1025—Principles of Financial Accounting I-II* | MIS 3098—Elementary Cobol, or MIS 3099—Elementary Fortran |
| Acct 3001—Managerial Accounting | MIS 3100—Introduction to Computers and Computer Data Processing |
| BLaw 3058—Business Law: Contracts* | Psy 1001—General Psychology* |
| | Psy 3801—Introduction to Statistical Methods |

Group Requirements (36 credits)

Group I: At least four courses from the following (16 credits)

- | | |
|--|---|
| IR 3002—Labor Markets and the Management of Human Resources* | BFin 3000—Finance Fundamentals |
| Mgmt 3002—Psychology in Management | Ins 3100—Risk Management and Insurance* |
| BFin 0001C—Introduction to Investments | Mktg 3000—Principles of Marketing* |

Group II: At least five courses from the following (20 credits)

- | | |
|--|---|
| BFin 3100—Financial Management | IR 3010—Human Relations and Applied Organization Theory |
| LM 3010—Principles of Transportation | IR 3012—Systems of Industrial Relations: Human Resource Management* |
| Acct 3001—Managerial Accounting | Mgmt 3001—Fundamentals of Management |
| Acct 3255—Managerial Costs, or Acct 3201—Cost Accounting | BLaw 3088—Business Law* |
| Acct 3160—Analysis of Financial Statements | |

Electives: Additional credits from the following courses or areas for a total of 94 credits

- | | |
|-------------------------------------|----------------------|
| IR 0001C-0002C—Supervision I*-II | Insurance |
| Psy 5751—Psychology of Advertising* | Marketing |
| Accounting | Real Estate |
| Economics | Logistics Management |
| Finance | English |
| Production | Humanities |
| Management | Social Science |
| Industrial Relations | Speech |

Certificate Programs

Undergraduate Development Certificate (UDC) Series

Developed with the Institute of Technology, the UDC Series provides a plan for continuing education in particular disciplines and recognizes completion of an educational program indicative of increasing levels of technical capability. With departmental approval, degree-credit courses offered in certificate programs may be applied toward a subsequent baccalaureate degree. This requires early contact with the academic department and application for admission to the Institute of Technology.

The UDC in Engineering and Science—45 Credits (described below) is the initial required program in the UDC Series. It indicates familiarity with basic science and engineering topics and is equivalent to the first year of college study. After completing the UDC in Engineering and Science—45 Credits, students can continue in particular disciplines through the UDC—90 Credits or the UDC—135 Credits. (The UDC—135 Credits is only available in Electrical Engineering.)

Students interested in a listing of the Undergraduate Development Certificates or in additional information concerning them, should contact the Extension Counseling Office.

Undergraduate Development Certificate in Engineering and Science—45 Credits

The UDC in Engineering and Science—45 Credits provides students with the fundamentals of mathematics, physics, and broad technical communications skills that enable them to handle support assignments in any engineering field. In addition, it gives them background for more specialized or advanced study either as an engineer or engineering technician. All courses in the UDC in Engineering and Science—45 Credits carry degree credit and are applicable to a baccalaureate degree.

Students transferring credits to this program from other accredited institutions must take a minimum of 12 credits at the University.

Prerequisite: High school graduate or equivalent; 2 years of algebra and 2 years of geometry, including trigonometry.

Core Requirements (34-37 credits)

Math 1211—Analysis I*

Math 1221—Analysis II*

Math 1231—Analysis III*

ME 1025—Engineering Graphics*, or CSci 3101—A Fortran Introduction to Computer Programming* or CSci 3104—Introduction to Programming and Problem Solving

Phys 1271*-1275-1281*-1285—General Physics and Lab

Comp 1011—Writing Practice I* or Comp 1001-1002—Introductory Composition

Electives: Courses from nontechnical electives for a total of 45 credits. Nontechnical electives may be chosen from the following fields: anthropology, biological sciences, botany, classics, economics, geography, history, humanities, languages (except scientific language courses), literature, music theory, philosophy, political science, psychology, religion, social science, sociology, speech, zoology, and others. (See the current bulletin of the Institute of Technology.)

University Degree Programs

Through Extension Independent Study, it is possible to earn credits that can be used in a variety of degree programs at the University. **There are limitations, however, on the use of Independent Study credits in degree programs in certain departments or individual schools.** If you wish to apply credits earned through Independent Study to a University degree program, you are urged to consult an academic advisor or your college office before enrolling.

It is important to plan coursework and to follow University procedures when working on a degree. If you have never been admitted to the University but wish to work toward a University degree, you should contact the Extension Counseling Office early in your planning. It is also essential to read the official bulletin of the college to which you wish to be admitted. College bulletins can be obtained by writing the Bulletin Room, 110 Williamson Hall, 231 Pillsbury Dr. SE, University of Minnesota, Minneapolis, MN 55455.

College of Education

1425 University Ave. SE

Because of the variety of programs offered in the College of Education, it is not possible to present a specific curriculum or to indicate appropriate Extension Independent Study courses.

Students can use the two-year program listed under the College of Liberal Arts as a guide in completing many of the preprofessional requirements of the College of Education. Some Extension Independent Study courses in education are acceptable in College of Education programs. For more information, write to the College of Education, 1425 University Ave. SE, Minneapolis, MN 55414.

Teacher's Certificate

Most Independent Study courses can be used in the acquisition and renewal of teachers' certificates. However, the Department of Independent Study **does not evaluate teaching or education experience for a certificate or recommend courses.**

Degree Programs

Questions concerning teacher certification should be directed to the State Department of Education or a similar agency (in Minnesota—Director of Certification and Placement, Capitol Square Building, 550 Cedar St., St. Paul, MN 55101, (612) 296-2046).

General College

10 Nicholson Hall, Minneapolis campus

The University is currently discussing the future of the Associate in Arts degree. At this time, the degree described below is still being offered.

The core of the General College program is general education courses whose purpose is to provide students with knowledge of the natural world; of human behavior and social organization; of intellectual achievements in the arts, literature, and philosophy; and of human communication. General education draws on multiple learning resources—academic and experiential, theoretical and applied, traditional and nontraditional—and tries to discover practical means of coordinating knowledge and applying it to life. General education courses are broad in scope rather than specialized and, as nearly as possible, are planned to be complete in themselves. They focus on major concepts and general principles. Emphasis is on relationships within and among fields of knowledge rather than on study of isolated segments.

Associate in Arts Degree (A.A.)

In the belief that an Associate in Arts (A.A.) degree should give students the basic tools, general knowledge, desire, and confidence to continue learning, prepare for a career, and behave responsibly in society, the faculty of the General College, in June 1981, adopted recommendations made by the curriculum committee for a new definition of the degree. Beginning in fall 1983, students admitted to the General College who plan to complete an A.A. degree must fulfill new requirements, designed to enable them to attain three outcomes:

Outcome I: Reading, Writing, Mathematics, and Research Skills. Competence may be demonstrated by any of the following: satisfactory achievement on diagnostic examinations; completion of General College courses emphasizing these skills, with a grade of C6 or better; completion of certain degree credit courses demonstrating minimum proficiency in these skills, with a grade of C6 or better.

Outcome II: Liberal Education. At least 60 of the 90 credits required for an A.A. degree must be distributed throughout the liberal arts and sciences as defined by the Council on Liberal Education (CLE). Some of these credits may also be used to fulfill requirements for Outcomes I and III. Broad understanding and general knowledge of the liberal arts and sciences and their integrative nature, unique language and structure, and unifying principles and concepts may be demonstrated by the following: completion of at least 8 credits with a grade of C6 or better in each of the four CLE groups, with at least 15 credits in General College courses, and/or completion of two quarters of interdisciplinary studies courses (e.g., *Toward a Good Life*, *Conflict Resolution*), which are designed to introduce students to the broad, integrative nature of knowledge, with a grade of C6 or better.

Degree Programs

Outcome III: Knowledge Use and Application. The ability to use information and apply principles, techniques, and skills in actual or simulated experiences or processes may be demonstrated by satisfactory completion of a total of 10 credits, drawn from a variety of experiences and representing at least three of the following areas: internships (community service, co-op education, or counseling); career/personal/educational exploration and development courses; specialty courses in any of the General College or other postsecondary certificate programs, including aging studies, aviation studies, fire protection, human services, and marketing; courses that emphasize applying or acquiring knowledge by engaging a student in actual or simulated experiences or processes; major projects demonstrating practical application of concepts or problem-solving documented by a student and an instructor in a relevant field; and/or documented assessed prior life experience, such as experiential learning and training, or other life activity (direct involvement in community agencies, businesses, civic endeavors) accepted by the General College.

Bachelor of Applied Studies (B.A.S.)

Bachelor of General Studies (B.G.S.)

Students admitted to baccalaureate programs in General College work toward the Bachelor of General Studies (B.G.S.) or Bachelor of Applied Studies (B.A.S.) degrees. The basic requirement for admission is an Associate in Arts (A.A.) degree or its equivalent, a C+ (2.4) grade average, and successful completion of GC 1894.

Independent Study courses do apply toward the B.A.S. or the B.G.S. degrees; however, because of the limited number of courses offered at this time, **it is not possible to earn a B.A.S. or B.G.S. degree entirely through Independent Study.**

Students holding A.A. degrees or nearing completion of A.A. degrees may learn more about General College baccalaureate programs by writing to Baccalaureate Program Coordinator, General College, University of Minnesota, 10 Nicholson Hall, 216 Pillsbury Drive SE, Minneapolis, MN 55455, or by writing to Extension Counseling.

Graduate School

316 Johnston Hall, Minneapolis campus

Credits earned through most Department of Independent Study courses are not accepted for graduate credit in the University of Minnesota Graduate School. Specified broadcast television courses, at the graduate level, are available for graduate credit (information is given in the course study guide). Independent Study courses may be used, however, to satisfy undergraduate prerequisites for Graduate School admission, to complete the graduate language requirement, or to acquire additional background in particular subject areas.

Degree Programs

Institute of Technology

105 Lind Hall, Minneapolis campus

The Institute of Technology grants degrees in approximately 11 fields of engineering and architecture, plus geophysics, geology, chemistry, physics, mathematics, and environmental design. In addition to required mathematics and science courses, the Institute of Technology requires 36 credits of liberal education distributed as outlined in the **Institute of Technology Bulletin**. In addition to some of the technical courses, Department of Independent Study courses may be used to satisfy the liberal education requirement. **It is not possible to complete an entire degree in the Institute of Technology through the Department of Independent Study.**

Assistance in planning a course of study, and in securing acceptance or transfer of credits, is available from the Extension Counseling Office.

School of Management

225 Management and Economics, Minneapolis campus

Most of the pre-management course requirements for the Bachelor of Science in Business (BSB) are available through the Department of Independent Study. **It is not possible to complete the entire BSB degree through the Department of Independent Study.** The School of Management will accept a maximum of 16 credits of upper division business course work completed through correspondence study toward the BSB degree. Interested students should arrange for early consultation by contacting the Extension Counseling Office.

Both the accounting and the regular business programs are outlined in the **School of Management Bulletin**. For a list of the pre-management and management courses offered through Independent Study that meet the School of Management requirements, write to the Department of Independent Study.

A copy of Procedures for Obtaining the Bachelor of Science in Business Degree through Extension may also be obtained through the Department of Independent Study.

College of Liberal Arts

214 Johnston Hall, Minneapolis campus

A copy of the **College of Liberal Arts Bulletin** is essential for students planning to earn an A.L.A., B.A., B.S., B.F.A., B.M., or B.I.S. degree. Students should contact the Extension Counseling Office for a list of Extension Independent Study courses that can be used to satisfy CLA distribution requirements or for further information on any of the CLA programs.

Associate in Liberal Arts (A.L.A.)

The College of Liberal Arts offers an Associate in Liberal Arts degree. The degree

Degree Programs

indicates the successful completion of a 90-credit program devoted largely to general education and is equivalent to two years of academic study. Students who want to transfer to professional programs or go on to other education find the degree useful as evidence of achievement in the liberal arts.

With careful planning, the entire degree may be obtained through the Department of Independent Study.

Current A.L.A. degree requirements are:

1. admission to the degree program;
2. 90 credits acceptable to CLA (45 on A-N grading);
3. no more than 8 credits of non-liberal arts course work may be taken;
4. no more than 8 credits may carry a grade of D;
5. at least 45 University of Minnesota CLA credits;
6. satisfaction of the CLA Writing Practice requirement and Comp 1027 Intermediate Expository Writing;
7. satisfaction of four of the following five categories: (a) second language study through the college third-quarter level, or exemption based on 3 or more years of high school work (one language only), or exemption by examination; (b) 8 to 10 credits in Group A of the B.A. group distribution requirements; (c) 12 to 15 credits in Group B; (d) 16 to 20 credits in Group C with at least one course in each of the sub-areas; (e) 12 to 15 credits in Group D

Some requirements of the degree may also be met with credits transferred from other accredited colleges and universities.

Bachelor of Arts (B.A.)

Candidates for the Bachelor of Arts degree must complete a minimum of 180 acceptable credits, 75 in 3000 and 5000-level courses (45 credits in CLA courses). No more than 12 credits of D may be applied toward the 180-credit degree requirement. They must also satisfy the English Composition, second language, world studies, and group distribution requirements. Finally, B.A. candidates must complete a major sequence in the field of their choice and complete at least 30 credits in 3000 and 5000-level courses from areas outside their majors. The Department of Independent Study offers sufficient courses to earn at least the first 90 credits toward a B.A. degree.

Bachelor of Science (B.S.)

The Bachelor of Science degree is offered in CLA by the Departments of Child Psychology, Communication Disorders, Economics, Geography, Sociology, and the Urban Studies Program. Its requirements are substantially those of the B.A. program except that the second language requirement is not included, and the major may be more extensive and concentrated. For further information contact the Extension Counseling Office.

Bachelor of Individualized Studies (B.I.S.)

The Bachelor of Individualized Studies degree is offered for students who want to propose an individualized program of studies based on personal academic objec-

Degree Programs

tives. Proposals must be evaluated and approved by at least two faculty advisers. Candidates for the Bachelor of Individualized Studies degree must complete a minimum of 180 acceptable credits. The Department of Independent Study offers sufficient courses to earn at least the first 90 credits toward a B.I.S. degree. For further information contact the Extension Counseling Office.

University College

317 Walter Library, Minneapolis campus

University College offers two bachelor's degree programs, each of which enables students to design their own Bachelor of Arts or Bachelor of Science degree and to incorporate large amounts of learning done through the Department of Independent Study. Information is available from the college office or from the appropriate program office (see below).

Inter-College Program (ICP) is a student-designed, credit-based alternative to traditionally structured degree majors. Since 1930 it has allowed students to design an intercollegiate or interdisciplinary program suited to their individual objectives. There is no fixed curriculum, and a student may draw on the entire University for courses to prepare a degree contract leading to a BA or BS degree. With careful planning, it is possible to complete a baccalaureate degree in Inter-College Program through the Department of Independent Study. ICP works best with students who have already completed 2-3 years of college or have about 120-130 credits. A limitation to degree completion via Independent Study is the number of courses available.



Professor and Chair of the History Department, Russell R. Menard has been on the faculty of the University since 1976. He has published articles on the colonial tobacco trade, the growth of slavery in British America, and the population process on the Minnesota Iron Range, and is the co-author of **The Economy of British America, 1607-1790: Needs and Opportunities for Study**. Menard is the author of Introduction to Historical Research (Hist 3955), one of the new NEH-funded courses.

Degree Programs

The Inter-College Program application process includes preparing a carefully conceived statement of objectives and a proposed course list. Students generally spend from three weeks to several months planning their degree programs, a process that requires meetings with ICP program advisers and University faculty advisers.

University Without Walls (UWW) serves self-directed students with clear educational goals who wish to design and carry out an individualized undergraduate degree program. Students tend to select UWW because they value the freedom to make significant choices about what and how they learn. They usually have experiences from outside the University they want to incorporate into their education and many want to develop new interdisciplinary study programs. Students also select UWW for practical reasons, such as work, family obligations (which limit access to traditional programs), or distance from campus and university resources.

Students are admitted to UWW on the basis of evidence that they can conceive and plan an overall program of study and can identify specific learning resources and strategies (advisers are available to help in this process). A program can combine a variety of learning activities, including University day and evening classes, Independent Study courses, self-designed projects, and community or work-related projects. Prior learning that qualifies as college level can be applied toward the degree. It is possible to earn a degree through UWW without coming to campus, although most students prefer to visit at least once or twice to work with their advisers.

UWW students meet criteria-based requirements, rather than accumulating a specific number of credits, to earn a bachelor of arts or bachelor of science degree. The graduation criteria incorporate concentrated learning in a single area of study with broad learning in the liberal arts. UWW students pursue programs in a wide variety of fields—for example, in health care, human services, visual and performing arts, organization and management studies, humanities, and social sciences.

Residents of west central Minnesota can learn more about UWW by contacting the Learning Center at the University of Minnesota-Morris, 231 Community Services Building, Morris, Minnesota 56267. All others should contact the Minneapolis office.

For further information, contact:

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122 Pleasant St. SE
University of Minnesota
Minneapolis, MN 55455
(612) 376-1253

University Without Walls
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Send For Information, Forms, Bulletins

Please use the form below in requesting information, forms, and bulletins/
brochures. We'll be happy to send bulletins/brochures to your friends, too!

Send it to: Department of Independent Study
University of Minnesota
45 Wesbrook Hall
77 Pleasant St. SE
Minneapolis, MN 55455

Please send me:

- a high school brochure a book order form/registration form
 a college bulletin current radio/TV course listing
 bulletin for University College (UWW/I-CP)
 the introduction to the following course(s):

additional information about: _____

Name _____

Address _____

Street, RR#, PO#

City

State or Country

Zip Code

Please send your high school brochure college bulletin to:

Name _____

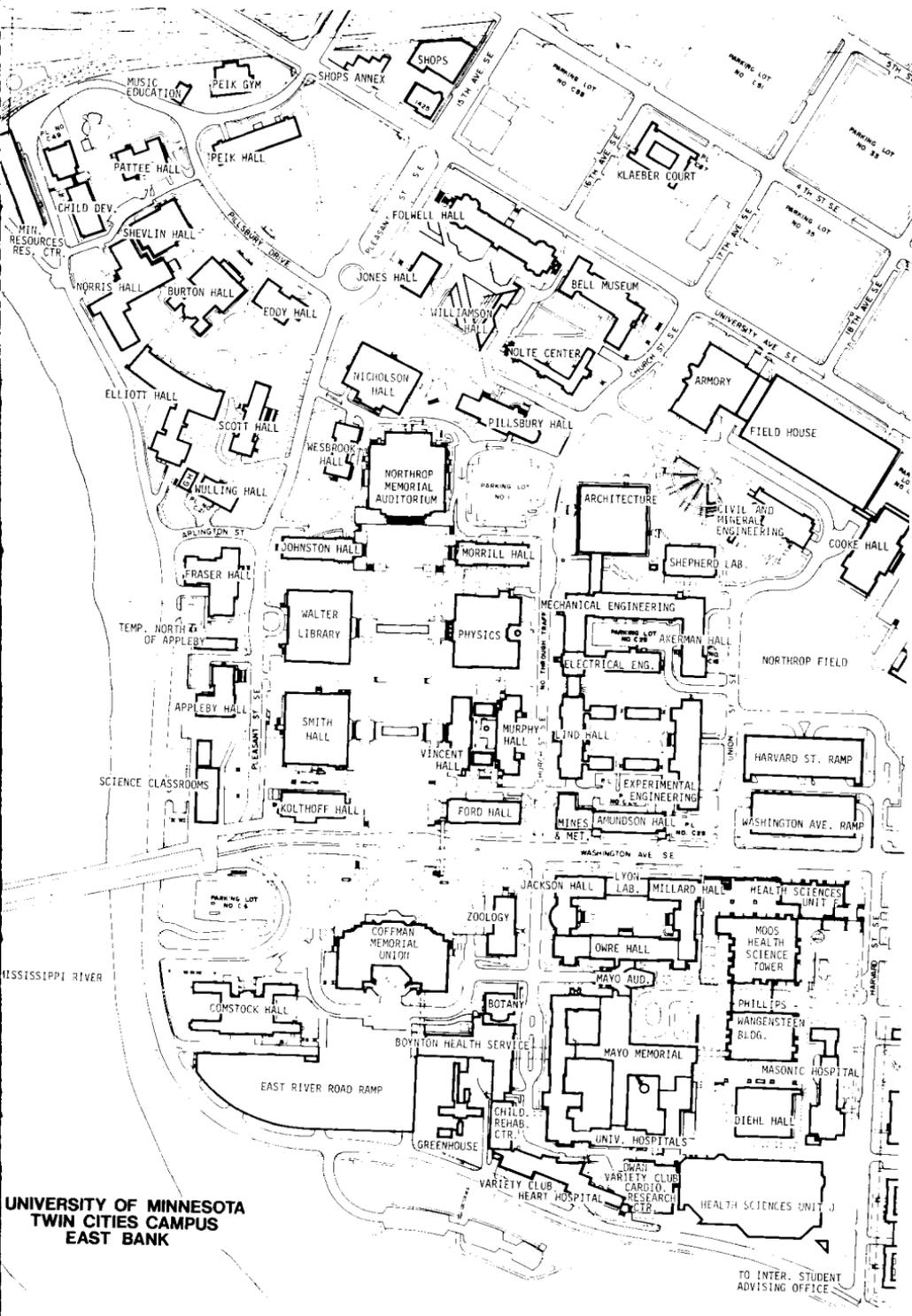
Address _____

Street, RR#, PO#

City

State or Country

Zip Code



**UNIVERSITY OF MINNESOTA
TWIN CITIES CAMPUS
EAST BANK**

TO INTER. STUDENT
ADVISING OFFICE

University of Minnesota Bulletin
Independent Study
University of Minnesota
45 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, Minnesota 55455



MJ 3

UNIVERSITY OF MINNESOTA BULLETIN

1985 SUMMER EVENING EXTENSION CLASSES

Continuing
Education and
Extension



1985 Summer Evening Extension Classes

First 5-week term June 17 to July 20
10-week term June 17 to August 24
Second 5-week term July 22 to August 24

Register by mail or in person

Registration Dates

For limited- and nonlimited-enrollment classes

I. Mail Registration (call 376-3000 for registration forms)

Ten-week term *May 13 to June 5*
First 5-week term *May 13 to June 5*
Second 5-week term *May 13 to July 10*

II. In-Person Registration (See Office Hours, page 9)

Ten-week term *May 28 to June 5*
First 5-week term *May 28 to June 5*
Second 5-week term *May 28 to July 10*

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April 5, 1985

UNIVERSITY OF MINNESOTA BULLETIN

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Bulletin Use

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Extension Classes

Continuing Education and Extension

UNIVERSITY OF MINNESOTA

Steven J. Vite, Charles R. Cheesebrough, Editors

Equal Opportunity

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, or handicap, age, or veteran status. In adhering to this policy, the University abides by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by Executive Order 11246, as amended: 38 U.S.C. 2012; by the Vietnam Era veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be addressed to Patricia A. Mullen, Acting Director, Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, University of Minnesota, 100 Church Street S.E., Minneapolis, MN 55455, (612) 373-7969; to the Director of the Office of Civil Rights, Department of Education, Washington, DC 20202; or to the Director of the Office of Federal Contract Compliance Programs, Department of Labor, Washington, DC 20210.

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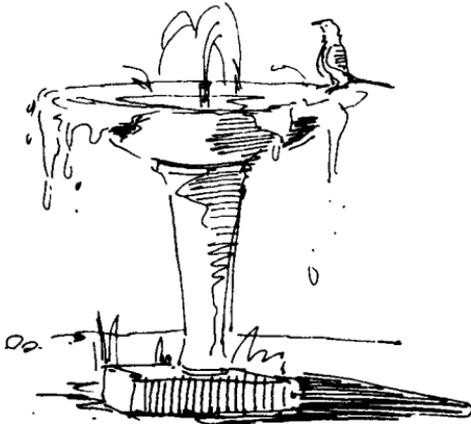
Extension Classes Bulletin

For complete information about Extension Classes, consult the current **1984-85 Extension Classes Bulletin**. For a copy, telephone 376-3000. The **1985-86 Bulletin** will be available **August 1, 1985**.

Registration and General Information
101 Wesbrook Hall
University of Minnesota
77 Pleasant Street S.E.
Minneapolis, MN 55455
373-3196

**Extension Counseling and
Program Advising**

314 Nolte Center
University of Minnesota
315 Pillsbury Drive S.E.
Minneapolis, MN 55455
373-3905



When and How to Register

Register by Mail or In Person

These are registration procedures for limited-enrollment classes and nonlimited-enrollment classes.

Read through these procedures carefully before you register! Correct registration is the student's responsibility. If you have questions after reading the information on registration procedures, call 373-3196. Most of the questions students ask are answered on these pages.

Registration procedures differ for limited-enrollment classes and nonlimited-enrollment classes. Limited enrollment classes have specified limits on the number of students that will be permitted into the class. These courses are starred and the course number and title are printed in red in this bulletin. The limit is given with the course description in most cases. Early registration by mail is the best way to obtain space in limited-enrollment classes. For complete details see the instructions for **Registration by Mail**.

Courses without enrollment limits have numbers and titles printed in black ink in this bulletin. Early registration is recommended even for nonlimited-enrollment classes to allow sufficient time for processing and return of fee statements. In rare cases, it may be necessary to place enrollment limits on nonlimited classes.

General Registration Instructions

- 1. Obtain official registration forms at an Extension Classes registration office at any time during office hours; or call 376-3000 to request that registration forms be sent to you.** Forms for athletic facility use, the health service plan, and veterans benefits certification can be requested at this telephone number also (see the index at the end of this bulletin for page numbers where these services are explained).

Regular registration offices are at 101 Westbrook Hall on the Minneapolis campus (east bank) of the University of Minnesota and at the MacPhail Center in downtown Minneapolis at 1128 LaSalle Avenue. See maps near the end of this bulletin.

- 2. Complete the registration form giving all the requested information.** A sample registration form is shown on the following page.

- a. Each course description in this bulletin provides information necessary in completing the registration form.** Courses are listed under departmental or subject heading (alphabetically arranged). Complete the spaces on the form that request information about the course; if there have been any changes to the room, day, or time you will be notified of those changes.

If you do not have a University student I.D. number, leave that space blank.

For information about grade base option, see pages 16 and 17.

Nontranscript registrations are those that apply to noncredit students (other than auditors) and certain noncredit courses; they are explained on pages 22 and 23.

Be sure to complete the enrollment period section giving the appropriate summer term and year. If your course is offered on a special term, fill in the start and end dates in the space provided.

Birth dates and social security numbers are required for coding purposes.

- b. Please type or use ball point pen and press hard so all five copies of the registration form are legible.** If all copies are not legible, fee statements cannot always be returned to students who register by mail, or record of enrollment may not be properly made on University files.

Keep the registration form intact. Do not remove carbons or receipts.

3. You are not registered until your tuition and fees are paid. Checks must be for the full amount of the tuition and fees and made payable to the University of Minnesota. Be sure to include special fees, course fees, and late fees, when applicable.

Students are urged to pay fees by personal check or money order. Change is not always available at in-person registration locations.

4. You may register for classes during the following registration periods.

	10-Week Term	First 5-week term	Second 5-week term
Registration by mail	May 13 to June 5	May 13 to June 5	May 13 to July 10
In-person registration	May 28 to June 5	May 28 to June 5	May 28 to July 10
Last day to register without a late fee	June 5, 1985	June 5, 1985	July 10, 1985
(Reserved class space will be forfeited after June 5, 1985)			
Reopening day	June 14, 1985	June 14, 1985	June 14, 1985

Enrollment is limited in courses or sections marked with a star and printed in red in this bulletin.

Students who complete one course which is part of a two- or three-part sequence are not automatically assured of space in the next course in the sequence. Early registration is the best opportunity to obtain space in these courses.

Sample Registration Form

UNIVERSITY OF MINNESOTA		Department of Extension Classes		REGISTRATION FORM	
DEPARTMENT ArtS	COURSE NO. 5710	SECTION 1	CREDITS 4	GRADE BASE A/N <input checked="" type="checkbox"/> S/N <input type="checkbox"/> A/D <input type="checkbox"/>	GRADUATE CREDIT REQUESTED (SEE BULLETIN FOR EXPLANATION) <input checked="" type="checkbox"/>
DAY TTh	HOUR 6-9:45	LOCATION ArtB	ROOM 120	COURSE TITLE AS APPEARS IN BULLETIN Photography	PAGE NO. 38
TUITION \$154		COURSE FEE \$15	SPECIAL FEE \$5	LATE FEE --	COURSE TOTAL \$174
UOP# STUDENT ID # 9200203		ENROLLMENT PERIOD IS <u>85</u>		FALL SEM. <input type="checkbox"/> (1) FALL SEM. <input type="checkbox"/> (2) WIN. SEM. <input type="checkbox"/> (3) WIN. SEM. <input type="checkbox"/> (4) SPR. SEM. <input type="checkbox"/> (5)	
NAME LAST Klack		FIRST Wendy	MIDDLE Ann	BIRTH DATE (USE NUMERICS) MONTH / DAY / YEAR 6 / 28 / 52	
LOCAL STREET ADDRESS (INCLUDING APT. NO. IF APPROPRIATE) 56 Knollways Circle South				SOCIAL SECURITY NO. 303-04-0101	
CITY Hopkins		STATE ABBREV. MN	ZIP CODE 55343	HOME PHONE 829-9417	SEX <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> F
OCCUPATION Architect		BUSINESS PHONE		EXT.	
START DATE		MONTH		DAY YEAR	
END DATE		MONTH		DAY YEAR	

Registration by Mail

- Follow the steps outlined above in general registration instructions.
- Make out a separate check to pay your tuition and fees for each limited class you register for by mail. If one check is used to pay for two or more classes and one class is closed, the registrations cannot be processed and must be returned to you. Nonlimited-enrollment class registrations may be paid for by writing one check only. Do not send cash.
- If there are classes or sections of classes that are acceptable alternatives to your first choice, list those on an alternate choice form (available by calling 376-3000). If your first choice is closed, the registration office will select the first available choice listed and process the registration.

4. **Mail in your registration forms, alternate choice forms (optional), and tuition check(s) made payable to the University of Minnesota.** (A separate tuition check is required for each limited-enrollment class.) The address is:

Department of Extension Classes
University of Minnesota
101 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, MN 55455

Registrations received in the Extension registration office will be processed on a daily basis beginning with registration dates specified here and continuing through the registration period. Spaces in limited-enrollment classes will be filled daily. **Registrations received in the registration office before the first date of mail registration will be returned to the sender.**

Registrations received during mail-only registration period will receive priority in processing. However, once in-person registration begins, space in limited-enrollment classes also will be assigned to students who register in person.

Students whose tuition and fees are to be billed to a company, governmental agency (including foreign governments), institution, scholarship, or the military may register by mail. See the section on **Financial Aids and Loans**, pages 11 and 12.

Students registering with **Regents' Scholarships** should read the section on page 12.

Persons registering with G. I. Bill assistance must include the G. I. Bill Information Sheet with their registration. See the section on **Veterans**, page 13, for further information and instructions.

Checks or money orders for late registrations (postmarked after midnight of the last day of the registration period) must include the late fee specified under **Late Registrations and Additions**. Checks must be for the exact amount of tuition and fees.

Students who have not received fee statements three weeks after mailing in registration forms and tuition payment should call 376-3017 to check whether the registration was received and processed. Students should assume they are registered unless notified otherwise. Registrations that cannot be processed for some reason are returned immediately (except for illegible copies).

In-person Registration

1. Follow the steps outlined above in **General Registration Instructions**.
2. **In-person registration dates for each term are given below. Office hours are on page 9.**

10-week term	May 28—June 5
First 5-week term	May 28—June 5
Second 5-week term	May 28—July 10
3. **Bring your completed registration form to the tally clerk at an Extension registration office during the in-person registration period.** See locations below. For limited-enrollment classes, the clerk will tell you whether there is still space in the class. Students who register at the Minneapolis campus registration office at 101 Wesbrook Hall may check the closed-class board before bringing their registration to the tally clerk. For nonlimited classes, the clerk will check your registration form to make sure it is completed properly.
4. **Pay the Extension cashier for the full amount of tuition and fees. You are not registered until your tuition and fees are paid.** Students are urged to pay tuition with a personal check or money order.
5. **If you reserve space in a limited class (for any term), you must pay tuition by June 5; otherwise, you forfeit your space in class.**
6. **Registration Offices (see maps near the end of this bulletin)**

Campus	Minneapolis
Extension Classes	MacPhail Center
101 Wesbrook Hall	1128 LaSalle Ave.
Minneapolis Campus	Downtown Minneapolis

All registration offices are closed weekends.

Classes may close at any time before or during in-person registration. Students who wait to register in person for limited-enrollment classes may expect to stand in line at registration offices but have no assurance of obtaining space in classes they desire.

Students are urged to register early by mail.

Alternate Choice Forms

Students who are registering by mail for limited-enrollment classes are urged to submit an alternate choice form (available by calling 376-3000). If the class the student is trying to register for is closed, the Extension registration office will select the first available choice listed on the alternate choice form and process the registration.

Closed Classes

Limited-enrollment classes for which there is heavy demand will often reach the maximum limit and close. The reasons for establishing limits on enrollment vary. Normally class limits cannot be exceeded.

No waiting lists are kept for Extension classes. If students have unusual and compelling reasons to be admitted to a closed class, they may state their case to the instructor of the class. **Written** permission of the instructor is required for admission to any closed class (no late fee through the first week of the term for classes closed before late fees have gone into effect). Starting the second week of the term, late registrations will be assessed the appropriate late fee. Registrations mailed in are effective the date of the postmark.

Some departments, including Accounting, have a strict policy against exceeding class limits.

Early Registration Permission

Students who are nearing the completion of their degree or certificate program and are having difficulty getting registration space in a required course may obtain special permission to register early.

Submit a written request, along with transcripts of all work taken, to Extension Counseling, University of Minnesota, 314 Nolte Center, 315 Pillsbury Drive S.E., Minneapolis, Minnesota 55455. This request must be made at least three weeks prior to the start of mail registration for the term in which the student wishes to register. The student will be notified by mail regarding the action taken on such requests.

Reopening Day

When a class limit is reached, the class is closed and registrations received after that point are returned to students. Sometimes, space becomes available in closed classes because students cancel classes before the term begins or because they do not pay tuition or complete registration by the required date—June 5, 1985 (for all summer terms). After registration periods end and registrations are processed, classes that closed will be reopened to registration if space is available. For all summer terms, reopening day is June 14, 1985. Registration on reopening day is on a first-come, first-served basis in person at 101 Westbrook Hall only.

Late Registration and Additions

All registrations, whether initial or added, received either in person or by mail (effective the date of the postmark) after the close of the official registration period, will be considered late registrations and will be subject to a late fee: \$5 (if accepted) through the first week of classes; \$10 (if accepted) during or after the second week of classes. Registrations accepted during the last two weeks of any term and thereafter will be subject to a \$20 late fee.

After the second class meeting, no registration will be accepted without the written permission of the instructor.

There are no late fees for persons registering on the **Plus-62 Plan** or the **Youth Plan** (see page 22).

Office Hours

Campus Office (Minneapolis Campus)

101 Wesbrook Hall, University of Minnesota
77 Pleasant Street S.E.

Minneapolis, MN 55455 (telephone 373-3195)

Through June 15:	Mon. through Thurs.	8 a.m.-8 p.m.
	Fridays	8 a.m.-4:30 p.m.
May 27 (Holiday):	All offices closed	
June 17-July 26:	Mon. through Thurs.	8 a.m.-6:30 p.m.
	Fridays	8 a.m.-4:30 p.m.
July 4 (Holiday):	All offices closed	
July 29-Aug. 30:	Weekdays	8 a.m.-4:30 p.m.

MacPhail Center Office (Downtown Minneapolis)

1128 LaSalle Avenue

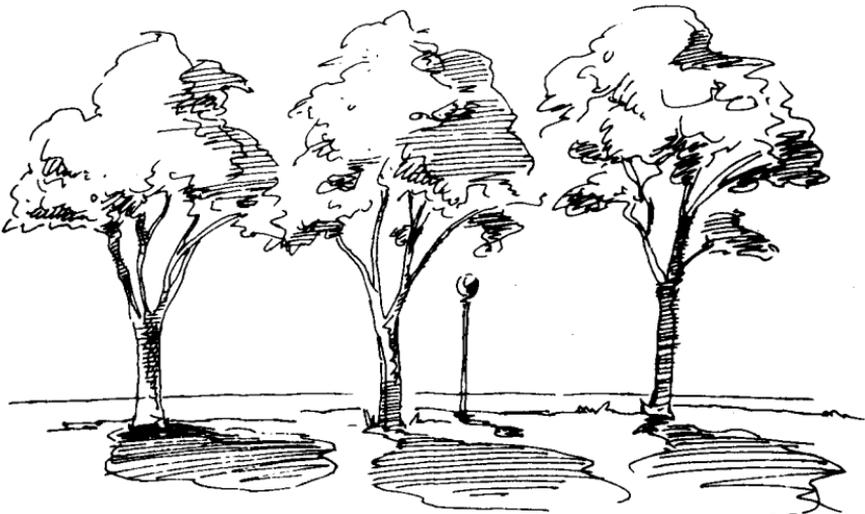
Minneapolis, MN 55403 (telephone 373-1925)

May 21-June 1:	Mon. through Thurs.	8:30 a.m.-7 p.m.
	Friday	9 a.m.-5 p.m.
May 27 (Holiday):	All offices closed	
July 4 (Holiday):	All offices closed	
June 3-Aug. 30:	Mon. through Fri.	8:30 a.m.-4:30 p.m.

Counseling Department (Minneapolis Campus)

314 Nolte Center (telephone 373-3905)

Monday through Friday	8 a.m.-12 noon 1-4 p.m.
Evenings	call for an appointment
Monday through Thursday	



Enrollment Information

Anyone with a desire to learn may register for Extension classes. There are no admission or entrance requirements; a high school diploma is not required.

Registration in specific programs or classes may require prerequisite courses or experience (see **Prerequisites** page 16). Students wishing to register for graduate credit, refer to page 18.

Day school students who wish to register in Extension classes are urged to consult first with their day school adviser or college office. Day school students must pay Extension classes tuition to attend Extension classes.

Students who have been dropped from any unit of the University or who have been placed on probation should clear with their college before registering for Extension classes; otherwise, there is no assurance that the credits will be accepted by the college from which they wish to earn a degree.

Tuition and Fees

(Tuition and fees are subject to change without notice.)

The 1985 summer tuition for Extension Classes is as follows:

\$37 a credit:	For 1000-level courses Certificate courses Entrance credit courses Noncredit courses (does not necessarily apply to reduced-tuition courses)
\$37.50 to \$62 a credit:	For 3000-level courses and 5000-level courses; per credit rate depends on tuition of the college offering the credit
\$85 a credit:	For 8000-level courses (open only to students admitted to the University of Minnesota Graduate School): see Graduate Credit , page 18.

A student who concurrently takes day classes and Extension courses during summer terms must register on separate forms and pay both day and Extension fees.

The full amount of the tuition and other fees is payable at the time of registration. Additional fees may be assessed for use of a laboratory, extra materials, or audio-visual equipment. Tuition charges and fees do not cover books.

Checks or money orders must be drawn for the exact amount due and made payable to the University of Minnesota.

A \$10 handling fee is charged for all checks returned by a bank. Students should contact the cashier at 138 Wesbrook (376-7243) if they have received notification from their banks that a check has been returned to Extension Classes. No arrangements for partial payment can be made. Students in need of financial assistance should see **Financial Aids and Loans** below. Students who are not residents of the state of Minnesota pay the same fees in Extension Classes as do residents of the state.

Students are not registered until their tuition and fees are paid. After fees are paid, retain the pink copy of the registration form. It serves as official identification as an Extension student and must be presented in order to obtain books from University libraries or to purchase student tickets. Present the white copy to the course instructor at the first class meeting.

Financial Aid and Loans

Registering with an Authorization for Payment

All students who plan to register under the authority or with the assistance of any federal, state, or foreign agency, or military service, institution, company, or scholarship may register by mail or in person in 101 Wesbrook Hall, telephone 373- 0056, on the Minneapolis campus. If registering by mail, authorizations must include the following:

1. **Proper address:** Department of Extension Classes, University of Minnesota, 101 Wesbrook Hall, 77 Pleasant St. S.E., Minneapolis, MN 55455
2. **Student's name**
3. **Correct amount of tuition and fees** for specific classes
4. **Term or dates of eligibility**
5. **Authorizing signature** or stamp required
6. **Authorizations** reproduced by a photocopy machine are **not** acceptable
7. **Complete address of agency to be billed** for tuition

To register, follow the procedures outlined under **When and How to Register**. Include your authorization (in place of your check) with your registration forms.

Registration forms and authorizations must accompany each other. If your authorization is already on file, you must include a note with your registration indicating the source of your authorization or your registration will be returned.

All materials should be sent to Extension Classes, University of Minnesota, 101 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Registration forms must be properly filled out.

Tuition Deferments

Only students receiving financial aid through the University of Minnesota are eligible for tuition deferments. After the second week of the term, tuition deferments for that term will not be accepted.

A copy of an award letter, Pell Grant Student Aid Report, or letter from the Office of Student Financial Aid, 210 Fraser Hall, stating that the student will receive funds during the quarter for which he or she is registered always must accompany the student's registration forms. (A letter documenting the student's financial aid assistance is required each quarter that a student requests a deferment; files are not maintained in Extension Classes.)

Students requesting tuition deferments should register during regular registration periods to avoid late fees.

Students with tuition deferments are responsible for tuition and fees once they receive the deferments. A student who never attends class or stops going to classes (1) must officially cancel at 101 Wesbrook Hall, and (2) must pay that part of the tuition and fees that would not be refundable based on the refund policies described on page 27. Students are urged to cancel officially as soon as they decide to drop the course. In most cases, without official cancellation, students would be responsible for the total course costs after the fourth week regardless of whether they have been attending class or intended to cancel.

Programs

Minnesota Part-Time Student Grant Program—Because of limited funds and high demand, only students who received part-time grants during the 1984-85 academic year may apply for summer. It is likely that all funds will be committed to students who apply on the first day or shortly thereafter. April 15 is the earliest date applications can be accepted for summer.

An eligible student is one who, prior to applying, has established at least a one-year residency in Minnesota for purposes other than that of obtaining an education (and is a permanent resident of the United States); has maintained good academic standing and has been formally admitted to a recognized degree or certificate program on less than a full-time basis; is not eligible for, or receiving, any other state or federal grant or scholarship aid; and can demonstrate

financial need which is within the guidelines established by the Minnesota Higher Education Coordinating Board.

Financial need criteria are based on the previous year's income (1983 income for the 1984-85 academic year, including the 1985 summer terms) or, under some circumstances, on 1984 or the estimated present year's income. Applicant's total federally adjusted gross income and nontaxable income must not exceed the following levels:

One-person family \$9,400	Six-person family \$22,950
Two-person family \$12,900	Seven-person family \$24,700
Three-person family \$16,000	Eight-person family \$26,375
Four-person family \$19,875	Nine or more \$28,300
Five-person family \$21,375	

Awards will not exceed the amount of tuition and fees.

Applications will be accepted until all funds for each term have been committed or until late fees begin, whichever comes first. Information is available from Extension Counseling, 314 Nolte Center, 315 Pillsbury Drive S.E., Minneapolis, MN 55455 (373-3905).

Business Firms—Many business firms are willing to help subsidize the education of their employees. Before registering, students are urged to talk with a company personnel officer about possible tuition payment that may be available for Extension classes.

Financial aid for students with disabilities—In addition to the financial aid programs listed in this section, students with disabilities may contact the offices listed below about additional financial aid options and services.

Division of Vocational Rehabilitation: Some financial aid help may be available through the Minnesota Division of Vocational Rehabilitation. For information, contact the Office for Students with Disabilities, DVR Liaison, 12 Johnston Hall, 376-2728 (voice or TTY/TDD), or the Division of Vocational Rehabilitation office in your area outside the Twin Cities can also supply you with information.

Blind Students may call the Extension registration office (373-0056) concerning tuition exemption for Extension classes. Counseling regarding other financial assistance is available through the Minnesota State Services for the Blind and Visually Handicapped, 1745 University Avenue, St. Paul, MN 55104 (296-6090). Tape and braille materials also are available from the Communication Center of State Services for the Blind, telephone 296-6723.

Special Funds: Students with special needs may contact the Office for Students with Disabilities in 12 Johnston Hall, 376-2727 (voice or TTY/TDD), to discuss other possible financial aid opportunities and types of assistance.

Veterans with service-connected disabilities may be eligible for vocational rehabilitation services through the Veterans Administration. Write or call the Veterans Assistance Center, Room 181 Federal Building, Fort Snelling, St. Paul, MN 55111 (726-1454).

Bank loans—Most banks in the Twin Cities area offer a "line of credit" service to handle small, intermittent loan needs. Plans vary among banks, but the borrower usually must have an account with the bank and a line of credit for a fixed dollar amount. Students should contact a bank for further information.

Regents' Scholarships—University civil service and bargaining unit employees working at least 75% time are eligible to apply for Regents' Scholarships through the Personnel Department. Regents' Scholarships cover only tuition for approved classes. All course fees, special fees, and late fees must be paid by the student. Further information about eligibility and application procedures can be obtained from the Personnel Department, Room 220, Administrative Services Center, 1919 University Avenue, St. Paul, MN 55104. Telephone 373-4366.

Students registering with Regents' Scholarships for nonlimited-enrollment credit courses may register by mail or in person. The approved authorization must accompany the registration forms. Regents' Scholarship applications are processed within 48 hours of receipt by the Personnel Department. Allow sufficient time for this process. Late fees go into effect at the end of the in-person registration period.

Students wishing to register for limited-enrollment credit classes with Regents' Scholarships may do so beginning the second week of mail registration (May 20) and thereafter. Students may also obtain space in person. See **When and How to Register** for dates and registration hours for each term. Be sure to include the approved Regents' Scholarship form,

completed registration forms, and a check made payable to the University of Minnesota for special, course, or late fees (if any) when completing registration by mail. No refunds will be given to students wishing to apply Regents' Scholarships toward limited-enrollment classes for which they have already registered and paid fees.

University employees who wish to take noncredit Informal Courses and noncredit Continuing Education for Women classes must pay one-half the regular tuition plus all course fees and special fees given with a course. You must submit a letter from your department head verifying employment when you register. For limited-enrollment classes, you may register starting the second week of mail registration. For nonlimited classes, you may register during regular registration periods.

Regents' Scholarships are not accepted for MacPhail Center Courses, Professional Improvement Courses and Seminars, and certain other courses listed on the Regents' Scholarship application form.

Other financial aids—See the Extension Classes Bulletin, 1984-85 edition, for more information, pages 34-38.

Military Information

Personnel

All military personnel are urged to familiarize themselves with the registration procedures and information section of this Bulletin. University regulations and procedures apply to all students unless stated otherwise.

All branches of the armed services now provide Off-Duty Academic Instruction or Tuition Assistance Programs for military personnel on active duty. There are no application forms necessary for admission to the Department of Extension Classes. Under these programs, eligible military personnel may be entitled to tuition assistance of up to 90% a quarter credit hour for approved classes. (All classes in the Extension Classes Summer Bulletin are quarter credit whether designated five weeks or ten weeks in length.) The remaining tuition and all fees must be paid by military personnel. Interested members of the armed services are urged to contact the educational officer or commanding officer of their command for proper authorization to participate in these programs. Written authorization designating classes and amount of tuition to be paid by Army, Navy, Air Force, or Marine Corps should be presented at time of registration, at which time payment of remainder of tuition must be made. Military personnel who do not have the necessary authorization at the time of registration will be required to pay in full for their registration. When the government authorization is received, a refund for the authorized amount should be requested. Registration must be made by mail or in person at 101 Wesbrook Hall, Minneapolis campus.

Veterans

To satisfy Veterans Administration requirements, veterans registering under the G.I. bill must enroll in courses that are applicable to degrees, certificates, or other educational objectives approved by the VA. Veterans must see a counselor at the Extension Counseling Office before registering if they have not previously reviewed educational plans and transcripts of all previous college work with a counselor and received a letter verifying the evaluation. The letter is sent by the veteran or the counselor to the Department of Extension Classes, 101 Wesbrook Hall. Call 373-3905 to make a day or evening appointment.

Cold War Veterans (Chapter 34, Title 38, U.S. Code)—A G.I. bill providing educational benefits for eligible veterans became effective June 1, 1966. Eligibility is based on active military service on or after February 1, 1955. Maximum period of training is 45 months; but this period is reduced by training under other Veterans Administration programs.

Application for training under this bill may be made by requesting VA Form 22- 1990. The application form must be completed and submitted to 101 Wesbrook with a certified copy or original copy of DD 214 (discharge papers) and information sheet when registering for Extension classes. In-person registration is encouraged for those veterans registering for the first time under the G.I. Bill.

VEAP (Chapter 32, the Post-Vietnam Era Veterans' Educational Assistance Program), provides benefits to individuals who initially entered active duty after December 31,

1976. While serving on active duty, the serviceperson may voluntarily contribute to an educational assistance fund. Maximum entitlement is 35 months. The application form for Chapter 32 benefits is VA Form 22-8821.

Tuition and fees—Veterans must pay at the time of registration. They will be reimbursed later or paid a monthly allowance.

Registration—Before registering, please read **When and How to Register**, page 5. Each time a veteran registers for Extension classes and wishes certification to the Veterans Administration, a G.I. Bill information sheet must be completed. Please complete **only one** information sheet for each registration period.

If the student registers by mail for limited-enrollment classes and any of these classes have closed, the G.I. information sheet will be returned and must be revised.

Veterans who wish to add classes to their registration should return the corrected information sheet along with the additional registration forms and payment. Those who do not wish to add classes to their registration should return the corrected information sheet to 101 Westbrook Hall along with a note indicating that registration is completed and certification to the Veterans Administration should be made. **In either case, if the veteran does not return the information sheet, no certification will be made to the Veterans Administration.**

Submit all forms at the same time: a completed G.I. information sheet (just one listing all classes the student is registering for that term); registration forms (one per class); and a check for tuition plus any additional fees (write a separate check to pay tuition for each limited-enrollment class).

Cancellation and transfer—When veterans cancel or transfer classes, they must notify the Extension Veterans Office. This is especially important when it affects the total credit load. Transfers to or from day school must be noted with a form A19a, which is obtained from the unit the veteran is leaving. In-person registration is encouraged for those veterans registering for the first time under the G.I. Bill.

Payments—The following table shows how monthly payments are determined by the Veterans Administration.

SUMMER 5-WEEK TERM

	Minimum Credits	Dependents				
		None	One	Two	Three	Four
Full Time	5	\$376	\$448	\$510	\$542	\$574
3/4 Time	4	\$283	\$336	\$383	\$407	\$431
1/2 Time	3	\$188	\$224	\$255	\$272	\$289

SUMMER 10-WEEK TERM

	Minimum Credits	Dependents				
		None	One	Two	Three	Four
Full Time	12	\$376	\$448	\$510	\$542	\$574
3/4 Time	9	\$283	\$336	\$383	\$407	\$431
1/2 Time	6	\$188	\$224	\$255	\$272	\$289

Less than 1/2 time any term—Reimbursement of tuition and fees only.

Students who are enrolled in a combination of 10-week and 5-week courses must apply half of the 10-week course credits to each 5-week term to determine credit load. For example, a student taking a 4-credit class on the 10-week term, a 3-credit class the first 5-week term, and a 2-credit class the second 5-week term, would apply half of the 4 credits from the 10-week course to each of the 5-week terms. The student would have 5 credits for the first 5-week term (and thus be considered full time for that term) and 4 credits for the second 5-week term (3/4 time for that term). If the student did not take a second 5-week class, the remaining 2 credits from the 10-week course would be considered the credit load, and the student would be regis-

tered for less than 1/2 time. The student then would be eligible for reimbursement of tuition and fees only (for the 10-week course) during the second 5- week term.

Certification for Certificate Programs—Effective January 1, 1984, federal regulations have changed regarding student veterans claiming benefits under a certificate program. Two new requirements affecting certification of enrollment and payment are:

1. **Attendance**—Instructors must sign a weekly University form to attest to daily attendance and absences.
2. **Clock hours per week**—Payments are based on the number of clock hours and not by the number of credits. Clock hours are determined by the total hours of class enrollment as listed for each course in the Extension bulletin. Courses with times "arranged" must be documented in a letter from the instructor stating the hours the student was in attendance in the class. The letter must be submitted with the attendance form in order for the student to be certified. Minimum clock hours per week required for full-time certification are 22; for 3/4 time, 16 hours; for 1/2 time, 11 hours. For classes meeting 10 hours or fewer per week, only tuition and fees will be paid.

Extension Classes can issue the necessary forms on request at 101 Westbrook Hall or by calling 373-5777.

For information about tutorial assistance, vocational rehabilitation, and the State of Minnesota Department of Veterans Affairs, see the 1984-85 **Extension Classes Bulletin**, page 41.

Advance Pay—Veterans registering for at least half-time benefits and who have been out of school for at least one full calendar month are eligible for advance pay. This can be requested by filling out an **Advance Payment Request Form** obtained by writing or calling (373-5777) the Veterans Office, 101 Westbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, MN 55455, or by filing in person at this office. Request cannot be made later than 30 days prior to the start of classes, nor earlier than 120 days before classes begin. Students who are registering for classes by mail and are submitting a request for advance pay must send all forms in before May 6 for the first 5-week term and 10-week term and before June 3 for the second 5-week term.

Application for advance pay will not be accepted later than the following dates:

- First 5-week term—May 17
- 10-week term—May 17
- Second 5-week term—June 21

No certification can be sent to the VA earlier than the beginning of each term, regardless of when a veteran registers.

Satisfactory Academic Progress—In the past, VA regulations have changed often and without advance notice. The information in this section was correct when this *Bulletin* went to press, but is subject to change without notice.

The VA has established these guidelines to define satisfactory academic progress:

1. Any grade of "N" will be reported to the VA. The VA will adjust benefits retroactive to the beginning date of the term, resulting in an overpayment.
2. A grade of "W" will be reported to the VA if the veteran cancels a class 30 days after the beginning date of that term. The VA will adjust benefits back to the beginning date of that term, resulting in an overpayment.

If the veteran cancels the class within 30 days of the beginning of the term, the VA will adjust the award effective the first of the month following the change in the credit load.

3. Any grade of "I" will be reported to the VA if it is not made up by the end of the next term in which the veteran is enrolled. The VA will adjust benefits back to the beginning date of the term in which the "I" was assigned, resulting in an overpayment.

It is the veteran's responsibility to keep informed regarding current VA rules. Students who have questions should call the appropriate number listed below:

Extension Classes G.I. Certification	373-5777
Day School G.I. Certification	376-1804
Independent Study G.I. Certification	373-3256
Program Counseling	373-3905
(necessary course work—degree planning)	
Unsatisfactory Progress Problems	376-1805

Prerequisites

A prerequisite indicates competence needed to enter a course. It may be a preliminary course, experience, or approval required before a course may be taken. Students will find a course prerequisite (if any) listed at the end of a course description. Usually there is no prerequisite for beginning courses. However, courses with two or more parts must be taken in sequence unless otherwise specified. Most advanced courses do have prerequisites and should not be attempted unless the student has had the stated previous course or its equivalent.

Occasionally, students who have had the equivalent study, training, or experience related to the course desired may be exempted from the prerequisite by the instructor.

If an instructor decides that a student is not qualified once the class has begun, the student may be permitted to transfer to another course without penalty or cancel with a full refund (minus a \$5 cancellation fee) under the following conditions. The student must obtain from the instructor a written statement explaining that the student does not have the necessary background or prerequisites to complete the course. This statement must be obtained by the fourth class of the term. To transfer to another class, the student must also have written permission from the instructor of the class he or she is entering if the class has met two or more times. Transfers should only be considered very early in the term. To receive a full refund (minus a \$5 cancellation fee), the student must officially cancel by mail or in person using a cancellation form available from the Extension Classes registration office, 101 Westbrook Hall. Cancellation should be done as early in the term as possible and must be completed by the fourth class of the term. Cancellation after the midpoint of any term may encounter grade recording delays. See **Refunds in Rules, Regulations, and Policies.**

A prerequisite course may not usually be taken for credit after the advanced course has been satisfactorily completed.

Course numbers beginning with the numeral "8" are open only to students admitted to the University of Minnesota Graduate School.

Grades

A-N Grading System—Four grades, A (highest), B, C, and D (lowest), indicate completion of a course. The grade of N (no credit) is assigned when the student does not earn a D or higher and is not assigned an incomplete. A student who cancels officially or drops out of class after the midpoint of any summer term and who is not doing passing work at the time will receive an N.

S-N Grading System—The S-N system represents an alternative to the A-N system. S represents achievement that is satisfactory to the instructor for the class in which the student is registered. (The standards for S may vary from one class to another.) The symbol N, which stands for no credit, is assigned when the student does not earn an S and is not assigned an incomplete (I).

Students wishing to take courses under the S-N grading system should be aware of the limitations placed on the system by the college in which they intend to earn a degree. Each college determines to what extent and under what conditions each system may be available to its students. Any college may specify what course or what proportion of courses taken by its students or by prospective students must be on which grading system. The A-N and S-N grading systems cannot be combined in a single course by a student. Students may receive grades only from the grading system under which they are registered.

Choice of A-N or S-N grading system must be indicated for each course listed on the registration form at the time of registration, and may not be changed after the second week of any summer term (there is no fee for changing). For 8000-level courses only, students may change grading systems at any time with instructor's permission. Changes can be made only in person or by writing the Department of Extension Classes, University of Minnesota, 101 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. If the student does not indicate the grading system desired on the registration form, the A-N system will apply.

A symbol of I (incomplete) will be assigned when, in the opinion of the instructor, there is a reasonable expectation that the student can complete successfully the work of the course.

Student and instructor should arrive at a clear understanding in advance as to whether the student may receive an I and what the conditions will be. An I that is not made up by the end of one year becomes an N. When an I is changed to a permanent grade (within the one-year period), the I is removed from the student's record. Veterans are advised to read information under **Satisfactory Academic Progress**, page 15.

The symbol X (not to be confused with registration for extra credit) may be reported in continuation courses in which a grade cannot be determined until the sequence is completed. Upon completion, a separate grade is substituted for each X.

The symbol W indicates official cancellation without grade. It is assigned in all cases of official cancellation through the midpoint of any summer term, regardless of the student's standing. After that time, the symbol W is assigned only if the student is doing passing work at the time of cancellation. If he or she is not doing passing work, the instructor will assign the grade of N (no credit). It is advisable, therefore, that any student considering cancellation of a class after the midpoint of any summer term, discuss the matter with the instructor.

The symbol V (visitor) indicates registration as an auditor or visitor (see **Auditors**, page 21).

Grade-Point Average—For purposes of determining grade-point average, grade points are assigned to the permanent grades as follows: for each credit of A, 4 grade points; B, 3 grade points; C, 2 grade points; D, 1 grade point. A student's grade-point average is determined by dividing the sum of grade points by the sum of credits attempted, and passed. N's are not included in the calculation of the official University grade-point average shown on transcripts. Credits attempted in classes taken on the S-N grading system are not included in determining grade-point average.

Grade Reports, Transcripts

Extension students can secure transcripts showing all credits earned in Extension Classes from the Office of Registration, Student Records, and Scheduling, 155 Williamson Hall, 231 Pillsbury Drive S.E., University of Minnesota, Minneapolis, MN 55455. No requests will be accepted by telephone.

Students may pick up a limit of one free **unofficial transcript** over the counter (stamped "Issued to Student"). Hours are 8 a.m. to 6:30 p.m. Monday and 8 a.m. to 4 p.m. Tuesday through Friday.

Official transcripts, specially certified and embossed with the University's seal, cannot be given over the counter but are mailed. A \$2 check or money order payable to the University of Minnesota (do not send cash) is required for each request.

Students must supply the following information when requesting Extension transcripts: complete name, birthdate, social security number, and the last dates in attendance. The name(s) and number(s) of the course(s) last attended should also be included with the request.

Extension grades are not automatically recorded on college (day school) transcripts. Students must request that the grades be transferred. See **Recording Credits**, page 18.

Official quarterly reports of students' grades are released only by the University's Office of Registration, Student Records, and Scheduling and cannot be furnished by the Extension offices. Grades for each term are mailed from the Records Office. Students should allow six to eight weeks from the close of a term for their grades to arrive in the mail. Students who need grades sooner may leave self-addressed postcards with their instructors, who will mail grades to them immediately following the end of the term.

Student Identification Card (I.D.)

An Extension student *admitted* to a college of the University of Minnesota is eligible for a University student identification card. A student who *is not admitted* to a degree program is not eligible for the I.D. card. For further information, telephone Extension Counseling (373-3905).

Credit and No Credit Registrations

Credits

All credits listed in Course Offerings are quarter credits. All credits are clearly labeled as to use. Each credit usually requires, on the average, a total of three hours a week of a student's time, counting both in-class and out-of-class time.

1. **Degree credit** means that a course so designated may be used on a degree program. A student who seeks a degree should be aware that all degree credits attempted in Extension Classes must be submitted at time of admission to the college from which the degree is sought.

A few Extension courses carry a number of credits different from the number of credits carried by the same course offered in day classes. If a course carries the same course number as a day course, it usually will satisfy the same prerequisite, distribution, minor and major requirements met by the day course.

Residence—Credits earned in undergraduate Extension classes are residence credits; however, until students have been formally admitted to the college from which they expect to obtain a degree, these credits are not considered to meet the residence requirements of most colleges of the University.

2. **Certificate credit** means that the course so marked may be used in appropriate Extension certificate programs. Certificate credit courses are University-level courses but do not carry degree credit. See page 579 in the 1984-85 Extension Classes Bulletin for further information.

3. **Entrance credit** designates a course which may be used to meet University admission requirements.

4. **No credit** means that no credit is given for the course, although grades may be assigned (except for students registered on any reduced, no-credit tuition plan).

Recording Credits—Degree credits earned in Extension are entered initially on an Extension record. Students who are admitted to a degree program and who want credits earned in Extension put on their degree transcripts should complete a request form at the Office of Registration, Student Records, and Scheduling, 150 Williamson Hall, or submit the request form by mail. Credits are not automatically transferable for all students. Check with your college office or call 376-1680 for information. A student planning to have credits earned in Extension transferred to another institution should request that the Office of Registration, Student Records, and Scheduling forward a transcript to that institution. Such requests are accepted by mail or in person, but not by telephone. See **Grade Reports and Transcripts**, page 17.

Use at Other Institutions—The applicability of credits earned in Extension, as in day classes, toward a degree at another institution is determined by that institution.

Graduate School Credit

A course numbered with an initial digit of "5" may be taken for graduate credit by qualified students if the course description includes a statement indicating that graduate credit is available.

Courses beginning with the numeral "8" are open only to students admitted to the University of Minnesota Graduate School.

Students planning to apply credits earned through Continuing Education and Extension toward graduate degrees must apply for admission to the Graduate School. Applications must be submitted complete in every detail—one official transcript from each college attended, the application fee, and test results if required—by the application deadline dates published on the application for admission form. In addition to being familiar with the instructions in this bulletin, students should be familiar with the contents of the Graduate School Bulletin. For information regarding application for admission to the Graduate School, write to the Graduate School, 307 Johnston Hall, 101 Pleasant Street S.E., University of Minnesota, Minneapolis, MN 55455; 373-5542.

Students registering for graduate credit pay CEE tuition rates. However, when course work is transferred to the Graduate School record the student will be charged the difference, if any, between CEE and Graduate School tuition for credits accepted on the program. The tuition difference to be charged will be the difference between CEE and Graduate School tuition prevailing at the time of transfer.

Planning a University of Minnesota Graduate Program—Students intending to use courses taken through CEE toward a graduate degree are responsible for planning a coherent and relevant program. They are expected to review plans with the Director of Graduate Studies or with a qualified faculty adviser in their approved major field.

Procedures—At the time of registration the student wishing graduate credit must indicate this on the registration form. The instructor is thereby notified, and on the student's completion of the course, the instructor indicates on the grade report whether or not the work was done at the graduate level. The entry is then made on the student's CEE transcript. When and if the student applies for and is admitted to the Graduate School and submits a graduate program, he or she also submits the CEE transcript, which constitutes petition to use the courses selected from that transcript.

The inclusion on a CEE transcript of courses taken at the graduate level does not guarantee either admission to the Graduate School or acceptance of courses on a graduate program.

The Master of Arts in English (a Graduate School program) and the Master of Business Taxation may be completed entirely through Extension. The Master of Agriculture in Food Technology (administered through the College of Agriculture) may be completed almost entirely through Extension.

In other graduate programs (administered through the Graduate School), graduate students are required to have registered through the Graduate School for at least 60% of the course work on their official master's degree programs.

1. Up to 40% of the course work on the official master's degree program may be completed as an adult special, summer special, or Continuing Education and Extension registrant at the University of Minnesota; or the work may be transferred from other accredited graduate schools (any combination of course work, up to 40% of the program, is acceptable from the sources listed above).
2. Course work being transferred must have been taken for graduate credit and taught by faculty members authorized to teach graduate courses.

Such requests for transfers are subject to early review and recommendation of the student's graduate adviser and by the Director of Graduate Studies at the University of Minnesota. *Individual graduate programs may, at the department's option, specify more rigorous requirements.*

All requirements for the master's degree must be completed in seven years. The seven-year time limit begins with the oldest work included on the official degree program, once it is accepted by the Graduate School.

Doctoral students should consult the Graduate School Bulletin for the current policy on transfers.

Use of Graduate-Level Work Elsewhere—Students intending to use CEE course work at the graduate level for other than a University of Minnesota graduate degree must indicate on their registration forms that they are taking a course for graduate credit. The CEE transcript will show whether or not they took a course for graduate credit. The use of a course so marked is the prerogative of the student and the institution to which he or she then submits a transcript and is not the responsibility of either CEE or the Graduate School of the University of Minnesota.

In order to change from undergraduate credit to graduate credit (or the reverse), students must write or go to the Extension Classes Registration Office, 101 Westbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, MN 55455 (telephone calls are not acceptable).

Fees—A student who concurrently takes day courses and CEE courses during summer terms must register on separate forms and pay both day and CEE fees.

Continuing Education Unit

The continuing education unit (CEU) is a nationally recognized unit of measurement awarded to participants in a qualifying noncredit continuing education program. One CEU is ten contact hours of participation under responsible sponsorship, capable direction, and qualified instruction. CEUs can become part of your permanent University record. For a descriptive brochure, contact the Department of Conferences, 131 Nolte Center, on the Minneapolis campus; telephone 373-4984.

Credits Without Class Attendance

If through personal experience or occupation students have gained knowledge which they believe should qualify them for University credit, or if they wish to work on their own to earn credit for a project, several options are available. Students may obtain information on these alternatives by calling the Continuing Education and Extension Counseling Department (373-3905). Following is a summary of the various options available.

Independent Study "Y"

Many degree credit courses have been identified by academic departments as courses in which students may study independently (designated as a "Y" registration) without attending class sessions. In some instances, written instructions are available; in others, direct consultation with the instructor is necessary for planning the student's work. Regular fees are charged for independent study "Y" registration.

Independent study can be arranged for any course so identified by an academic department, whether it is offered in day or evening hours. Department and instructor approval is necessary and a special form for that purpose, with the appropriate signatures, must be presented at time of registration. Registration is then completed in the usual manner but with a capital "Y" added after the course number. For the special permission form and for further assistance in making "Y" registration, consult the Counseling Department, 314 Nolte Center (373-3905).

Extra Credit "X"

Students may register in a degree credit course for one, two, or three extra credits (beyond those a course carries) provided the course instructor approves. Fees are based on the course level, number of credits, and the college in which the credit is earned. The student works independently, meeting requirements set by the instructor. Extra credit study allows for more intensive study of a course topic or study in a related topic in which no regular course is offered. Department and instructor approval is necessary and a special form for that purpose with the appropriate signatures must be presented at time of registration. Registration is then completed in the usual manner but with a capital "X" after the course number. For the special permission form and for further assistance in making an "X" registration, consult the Counseling Department, 314 Nolte Center (373-3905).

Directed Studies/Directed Research

A wide range of opportunities is available to Extension students for earning college credit for individually designed study or research projects. These projects may be organized around their job activities, their involvement in the community, or around special interests that students have in a particular topic. A student wishing credit in Directed Studies or Directed Research should contact a faculty member in the particular area in which he or she is interested, determine if the department lists specific course numbers and titles for such registration, and obtain faculty and department approval. A special form for that purpose, with the appropriate signatures, must be presented at time of registration. Registration is then completed in the usual manner with the correct Directed Studies or Directed Research number of the department. For the special permission form and assistance in making Directed Studies or Directed Research registration, consult the Counseling Department, 314 Nolte Center (373-3905).

Special Examination

Students who, through independent study, experience, or study at a noncollegiate institution, have gained knowledge which is equivalent to that covered by a particular University course, may earn credit for it by passing a special examination on the subject matter covered by the course. They must obtain approval from the department offering the course. There is a \$30 fee. Contact the Counseling Department, 314 Nolte Center (373-3905).

College Level Examination Program

The College Level Examination Program (CLEP) has been established by the College Entrance Examination Board to enable individuals who have acquired their education in nontraditional ways to demonstrate their academic achievement. CLEP examinations in five areas—English, mathematics, natural sciences, social science-history, and humanities—are available for a fee to Extension students who may be considering entering certain degree programs. Students will receive credit upon passing one or more tests, provided they have a satisfactory score and have not yet completed requirements in the appropriate area. Since the various colleges use different criteria in accepting CLEP results, students should contact the Counseling Department, 314 Nolte Center (373-3905) for details.

University College Independent Study

University College provides an undergraduate independent study course listing (UC 3075) available to students who wish to pursue projects which go beyond the scope of any single department or college of the University. Projects are interdisciplinary in nature or are done in departments that do not have an undergraduate independent study course for nonmajors. Students will be asked to select an appropriate faculty monitor and to complete the UC 3075 independent study contract prior to registering. Students may take 3 to 15 credits of UC 3075. Further information may be obtained from the Inter-College Program Office of University College, 213 Temporary North of Appleby (376-1253).

Independent Study Through Correspondence

The Department of Independent Study offers a wide variety of courses. Courses marked in this Bulletin with (IS) following course titles are also taught through Independent Study. Independent Study courses can be used toward fulfilling distribution requirements in most University undergraduate degree programs, and all Extension certificate programs accept such credits. Credits earned through the Department of Independent Study may be used to satisfy residence requirements. Interested degree students should check with their college offices for confirmation. Visa or Mastercard may be used for payment of tuition, fees, or materials. The Independent Study Bulletin is available from the Department of Independent Study, University of Minnesota, 45 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455 (373-3256).

Auditors

A student who wants to attend classes, but does not wish to do all the required work, may register as an auditor by placing an "X" in the appropriate box on the registration form. **An auditor is expected to attend class.** Auditor status carries no credit. One may not later take for credit a course which has been audited; exceptions to this rule may be allowed upon consultation with an adviser in the college or school concerned. Auditors pay the same tuition and fees as other students.

Requests for change from credit registration to audit registration are made in person or by writing the Department of Extension Classes, University of Minnesota, 101 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455 (373-3196).

After the midpoint of a summer class, requests for change must be approved by the instructor; approval is granted only if the student is doing passing work at the time of the request. The grade-base form (changing from credit to audit) with the instructor's signature must be received before the official start of final exam week for that term. Starting final exam week, it is up to the student to have the instructor place a "V" grade on the grade report. No student whose tuition

and fees are paid in whole or in part by military, Veterans Administration, company or scholarship funds may register as an auditor.

Changes from audit to credit will not be allowed after the second week of any summer term.

Courses audited are officially recorded on the student's University record and transcript. (See also *Reduced-Tuition Plans* below.)

Off-Campus and Special Courses

Almost any existing credit course may be scheduled anywhere off campus (in a school, church, business, or other neighborhood meeting place) for a sufficiently large group. Also, special noncredit classes can be developed upon request. (Courses of both kinds must be self-supporting.) Information available in 202 Westbrook Hall (373- 1855).

Reduced-Tuition Plans

Regular Extension credit courses marked with a diamond (♦) symbol after the course title are open for no-credit registration at reduced tuition.

Registration dates and procedures for ♦ courses are no different than for any nonlimited-enrollment credit class.

No-credit participants may keep up with readings and participate in class discussions, but may not submit work for evaluation or take examinations (no transcript record is maintained).

♦ **Half-price plan**—Any class marked with a ♦ may be taken for no credit at one-half the regular tuition (plus any course fees, special fees, or late fees).

Students will have to pay the regular transfer fee when transferring from one-half price to full price. Students may not transfer from one-half price to full price or full price to one-half price after the first two weeks of class.

♦ **Youth plan**—A young adult, age 12 to 16, may register for \$3 (not refundable), plus any course or special fees, if accompanied by an adult registered for credit or no credit in the same class marked with a ♦. The adult must present a current registration receipt at the time the youth registers, and must assume the responsibility for judging the appropriateness of the class sessions for the young guest. Only unusually mature and genuinely interested young persons who can benefit from college-level lectures and discussions designed for adults should be invited to attend. There are no late fees for students registering on the youth plan.

Youth may register in noncredit Informal Courses for \$3 only on a space-available basis (after full-tuition students have registered and paid fees). Course fees or special fees must be paid in full.

Advanced high school students who want to take Extension classes for credit are asked to contact Darryl Sedio in the Extension Counseling Office, 373-3905.

Persons 62 and Older

Minnesota state law allows persons 62 and older to register in credit classes at reduced cost (credit registration) or no cost (noncredit registration) on a space- available basis. Only tuition is reduced or waived; course fees and special fees, if any, must be paid.

Credit course registration—Credit courses may be taken for University credit for only \$6 a degree, certificate, or entrance credit hour plus any fees. Or these courses may be taken free for no credit. For classes with limited enrollment (those courses with titles printed in red), registrations will be accepted starting the second week of mail registration.

When registering by mail, students should be sure to include the completed registration forms and a check made payable to the University of Minnesota for special fees or course fees. If registering for credit, be sure to include \$6 a credit plus any fees. A separate check is required for each limited-enrollment class a student wishes to take. For nonlimited-enrollment classes, students may register during regular registration periods by mail or in person.

Noncredit Informal Courses and Continuing Education for Women noncredit classes— Persons 62 and older may register in noncredit Informal Courses and Continuing Education for Women noncredit classes for one-half the regular tuition cost plus any special fees or course fees. For classes with limited enrollment, registrations will be accepted starting

the second week of mail registration. For nonlimited-enrollment classes, students may register during the regular registration periods.

Late fees—There are no late fees for persons 62 and older registering under the reduced-tuition option.

For general information, telephone 373-3196.

Also see the description of **Elderhostel**, 96.



Bookstores

The evening schedule has been established by University bookstores. Note that bookstores are not open every night.

Pick up books before class. Textbooks may be purchased before the first class at campus bookstores. Lists of course offerings and required books are in the bookstores.

Book refunds: If a course is canceled or if the student drops the class, books may be returned for a full refund through the first week of classes provided the student has a sales receipt for the books and has not written in them.

Resale of books: University bookstores will buy back books that will be used in courses in the fall. This sale is conducted at the beginning of the fall terms.

Summer Hours First Week of Each Term

June 17-20: 8 a.m. to 6 p.m.
June 21: 8 a.m. to 4:30 p.m.
July 22-25: 8 a.m. to 6 p.m.
July 26: 8 a.m. to 4:30 p.m.

Regular summer hours are 8 a.m. to 4:30 p.m.

The Minnesota Book Center, Williamson Hall (telephone 373-3688).

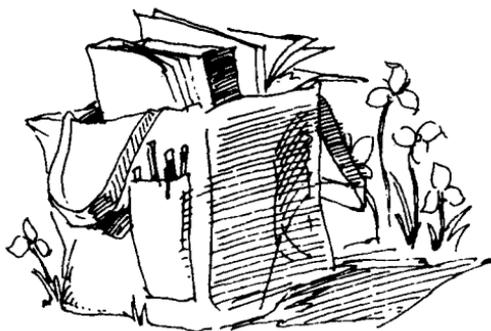
This bookstore (231 Pillsbury Drive S.E.) sells books for courses in the College of Liberal Arts (except for those CLA departments listed below in the Harold Smith West Bank campus bookstore), Education, General College, and the Institute of Technology.

Harold D. Smith Bookstore, West Bank (telephone 373-4450).

Located next to Anderson Hall, the West Bank Bookstore sells books for courses in the School of Management, as well as for these College of Liberal Arts departments: history, political science, geography, sociology, Afro-American and African studies, American Indian studies, theatre arts, studio arts, economics, public affairs, urban studies; and for family social science courses taught on the West Bank campus.

Other Bookstores

Books Underground (373-0800), the St. Paul campus bookstore (enter through the student center), and Health Sciences Bookstore (376-4007) at 2-554 Unit A, are also open during the summer. Telephone them for their hours and supplies.



Rules, Regulations, and Policies

Fee Statements

After registration forms are receipted (cashier), the fifth copy (pink) is a student's fee statement. The fourth copy (white) is to be presented to the instructor the first class session.

Students are urged to save and carry their fee statements, which are required as identification for a number of University activities and services.

Students must be sure all copies of their registration forms are legible. If the fee statement is not legible, it cannot be returned to students who register by mail.

A duplicate fee statement may be obtained at 101 Wesbrook Hall in the event the first one is lost or illegible.

Changes in Courses

All changes occurring after the publication of the Bulletin are posted in the desk copy bulletin at each of the registration locations.

Class Attendance

Students (including auditors) are responsible for attending classes in which they are registered. (See also *Credits Without Class Attendance*, page 20.) A student who cannot attend a class session should arrange with the instructor—in advance, if possible—to make up the work.

Transferring Classes

Students who wish to transfer classes or class sections, after being officially registered, can do so either in person at 101 Wesbrook Hall, or by mail (call 373- 3196 for transfer forms) if space is available. No transfer by mail will be done for reduced-tuition classes.

Students who wish to transfer after an initial registration will be subject to the following transfer fees and conditions: Prior to and during the first week of classes—none; during the second week of classes—\$5, if accepted; during or after the third week of classes—\$10, if accepted.

Students may not transfer from the first 5-week session or the 10-week session to the second 5-week session after June 14.

Students who wish to transfer after the first week of classes must meet the following conditions:

Transfer during the second week or after—After the second class meeting, no transfer will be accepted without written permission of the instructor.

There will be no transfer fee if: (1) University requests transfer be made; (2) transfer is required by an unacceptable grade in a prerequisite course (see *Grades*, page 16); (3) transfer is required because of University cancellation of course in which previously registered, provided such transfer is made within one week from date of cancellation of class; or (4) transfer is between sections of a course with the same course number.

Students will have to pay the regular transfer fee when transferring from noncredit one-half price registration to full-price credit registration. Students may not transfer from noncredit to credit registration, or vice versa, after the first two weeks of class.

Note: Those wishing to take a University Extension class for no credit, but who need a transcript and a record of their registration, must register as auditors and pay full tuition. Students unable to pay full tuition for credit courses may be eligible for tuition assistance (see *Financial Aids and Loans*).

Students are requested to present their fee statements at the time of transfer.

Veterans—Any veteran registered under the G.I. Bill must notify the Extension Veterans Office, 101 Wesbrook (373-5777) when transferring classes. This is essential when it changes the credit load.

Transfers

A student may take Extension classes without going through formal admissions or transfer procedures. However, if students plan to complete a degree program through Extension classes, they should consult the Counseling Department, 314 Nolte Center (373-3905).

Access to Student Educational Records

In accordance with regents' policy on access to student records, information about a student generally may not be released to a third party without the student's permission. The policy also permits students to review their educational records and to challenge the contents of those records.

Some student information—name, address, telephone number, dates of enrollment and enrollment termination, college and class, major, adviser, and degrees earned—is considered public or directory information. To prevent release of such information outside the University while in attendance at the University, a student must notify the records office on his or her campus.

Students are notified annually of their right to review their educational records. The regents' policy, including a directory of student records, is available for review at the information booth in Williamson Hall, Minneapolis, and at the records offices on other campuses of the University. Questions may be directed to the Office of the Coordinator of Student Support Services, 260e Williamson Hall, (612) 373-2106.

Cancellations

How to Drop a Course

Students who wish to cancel a class or classes must do so officially, either in person or by writing to the Department of Extension Classes, University of Minnesota, 101 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. By so doing, they will, if eligible, receive a refund (see **Refunds**, page 27), and will insure entry of the appropriate symbol on their grade report. If students officially cancel the first two weeks of a term, the course they cancel will not appear on a transcript. If students officially cancel from a class before the midpoint of any summer term, they will automatically receive a "W" (withdrawal) on the grade report. This symbol means "official cancellation without grade." If students cancel after the midpoint of the term, the instructor may give them a "W" if students are doing passing work. It is advisable that students inform their instructor of the reason for canceling.

Cancellation forms are available at the Extension Classes registration office, 101 Wesbrook Hall. Completed cancellation forms, with the instructor's signature, must be received by the Extension Classes registration office before the end of the term.

No instructor is authorized to accept cancellation of any registration.

The effective date of cancellation will be the day on which the cancellation is received in the Extension Classes office, regardless of the date of the student's last attendance. (Cancellations by mail are effective the date of postmark.) It is important, therefore, that whenever students stop attending a class, they should officially cancel by filling out the appropriate forms at the Extension Classes office.

Do not stop payment on a check. If a stop payment is issued on a check (for any reason) submitted as payment of tuition:

1. It is considered to be a cancellation of the classes registered for
2. A hold will be placed on the student's record until:
 - a. a \$10 check-handling fee is paid, and
 - b. the tuition normally held in accordance with the refund policy is paid.

Veterans—Any veteran registered under the G.I. Bill must notify the Extension Veterans Office, 101 Wesbrook (373-5777) when canceling a class. This is essential when it changes the credit load.

Cancellation by Extension Classes

While the Extension staff sincerely regrets to do so, it is sometimes necessary to cancel classes with insufficient enrollment. The department reserves the right to cancel, postpone, limit enrollment, split, or combine classes, and to change instructors or locations of classes.

Refunds

Students who wish to cancel a class or classes must do so officially, either in person or by writing to the Department of Extension Classes.

When students cancel classes, they may be eligible for: (1) a full refund under the conditions outlined in item 1 below; (2) a refund of tuition and any course or special fees less a \$5 cancellation fee (and any late fees or transfer fees), under the conditions outlined in item 2 below; or (3) a refund of part of the tuition and any course fees and special fees after the class has begun, provided that the student cancels and requests a refund within the time limits outlined in the refund percentage schedules given below in items 3 and 4.

Students who wish to cancel a class and add another class should read the section on transferring classes, page 25.

1. Full refund of all tuition and fees will be made when a class is canceled by Extension Classes or when the hour or day of the class is changed by Extension Classes after a student has registered in it.
2. A refund of all tuition and fees **minus a \$5 cancellation fee** will be made:
 - A. When a student cancels before the first class meeting in any summer or special term.
 - B. When a student is ill or hospitalized and, in the opinion of a doctor, is unable to continue for medical reasons. The doctor's signed statement on the doctor's letterhead is required.
 - C. To any student who has been recalled to or enlisted in military service upon presentation of military orders, provided the student would not be entitled to an appropriate grade at such time.
 - D. When, in the opinion of the instructor, the student does not have the necessary prerequisites, or the student has already had the equivalent material in another course. Students seeking refunds under these conditions must:
 1. Ask the instructor for a note explaining that the student does not have the necessary prerequisites. Bring in the note, a fee statement, and a completed cancellation form to 101 Wesbrook Hall or submit the note and a cancellation letter by mail. It is the student's responsibility to obtain the note and submit all documents at one time before the fourth class meeting.
 2. Present a transcript noting equivalent course(s), along with a fee statement and completed cancellation form, in person at 101 Wesbrook Hall or by mail. Documents must be submitted at the same time before the fourth class meeting.
3. For classes that meet once a week for the 10-week term or twice a week on a 5-week term, refunds of tuition and fees for cancellation of classes after the first class meeting will be made as follows:

a. Refund before second class	75%
b. Refund before third class	50%
c. Refund before fourth class	25%
d. Refund after fourth class	none
4. For classes that meet twice a week for the 10-week term, refunds of tuition and fees for cancellation of classes after the first class meeting will be made as follows:

a. Refund before the third class	75%
b. Refund before the fifth class	50%

- c. Refund before the seventh class 25%
- d. Refund after the seventh class none

These refund schedules refer to the number of times the class has met, not the number of times the student has attended.

Refunds for special term courses are based on above percentages in relation to the length of the term.

5. Late fees and transfer fees are not refundable in any case.

Cancellations by mail are effective the date of postmark.

For convenience, this information is also printed on the student's copy of the registration form (pink fee statement).

Refunds are paid by check only and are mailed to the student. A minimum of four weeks is required for processing a refund.



Course Numbering

All University courses carry course numbers of four-digit numerals. The first digit indicates the credit level of the course. See sample below:

0000C-0998C	Certificate course
0000-0998	No credit course
1000-1998	Degree credit course primarily for freshmen and sophomores
3000-3998	Degree credit course, primarily for juniors and seniors. Also open to other students with at least C averages overall and in all prerequisite work
5000-5998	Degree credit course primarily for juniors, seniors, and graduate-level students
8000-8998	Degree credit course open only to students who have been admitted to the University of Minnesota Graduate School

To take a course beginning with the numeral 5 (indicating a degree credit course intended primarily for juniors, seniors, and graduate students) or beginning with the numeral 8 (indicating a course intended only for students **admitted** to the University of Minnesota Graduate School) for graduate credit, see *Graduate Credit*, page 18.

Symbols

-	A hyphen between numbers indicates a sequence course, the units of which must be taken in order, unless otherwise indicated.
★	Enrollment space limited. See instructions on registration in limited-enrollment classes and sections on page 5.
†	All courses listed before this symbol must be completed before credit may be received.
§	No credit is given if credit has been received for equivalent course listed after this symbol.
¶	Concurrent registration is allowed (or required) in courses listed after this symbol.
#	Consent of instructor.
(IS)	Course also available through Department of Extension Independent Study (by correspondence).
◆	Regular credit course open for registration on a noncredit, reduced-tuition plan (see page 22.)
⊙	A joint Day/Extension class
▲	Consent of unit offering course is required.
cr	Credit
CEU	Continuing Education Unit (10 contact hours of noncredit learning); see page 20
Qtr	Quarter
Sem	Semester
Spec	Special Term
S/N	Satisfactory/No credit grading system. See page 16.
A/N	Letter grading system. See page 16.
Prereq	Prerequisite. See page 16.
Lect	Lecture
Rec	Recitation
Sec	Section

Thinking about Going Back to School?

Come to Our FREE Workshop

If you have been thinking about going back to school and don't know where to begin, this informal workshop is for you. Whether you have had some college or none at all, or if you are thinking about exploring a career change, you will find answers to questions about courses, degrees, certificates, financial aids, and other student services. Find out how vocational testing can help you get started. A tour of campus and Wilson Library will help acquaint you with the University.

If you are not confident about how to study, find out what kind of help you need. You'll learn about free tutoring in note taking, outlining, theme writing, reading, grammar, or whatever help you need to complete a course.

The workshop is informal with plenty of time for questions and answers. Free parking is available. If you are not familiar with the campus, call for directions and a map: **376-7500**.

The workshop will be held Thursday, August 15, from 6 to 9:30 p.m. in room 155 of the Earle Brown Continuing Education Center on the St. Paul campus. Limited to 100.

To add your name to the registration list for this free workshop, just give us a call at:

376-7500



Credit Course Offerings

(Noncredit courses are listed beginning on page 80. See Buildings and Maps, pages 101 to 106; Course Numbering, page 29)

Accounting

School of Management

Summer Accounting courses are offered for seven weeks, although for registration purposes the 10-week term designator is used below. This format applies to both day and evening classes. All Extension classes begin the first week of the 10-week term, Monday, June 17 or Tuesday, June 18.

The intermediate and cost accounting courses offered through Extension are numbered identically to those taught in day school. Acct 3105-3106-3107 have been replaced by Acct 3101-3102; Acct 3220-3221 has been replaced by Acct 3201.

★Acct 1024 PRINCIPLES OF FINANCIAL ACCOUNTING I.

3 degree credits, \$1050, \$111. (IS)

Introduction to basic concepts, definitions, and relationships employed in the recording and reporting of business events. **Must be taken A-N.** (No prereq. Limited to 40)

Ten wk, Sec 36, MW, 6-7:55, AkerH 211

Ten wk, Sec 37, MW, 6-7:55, AkerH 215

Ten wk, Sec 38, MW, 6-7:55, AkerH 225

Ten wk, Sec 39, MW, 6-7:55, AkerH 313

★Acct 1025 PRINCIPLES OF FINANCIAL ACCOUNTING II.

3 degree credits, \$1050, \$111. (IS)

Introduction to the effects of generally accepted valuations and measurements upon financial statements. **Must be taken A-N.** (Prereq 1024. Limited to 40)

Ten wk, Sec 18, MW, 6-7:55, BlegH 145

Ten wk, Sec 19, MW, 6-7:55, BlegH 125

Ten wk, Sec 20, MW, 6-7:55, BlegH 220

★Acct 3001 (replaces 1051) MANAGERIAL ACCOUNTING.

4 degree credits, \$1051, \$179.

Accounting analysis and reports for management and investor decision making. Emphasis on planning and control reporting. **Must be taken A-N.** (Prereq 1025 or 1050 and at least 90 credits completed or in progress. Limited to 40)

Ten wk, Sec 9, MW, 6-8:30, BlegH 230

★Acct 3101 ACCOUNTING THEORY AND PRACTICE I.

4 degree credits, \$179.

The search for principles and postulates for income determination and for valuation. Includes measurement problems and funds concepts. **Must be taken A-N.** (Prereq 1025 and at least 90 credits completed or in progress. Limited to 40)

Ten wk, Sec 8, MW, 6-8:30, BlegH 240

★Acct 3102 ACCOUNTING THEORY AND PRACTICE II.

4 degree credits, \$179.

Concepts and problems in accounting for specific assets and equities. **Must be taken A-N.** (Prereq 3101 and at least 90 credits completed or in progress. Limited to 40)

Ten wk, Sec 5, TTh, 6-8:30, BlegH 145

★Limited enrollment class. See page 5.

★Acct 3201 COST ACCOUNTING (replaces Acct 3220-3221).
4 degree credits, \$179.

Process and standard costs, behavior of costs under varying conditions, cost allocations, variance analysis, capital budgeting. **Must be taken A-N.** (Prereq 1025, MIS 3099, DSci 3055. Limited to 40)

Ten wk Term, Sec 3, MW, 6-8:30, BlegH 420

★Acct 5125 AUDITING PRINCIPLES AND PROCEDURES.
4 degree credits, \$179.

The auditor's role and function. Includes audit standards, ethics, procedures, and legal responsibilities. **Must be taken A-N.** (Prereq 3107 or 3102, 3201 and at least 90 credits completed or in progress. Limited to 40. **May not be taken for graduate credit**)

Ten wk, Sec 3, MW, 6-8:30, BlegH 135

★Acct 5135 INCOME TAX ACCOUNTING.
4 degree credits, 10130C-0131C. \$179. (IS)

Individual, partnership, and corporation taxation; emphasizing tax planning. **Must be taken A-N.** (Prereq 1025 and at least 90 credits completed or in progress. Limited to 40. **May not be taken for graduate credit**)

Ten wk, Sec 4, MW, 6-8:30, BlegH 440

★Acct 5180 ADVANCED ACCOUNTING.
4 degree credits, \$179.

Consolidated statements, fiduciary accounting, partnerships, and foreign exchange. **Must be taken A-N.** (Prereq 3107 or 3102, and at least 90 credits completed or in progress. Limited to 40. **May not be taken for graduate credit**)

Ten wk, Sec 2, MW, 6-8:30, Law 15

Adult and Teacher Education

College of Education

Educ 5199 WORKSHOP: TEACHER EDUCATION—ARCHITECTURE FOR EDUCATORS.

3 degree credits, \$141.75 plus \$5 course fee. Total \$146.75.

Intended for classroom teachers, grades 4 through 12, and others in education. Objective: to introduce to educators how we learn, perceive, and make decisions about our built environment. Hands-on activities to help teachers use the environment as an approach to education. (Prereq teaching experience and #. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with Arch 5950, sec 2)

Second 5 wk, Sec 1, Sa, 9 a.m.-12, Aug 3, 17, Arch 30, James Lammers

W, 6:30-9:30, July 24, Aug 7, 21, Arch 30, James Lammers

American Studies

College of Liberal Arts

AmSt 1101 AMERICAN CULTURE.

4 degree credits, \$148 (♦ \$74) (IS)

How Americans have viewed the world and interpreted their experience as revealed in novels, films, paintings, popular music, and architecture. American ideas and feelings about several recurrent themes: God's relation to man and society; nature and technological progress; individual fulfillment and the claims of society; changing ethical norms; and evolving male and female roles at work and in the family. *Unit I. Saints and sinners in Puritan New England (Salem*

★Limited enrollment class. See page 5.

withcraft trials, *The Scarlet Letter*, the Puritan family). *Unit II.* The Ideal of Self-Fulfillment in Revolutionary America (Franklin and the success ideal, "reason" and revivalism in religion, nature and human nature for the Founding Fathers). *Unit III.* The Golden Day of American Individualism (democracy and reform in Jackson's America, Utopian communities, nature in *Walden* and in landscape painting, Whitman's "Song of Myself"). (No prereq)

First 5 wk, Sec 5, TTh, 6-8:30, BlegH 155, William H. Agee

AmSt 3920 TOPICS: JOHN FORD: THE DARKENING VISION.

4 degree credits, §ArH 3940, §Engl 3940, \$148 plus \$15 course fee. Total \$163 (♦\$74 plus \$15 course fee. Total \$89)

John Ford's best work constitutes a search through his Irish-American past for a point at which tradition had meaning and meaning had tradition. The sadness in Ford's films comes from the fact that when he finds these values, they are always in transition, on the verge of dying out. And so the films of this "poet of last stands" deal with the complex phenomena of the significance of loss and the glory in defeat. Although the polarities are always the same—civilization versus savagery, the garden and the desert, the family and the loner, truth and myth—there is a special poignance in the graduate darkening of the filmmaker's sensibility. Ford's unflinching examination of his own mythology moves from early certainties about the values of civilization toward the most abject doubt, and we will see that change mirrored in the growth of his visual style. (No prereq. Meets concurrently with ArH 3940, Engl 3940)

First 5 wk, Sec 2, MW, 6-9:30, FraserH 102, Tom Russell

Anthropology

College of Liberal Arts

Anth 1101 HUMAN ORIGINS.

5 degree credits, ¶1001, \$185 (♦\$92.50) (IS)

World prehistory as investigated by anthropologists. Methods and concepts used by anthropologists to study prehistoric human biological and cultural development. (No prereq)

Second 5 wk, Sec 3, MW, 6-9:20, BlegH 435, Guy E. Gibbon

Anth 1102 INTRODUCTION TO SOCIAL AND CULTURAL ANTHROPOLOGY.

5 degree credits, ¶1002, \$185 (♦\$92.50) (IS)

Varieties and range of human behavior as revealed through comparative study of cultures in all parts of the world. (No prereq)

First 5 wk, Sec 5, MW, 6-9:20, Law 35, William Rowe

Architecture

Institute of Technology

Arch 1021 HISTORY OF ENVIRONMENTAL DEVELOPMENT: ARCHITECTURE AND LANDSCAPE ARCHITECTURE.

4 degree credits, \$148 plus \$5 course fee. Total \$153 (♦\$74 plus \$5 course fee. Total \$79).

An introduction to architecture; the philosophy and principles of architecture and landscape architecture as an art; a survey of architectural history from ancient times through the gothic era. (No prereq)

First 5 wk, Sec 2, MW, 6:20-8:50, Arch 25, Marcia Ohlhausen

Arch 1022 HISTORY OF ENVIRONMENTAL DEVELOPMENT: ARCHITECTURE AND LANDSCAPE ARCHITECTURE.

4 degree credits, \$148 plus \$5 course fee. Total \$153 (♦\$74 plus \$5 course fee. Total \$79).

An introduction to architecture; the philosophy and principles of architecture and landscape ar-

★Limited enrollment class. See page 5.

chitecture as an art; a survey of architectural history from the Renaissance to the modern era. (No prereq)

Second 5 wk, Sec 2, MW, 6:20-8:50, Arch 25, Marcia Ohlhausen

Arch 5950 TOPICS IN ARCHITECTURE: SKETCHING THE CITY.

Credits arranged. \$46.50 a credit, plus \$5 course fee.

Seeing and understanding the urban environment through drawing. Each week a different part of the city is visited for a sketching session. (Prereq 3093 or #. Qualified students may register for graduate credit at the University of Minnesota)

First 5 wk, Sec 2, Sa, 9 a.m.-12, Arch 10, Karl Ermanis

Arch 5950 TOPICS IN ARCHITECTURE: ARCHITECTURE FOR EDUCATORS.

3 degree credits, \$139.50, plus \$5 course fee. Total \$144.50.

Intended for classroom teachers, grades 4 through 12, and others in education. Objective: to introduce to educators how we learn, perceive, and make decisions about our built environment. Hands-on activities to help teachers use the environment as an approach to education. (Prereq teaching experience, 3093 or #. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with Educ 5199)

Second 5 wk, Sec 3, Sa, 9 a.m.-12, Aug 3, 17, Arch 30, James Lammers

W, 6:30-9:30, July 24, Aug 7, 21, Arch 30, James Lammers

Art History

College of Liberal Arts

ArH 3940 JOHN FORD: THE DARKENING VISION.

4 degree credits, ¶AmSt 3920, ¶Engl 3940, \$148 plus \$15 course fee. Total \$163 (♦ \$74 plus \$15 course fee. Total \$89)

John Ford's best work constitutes a search through his Irish-American past for a point at which tradition had meaning and meaning had tradition. The sadness in Ford's films comes from the fact that when he finds these values, they are always in transition, on the verge of dying out. And so the films of this "poet of last stands" deal with the complex phenomena of the significance of loss and the glory in defeat. Although the polarities are always the same—civilization versus savagery, the garden and the desert, the family and the loner, truth and myth—there is a special poignance in the gradual darkening of the filmmaker's sensibility. Ford's unflinching examination of his own mythology moves from early certainties about the values of civilization toward the most abject doubt, and we will see that change mirrored in the growth of his visual style. (No prereq. Meets concurrently with AmSt 3920, Engl 3940)

First 5 wk, Sec 2, MW, 6-9:30, FraserH 102, Tom Russell

Arts, Studio

College of Liberal Arts

For information about the Summer Arts Study Center (Split Rock Arts Program), see page 38.

RESTRICTIONS IN STUDIO ARTS CLASSES

1. *Registration in any studio arts class after the first class meeting must be accompanied by the instructor's written permission.*
2. *Students who do not attend the first class session may lose their place in the course (at the instructor's discretion). A student who cannot attend the first class should call the instructor in advance or call 373-3663 to make arrangements to hold a place in class. A student who does not make these arrangements and has to cancel the course must obtain a written verification of non-attendance (from the instructor) to be given a 100% tuition refund. Student must turn in this verification at 101 Wesbrook Hall by the end of the third week of the term.*

★Limited enrollment class. See page 5.

Most studio arts courses require the student to spend a minimum of one hour per week in the studio for each hour spent in class.

Because Extension funds its own classes, and since the subject matter of studio arts courses requires that enrollments be limited to small numbers of students, it has become necessary for Extension Classes to add a \$5 special fee to most classes in order for the classes to be held.

Some studio arts courses require additional fees which cover part of the cost of expendable materials, models, breakage, and special facilities. In addition, some courses may also require the purchase of special tools or supplies not included in the tuition or course fees printed below with each offering.

★Arts 1101 BASIC DRAWING.

4 degree credits, \$148 plus \$5 course fee and \$5 special fee. Total \$158.

An introduction to studio work; exploration of contemporary and traditional methods. Work from nature, various drawing mediums. (No prereq. Limited to 25)

First 5 wk, Sec 20, TTh, 6-9:45, ArtB 140, Thomas Cowette

First 5 wk, Sec 21, MW, 6-9:45, ArtB 150, Herman Rowan

Second 5 wk, Sec 22, TTh, 6-9:45, ArtB 140, William Roode

Ten wk, Sec 23, Th, 6-9:45, ArtB 160

★Arts 1105 BEGINNING PAINTING.

4 degree credits, \$148 plus \$5 course fee and \$5 special fee. Total \$158.

Introductory course to painting medium. Studio work in various media from nature, still life, and other sources. Emphasis on individual expression and development. (No prereq. Limited to 25)

Second 5 wk, Sec 6, MW, 6-9:45, ArtB 151, David Feinberg

★Arts 1301 BASIC SCULPTURE.

4 degree credits, \$148 plus \$25 course fee and \$5 special fee. Total \$178.

Beginning course. Intensive study of structure with emphasis on form and space. Construction in metal and plaster. (No prereq. Limited to 25)

First 5 wk, Sec 4, MW, 6-9:45, ArtB 65, Wayne Potratz

★Arts 1510 PRINTMAKING: INTAGLIO.

4 degree credits each term (maximum 8 credits). \$148 plus \$25 course fee and \$5 special fee. Total \$178.

Introduction to various techniques of etching and engraving employed in working on metal plates, as well as collagraphic techniques in creative context. (No prereq. Meets concurrently with 3510, 5510. Limited to a combined total of 20)

First 5 wk, Sec 3, MW, 6-9:45, ArtB 170, Karl Bethke

★Arts 1701 INTRODUCTION TO PHOTO MEDIUM.

4 degree credits, \$148 plus \$20 course fee and \$5 special fee. Total \$173.

A course in black and white photography for beginners with little or no experience. Lectures on contemporary and historical use of photography. The course will cover techniques in the use of the camera, film development and enlargements. Emphasis on the creative process. Student must have camera. Any 35mm camera is acceptable. If you wish to use a camera other than 35mm and are uncertain whether it will be acceptable, you may check with the Studio Arts department 373-2847. (No prereq. Limited to 20)

First 5 wk, Sec 14, TTh, 6-9:45, ArtB 120, Mary Strotler

First 5 wk, Sec 15, MW, 6-9:45, ArtB 120

Second 5 wk, Sec 16, MW, 6-9:45, ArtB 120, Linda Brooks

★Limited enrollment class. See page 5.

★ArtS 1811 CERAMICS.

4 degree credits, \$148 plus \$20 course fee and \$5 special fee. Total \$173. Introduction to handbuilding techniques in clay for individual creative expression. (No prereq. Limited to 25)

First 5 wk, Sec 4, MW, 6-9:45, ArtB 10, Curtis Hoard

★ArtS 1812 CERAMICS.

4 degree credits, \$148 plus \$20 course fee and \$5 special fee. Total \$173. Introduction to wheel throwing techniques for individual creative expression. (No prereq. Limited to 25)

Second 5 wk, Sec 3, TTh, 6-9:45, ArtB 10, Tom Lane

★ArtS 3110 DRAWING.

4 degree credits each term (maximum 12 cr). \$154 plus \$15 course fee and \$5 special fee. Total \$174.

Portraiture and life drawing from the model, still life, and nature. (Prereq 1102, 1401. Meets concurrently with 5110. Limited to a combined total of 25)

First 5 wk, Sec 4, MW, 6-9:45, ArtB 141, Lynn Gray

★ArtS 3160 WATERCOLOR.

4 degree credits (maximum 12 cr). \$154 plus \$10 course fee and \$5 special fee. Total \$169. Introduction to transparent watercolor, gouache, casein, and tempera. Figure, still life, landscape, and abstract design. (Prereq 1101, 1401, 1404 or #. Meets concurrently with 5160. Limited to a combined total of 25)

First 5 wk, Sec 7, TTh, 6-9:45, ArtB 141, Malcolm Myers

★ArtS 3510 PRINTMAKING: INTAGLIO.

4 degree credits each term (maximum 12 credits). \$154 plus \$30 course fee and \$5 special fee. Total \$189.

A print class for students who have had experience in drawing composition. All techniques of fine printing will be taught and color printing will be demonstrated in engraving and etching. (Prereq 1401, 4 cr of 1510 or #. Meets concurrently with 1510, 5510. Limited to a combined total of 20)

First 5 wk, Sec 3, MW, 6-9:45, ArtB 170, Karl Bethke

★ArtS 3710 INTERMEDIATE PHOTOGRAPHY.

4 degree credits (maximum 12 cr). \$154 plus \$20 course fee and \$5 special fee. Total \$179. Continued work in photographic controls and processes. Introduction to related photosensitive media. Emphasis on creative process with attention to individual interests and requirements. (Prereq 1401, 1701 or #. Meets concurrently with 5710. Limited to a combined total of 20)

Second 5 wk, Sec TTh, 6-9:45, ArtB 120

★ArtS 5110 ADVANCED DRAWING.

4 degree credits each quarter (maximum 16 cr). \$154 plus \$15 course fee and \$5 special fee. Total \$174.

Primarily for painting majors. Drawing in all mediums from life and from imagination. (Prereq 12 cr of 3110 or #. Meets concurrently with 3110. Qualified students may register for graduate credit at the University of Minnesota. Limited to a combined total of 25)

First 5 wk, Sec 4, MW, 6-9:45, ArtB 141, Lynn Gray

★Limited enrollment class. See page 5.

★Arts 5160 WATERCOLOR.

4 degree credits (maximum 16 cr). \$154 plus \$10 course fee and \$5 special fee. Total \$169. Advanced watercolor techniques, aesthetic directions. Individual concepts and development of sensibilities. (Prereq 12 cr of 3160 or #. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3160. Limited to a combined total of 25)

First 5 wk, Sec 7, TTh, 6-9:45, ArtB 141, Malcolm Myers

★Arts 5510 PRINTMAKING: ADVANCED INTAGLIO.

4 degree credits each term (maximum 16 credits). \$154 plus \$30 course fee and \$5 special fee. Total \$189.

An advanced course in etching, aquatint, mezzatint, and all related techniques in the execution of intaglio prints. Color printing will be taught in conjunction with the above material. (Prereq 12 cr of 3510 or #. Meets concurrently with 1510, 3510. Qualified students may register for graduate credit at the University of Minnesota. Limited to a combined total of 20)

First 5 wk, Sec 3, MW, 6-9:45, ArtB 170, Karl Bethke

★Arts 5710 PHOTOGRAPHY.

4 degree credits (maximum 16 cr). \$154 plus \$15 course fee and \$5 special fee. Total \$174. Advanced problems in photography. (Prereq 12 cr of 3710 or #. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3710. Limited to a combined total of 20).

Second 5 wk, Sec 1, TTh, 6-9:45, ArtB 120



SPLIT ROCK arts program

Duluth, Minnesota

Week-long workshops in the arts at the University's Duluth campus on the hilltops overlooking Lake Superior. Work with nationally recognized artists in a supportive community where you can choose from 40 workshops in a variety of arts areas. Write personal essays, paint the landscape, create photo-documentaries, draw with pastels, write and learn how to market nonfiction books and magazine articles, create original prints, throw utilitarian pots, investigate the nature and applications of creativity, weave rag rugs, write a short story or a novella or a novel, design and construct quilts, create watercolor paintings on your own handmade paper, examine poetry and politics, paint your inner landscape, write a memoir or a stage play or a screenplay, take a drawing tour of Duluth and the North Shore, learn traditional Chinese painting, create children's picture books, join a writers' community, handbuild pottery, photograph or write about nature on the North Shore, create a visual or written journal, and more.

Split Rock is a place of true recreation—refreshment and renewal through experiencing an art intensively.

On-campus apartments and excellent food services are available at very low cost. Come early, stay on, and see Minnesota's favorite summer city and travel the rugged and beautiful North Shore.

Split Rock opens June 23 and new workshops begin each Sunday for seven weeks. Graduate or undergraduate credit is available, or you may take any workshop for no credit or grade at reduced cost.

For complete information and your copy of the 1985 Split Rock Arts Program catalog, call 373-4947 or write Split Rock Arts Program, Dept. H, 320 Wesbrook Hall, 77 Pleasant Street S.E., University of Minnesota, Minneapolis, MN 55455.

Biology

College of Biological Sciences

★Biol 1009 GENERAL BIOLOGY.

5 degree credits, \$185 plus \$10 course fee. Total \$195.

An introduction to the principles of biology. The cell, metabolism, heredity, reproduction, ecology and evolution. Students must attend lectures on both Tuesday and Thursday and labora-

★Limited enrollment class. See page 5.

tory sessions on both Tuesday and Thursday. (No prereq. High school algebra, chemistry recommended. Limited to 75)

Ten wk, Sec 3, Lect TTh, 6-7:10, AndH 210, Pelfer, Lab TTh, 7:20-9, KoltH S160

Botany

College of Biological Sciences

★Bot 1009 MINNESOTA PLANT LIFE.

4 degree credits, \$148 plus \$5.50 special fee. Total \$153.50.

Identification of the more characteristic and conspicuous Minnesota plants including many lower forms, with discussion of basic distinctions, life cycles, habitat requirements, distribution, vegetation types, and ecological relations. Four Saturday (8 a.m.-12) field trips will replace four evening sessions. (No prereq. Limited to 45)

Ten wk, Sec 1, MW, 6:10-8:55, AgrPG 335, BioSci 192, 198, StP Campus

Business, Government, and Society

School of Management

★BGS 3002 BUSINESS AND SOCIETY.

4 degree credits, \$179.

Examines the strategic and dynamic relations of business and society in a goal-oriented and problem-solving context. Focuses on the interfaces of business institutions with the physical environment, the social milieu, the political process and economic activity. Gives specific attention to the on-going debate regarding national priorities and the respective roles of the private and public sectors concerning the challenges confronting U.S. society. Includes assessment of the concept, determinants, and indicators of the "quality of life" and the social responsibilities of business. (Prereq at least junior standing for business degree students. **May not be taken S-N.** Limited to 40)

First 5 wk, Sec 5, MW, 5:30-8:15, BlegH 235, William Seeley

★BGS 3004 INTERNATIONAL BUSINESS.

4 degree credits, \$179 plus \$8 course fee. Total \$187.

World business with emphasis on the global economy, international concepts, global business structures, comparative cultures and environments, global business strategies, multinational corporations and technology, personnel and operations in the host nations. Resource (including energy) questions in their global contexts: quantities, demands, distribution of resources. (Prereq at least 90 credits completed or in progress. **May not be taken S-N.** Limited to 40)

First 5 wk, Sec 2, MW, 5:30-8:15, BlegH 130, Peter Moscatelli

Business Law

School of Management

★BLaw 3058 INTRODUCTION TO LAW, AND THE LAW OF CONTRACTS AND AGENCY.

4 degree credits, \$181.58, \$179 plus \$10 course fee. Total \$189. (IS)

Study of the origin of law, its place in and effect upon society; the history and development of law; the system of courts; and legal procedure. An extensive study of the law of contracts as the basic law affecting business transactions. Also a study of law affecting the relationship between principal and agent, master and servant, and employer and employee. (Prereq Econ 1002 or

★Limited enrollment class. See page 5.

equivalent and at least junior standing for business degree students. May not be taken S-N. Limited to 60)

First 5 wk, Sec 13, MW, 6-8:30, BlegH 215, Peter Weiss

Ten wk, Sec 14, Th, 6-8:30, BlegH 215, Robert Zalk

Second 5 wk, Sec 15, MW, 6-8:30, BlegH 215, Donald G. Campbell

★**BLaw 3078 LAW: PARTNERSHIPS, CORPORATIONS, AND REAL PROPERTY.**

4 degree credits, 18278, \$179 plus \$10 course fee. Total \$189. (IS)

A study of the partnership and corporate forms of business entities, including the methods of creating the relationships, and the law developed to regulate and control these organizations and their members. Also a study of the basic concepts and principles of real property law; transfers of ownership, control of and encumbering such interests. (Prereq 3058. Limited to 50)

Second 5 wk, Sec 3, MW, 6-8:30, BlegH 130, Thomas Lovett

Civil Engineering

Institute of Technology

CE 3400 FLUID MECHANICS.

4 degree credits, 1AEM 5200, \$186.

Fluid statics and dynamics for liquids and gases. Kinematics of fluid flow, viscous effects, and introduction to incompressible and compressible duct flow. Boundary layers, lift and drag, fluid measurements. (Prereq IT student or ForP major, Math 3221, AEM 1015 or 3016)

First 5 wk, Sec 2, TTh, Lect, 6-9, CivMinE 205, Cesar Farell, Lab, Arr

CE 3500 INTRODUCTION TO ENVIRONMENTAL ENGINEERING PROBLEMS AND ANALYSIS.

4 degree credits, \$186.

Environmental problems and an interdisciplinary approach to problem solving. Water pollution, water pollution control technology, air pollution, air pollution control technology, noise, alternative energy resources, solid waste disposal, nuclear energy, radioactive wastes and the overall impact of technology on environmental quality. (Prereq Chem 1005)

Ten wk, Sec 1, MW, 6-7:30, Arch 45, S. C. Chiesa

CE 5610 DESIGN OF METAL STRUCTURES.

4 degree credits, \$186.

Loads on civil structures, load factor and working stress, philosophy of design. Design of tension, compression and flexural members and their connections. Codes and properties of structural metals. (Prereq 5600 and 5603)

Ten wk, Sec 1, MW, 6-8, Arch 15, R. T. Leon

CE 5611 DESIGN OF REINFORCED CONCRETE STRUCTURES.

4 degree credits, \$186.

Principles of strength and serviceability in reinforced concrete structural design. Strength analysis, design of beams, joists, one-way slabs for flexure and shear. Anchorage, development, splicing of reinforcement. Stresses at service, load deflections, cracking, long-term effects. Introduction to design of columns; continuity, simple footings. (Prereq 5600. May not be taken for graduate credit)

Ten wk, Sec 1, M, 6-9:20, CivMinE 212, T. Krauthammer

★Limited enrollment class. See page 5.

CE 5617 DESIGN OF MASONRY STRUCTURES.

4 degree credits, \$186.

Masonry materials and their production, mortars and grouts, design of nonreinforced and reinforced masonry structural systems, walls, columns, lintels, arches. Codes and specifications, testing and inspection. (Prereq IT or grad student, 5600 or #. Qualified students may register for graduate credit at the University of Minnesota)

Ten wk, Sec 2, Th, 6-9:20, CivMinE 212, Ladislav Cerny

Classics

College of Liberal Arts

Class 3145 GREEK AND ROMAN MYTHOLOGY II: ANALYSIS AND TRADITION.

4 degree credits, \$1145, \$154 (♦ \$77).

The methods of interpreting Graeco-Roman myth, from Homer to Freud, Jung, and Levi-Strauss; the artistic survival of classical myth in literature, painting, and music. (Prereq 1042 or #. May be applied toward the CLA second language requirement, Route II, for Greek and Latin. Meets concurrently with 5145)

Second 5 wk, Sec 2, MW, 6:20-8:50, FolH 105, George Rochefort

Class 5145 GREEK AND ROMAN MYTHOLOGY II: ANALYSIS AND TRADITION.

4 degree credits, \$1145, \$154.

Same classwork as 3145 but with special independent reading and research assignments in consultation with the instructor. (Prereq 1042 or #. May be applied toward the CLA second language requirement, Route II, for Greek and Latin. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3145)

Second 5 wk, Sec 2, MW, 6:20-8:50, FolH 105, George Rochefort

Composition and Communication

College of Liberal Arts

(See also writing courses in English)

★Comp 1011 WRITING PRACTICE I.

5 degree credits, \$185.

Provides guided practice in solving writers' problems through recitation, in-class workshops, and individual conferences. Writing assignments focus on defining purpose, organizing and developing content, analyzing audiences, drafting the whole essay and its parts, and revising and editing so as to master the fundamentals of expository structure and style. After first day of class, consent of instructor is required. (No prereq. Limited to 28)

The Writing Practice requirement is fulfilled by successful completion of Comp 1011. Students whose work does not meet an acceptable standard in 1011 will receive a continuation grade ("X"), and will take Comp 1013 to complete the requirement. Comp 1013 will be taught Fall Quarter 1985.

Ten wk, Sec 34, M, 6-8:50, KolH S134

Ten wk, Sec 35, M, 6-8:50, BlegH 115

Ten wk, Sec 36, T, 6-8:50, KolH S134

Ten wk, Sec 37, W, 6-8:50, BlegH 115

Ten wk, Sec 38, Th, 6-8:50, KolH S134

★Limited enrollment class. See page 5.

★**Comp 1027 INTERMEDIATE EXPOSITORY WRITING.**

4 degree credits, \$148. (IS)

Principles of mature style and effective organization, with special emphasis on revising and editing, and on sustaining a distinctive authorial voice which is appropriate to various audiences and writing situations. Recommended for students who have had previous writing experience. It is not an upper division course. (Prereq completion of the Writing Practice requirement, or Comp 1001 or Comm 1001; sophomore standing is recommended. Limited to 25)

Ten wk, Sec 14, M, 6-8:30, BlegH 350

Ten wk, Sec 15, W, 6-8:30, BlegH 350

★**Comp 3027 ADVANCED EXPOSITORY WRITING.**

4 degree credits, \$154.

General introduction to narration, description, proof, and persuasion; proper framing of arguments and analysis; use and evaluation of sources for longer papers. Required for juniors in the "regular" track, School of Management. (Prereq junior standing, the Writing Practice requirement or equivalent. Limited to 20)

Ten wk, Sec 5, W, 6-8:30, BlegH 360

Ten wk, Sec 6, W, 6-8:30, Law 1

★**Comp 3031 TECHNICAL WRITING FOR ENGINEERS.**

4 degree credits, \$154. (IS)

Focus on the form and style of engineering writing in reports, documentation and correspondence. Exercises and frequent practical examples, tied as much as possible to students' major fields. (Prereq junior standing, the Writing Practice requirement, or equivalent. Limited to 20)

Ten wk, Sec 6, T, 6-8:30, BlegH 350

Ten wk, Sec 7, Th, 6-8:30, BlegH 350

Ten wk, Sec 8, Th, 6-8:30, BlegH 360

★**Comp 3032 PRE-PROFESSIONAL WRITING FOR BUSINESS.**

4 degree credits, \$154. (IS)

Focus on the rhetoric, form and style of business writing in reports, case studies, and correspondence. This course fulfills senior business writing requirement for the School of Management. Exercises and frequent practical examples, tied as much as possible to students' major fields. (Prereq junior standing, the Writing Practice requirement or equivalent. Limited to 20)

Ten wk, Sec 4, T, 6-8:30, BlegH 360

Ten wk, Sec 5, Th, 6-8:30, Law 1

Comp 3080 SPECIAL PROJECTS IN ADVANCED COMPOSITION.

2 degree credits (6 credits maximum), \$77 plus \$40 special fee. Total \$117.

Weekly individual writing conferences scheduled at student's and instructor's convenience. Interested students should contact Donald Ross through the Composition Office (209 Lind Hall, 373-2541), preferably with a brief written outline of the project. (Prereq the Writing Practice requirement or equivalent)

Ten wk, Sec 4, Arr

Computer Science

Institute of Technology

CSci 3101 A FORTRAN INTRODUCTION TO COMPUTER PROGRAMMING.

4 degree credits, \$1100-1101, \$186 plus \$6 special fee. Total \$192.

Basic FORTRAN computer language with extensions. Programming applications and tech-

★Limited enrollment class. See page 5.

niques. The binary number system and elements of computer organization and machine language. Integral laboratory. (Prereq Math 1111 or 1201 or equivalent or #)

First 5 wk, Sec 20, MW, 6-8:40, MoosT 2-690

Second 5 wk, Sec 21, TTh, 6-8:40, MoosT 2-690

CSci 3104 INTRODUCTION TO PROGRAMMING AND PROBLEM SOLVING.

5 degree credits, \$232.50 plus \$6 special fee. Total \$238.50.

Problem-solving techniques, stepwise refinement, modularization. Algorithms, introduction to evaluation criteria, representation of algorithms, flow charts, meta languages. The PASCAL language. Elements of programming style, program checking. Design of test data. Documentation. Comparison of PASCAL/FORTRAN. (Prereq Math 1211 or equivalent or #)

First 5 wk, Sec 20, TTh, 6-8:40, MoosT 2-690

Second 5 wk, Sec 21, MW, 6-8:40, MoosT 2-690

Continuing Education for Women (CEW)

See noncredit courses beginning page 80.

The following CEW credit courses are listed in this bulletin with individual academic departments:

Math 1142, Short Calculus (page 67).

Psy 1003, Application of Psychology to Living (page 71)

WoSt 1155, Women in World Cultures (page 78)

WoSt 5301, Woman: A Sense of Identity (page 79)

Decision Sciences

School of Management

Business degree students must take Decision Sciences courses A-N.

★DSci 1050 (formerly QA 1050) ELEMENTARY MANAGERIAL STATISTICS.

4 degree credits, \$148 plus \$8.50 course fee and \$6 special fee. Total \$162.50.

Introduction to quantitative decision making. Probabilistic and statistical techniques for decision making and data analysis, e.g., laws of probability, sampling, estimation, hypothesis testing, and regression. (Prereq Math 1111 or equivalent or Math 1131. Limited to 200)

Ten wk, Sec 4, W, 6-9:20, AndH 270

Ten wk, Sec 5, Th, 11 a.m.-1:30 (this section in downtown St. Paul; call 376-8236 for specific location)

★DSci 3055 (formerly QA 3055) INTRODUCTION TO MANAGEMENT SCIENCES.

4 degree credits, \$179 plus \$8.50 course fee and \$6 special fee. Total \$193.50.

Analytical approaches and quantitative reasoning in management problems, stressing problem formulation, analytical methods for solution, and use of computer models. Topics include: management science concepts, decision theory, simulation, linear programming, and implementation. (Prereq 1050, Math 1142 or equivalent and at least 90 credits completed or in progress. Open to nondegree students with equivalent experience. Limited to 50)

Ten wk, Sec 8, M, 6-8:20, BlegH 155

Ten wk, Sec 9, Th, 11 a.m.-1:30 (this section in downtown Minneapolis; call 376-8236 for specific location)

★Limited enrollment class. See page 5.

Design

College of Home Economics

Design, Housing, and Apparel

★Dsgn 1201 INTRODUCTION TO COMMERCIAL ART (formerly ArtS 1201).

4 degree credits, \$148.

Overview of advertising communications process, history and contemporary practices. Emphasis on role of commercial artists (in relationship to the business community and the consumer). Terminology and technology of the field are introduced. Field trips. (No prereq. Limited to 28)

First 5 wk, Sec 8, TTh, 6-8, McNH 216, StP Campus, Patrick Redmond

★Dsgn 1521 DESIGN PROCESS: COLOR.

4 degree credits, \$148 plus \$4 course fee. Total \$152.

Color concepts and their applications to design. *Students will also be required to purchase supplies for this class which will possibly exceed \$100.* (No prereq. Limited to 24)

Second 5 wk, Sec 5, TTh, 6-9:55 and arr, McNH 262, StP Campus

★Dsgn 1523 DESIGN PROCESS: VISUAL PRESENTATION I.

4 degree credits, \$148.

Development of basic skills in drawing for the designer. (No prereq. Limited to 24)

First 5 wk, Sec 4, TTh, 6-9:55 and arr, McNH 258, StP Campus

★Dsgn 1531 SURFACE-FABRIC DESIGN.

4 degree credits, \$148 plus \$30 course fee. Total \$178.

Exploration of surface pattern and composition with varied media and materials: dyeing, resist, batik, stencil, block printing, and others. (Prereq 1521, 1523, 1525 or #. Limited to 18)

First 5 wk, Sec 3, MW, 6-9:55 and arr, McNH B9, StP Campus, Richard Abell

Second 5 wk, Sec 4, MW, 6-9:55 and arr, McNH B9, StP Campus, Richard Abell

Dsgn 1543 FASHION ILLUSTRATION.

4 degree credits, \$196.

Human figure sketches and fashion illustration as a form of communication. Emphasis on color, proportion, cut, and fabric detail. (Prereq 1541 or #, Δ)

First 5 wk, MW, 6-9:55, McNH 258, StP Campus

★Dsgn 1550 (formerly 1450) DRAFTING—BASIC DRAFTING TECHNIQUES.

4 degree credits, \$148.

Architectural drafting instruction in the use of drafting instruments. Emphasis on plans, elevations, details, and architectural symbols and vocabulary as related to Interior Design. *Students will be required to purchase supplies for this class which will probably exceed \$125.* (No prereq. Limited to 20)

Second 5 wk, Sec 8, MW, 6-9:55 and arr, McNH 305, StP Campus, Ardis Hutchins

★Dsgn 3521 DESIGN PROCESS: COLOR II.

4 degree credits, \$196.

Continued study of color concepts and their application to design. (No prereq. Limited to 24)

First 5 wk, Sec 2, TTh, 6-9:55 and arr, McNH 262, StP Campus

Dsgn 3525 DESIGN PROCESS: TWO-DIMENSIONAL DESIGN II.

4 degree credits, \$196.

Experiments with principles of two-dimensional design. (Prereq 1525 or equiv, Δ. Limited to 24)

Second 5 wk, Sec 1, MW, 6-9:55 and arr, McNH 258, StP Campus

★Limited enrollment class. See page 5.

★Degn 3582 FIELD EXPERIENCE IN DESIGN.

3 degree credits, \$147.

Supervised 60 hours "on site" exhibition installation during August, 1985. Organizational meeting Sat., Aug. 3, 10:30 a.m. at the Creative Activities Building, Minnesota State Fairgrounds, St. Paul.

Spec Term, Sec 1, Arr, Richard Abell. No late fee through July 26

Dutch

College of Liberal Arts

Dtch 1110 BEGINNING DUTCH: INDIVIDUALIZED READING, LISTENING, WRITING.

3 degree credits (maximum 15 cr), \$111.

Structure, writing, and comprehension. Students work at own pace with book, computer, and audiotapes, earning credit as they progress through material. Teacher available for consultation and testing. Two weeks after the end of the session, students who have completed more than 3 credits during the session should go to the 101 Westbrook Hall Registration Office to pay for the additional credits they have earned during that session: \$34 per credit. (No prereq)

Ten wk, Sec 4, T, 6-8:30, WaLib 111, Hinke van Kampen

Early Childhood Studies Program

Department of Extension Classes

Students must preregister for a course by calling 373-2887. Formal registration materials will be sent to all preregistrants approximately two weeks before the beginning of each course.

CPsy 1310 TOPICS IN CHILD PSYCHOLOGY.

3 degree credits, \$111.

Readings and experiences, proposed by the student, related to cognitive, personality, perceptual, language, and social development in children. This course is designed to give professionals the tools and psychological background they need in order to lead support/educational groups for grade school children coping with family changes. Students learn how 6- to 12-years-old children respond psychologically to the separation/divorce of their parents or the death of a family member. Examples of topics and issues to discuss in change groups are presented along with curriculum resources to use. *There is a difference in requirements between graduate credit and undergraduate credit. These differences will be explained when the student preregisters for the course.* (Prereq #. Meets concurrently with 5310) *June 11-July 16, Tuesday and Thursday, 6:15-9:15, Sabathani Community Center, 310 E. 38 St., Mpls.* Instructors are Mae Hill and Ann Carlson. **Call 373-2887 for registration information.**

CPsy 5310 TOPICS IN CHILD PSYCHOLOGY.

3 degree credits, \$141.75.

Selected topics in the general content area. This course is designed to give professionals the tools and psychological background they need in order to lead support/educational groups for grade school children coping with family changes. (Prereq 1301 and #. Meets concurrently with 1310) *June 11-July 16, Tuesday and Thursday, 6:15-9:15, Sabathani Community Center, 310 E. 38 St., Mpls.* Instructors are Mae Hill and Ann Carlson. Qualified students may register for graduate credit at the University of Minnesota. **Call 373-2887 for registration information.**

★Limited enrollment class. See page 5.

East Asian Studies

See Japanese

Economics

College of Liberal Arts

★Econ 1001, 1002 PRINCIPLES OF ECONOMICS.

4 degree credits each term, if no credit received for any other beginning economics course. \$148 each term. (IS)

Principles underlying economic activity and the way these principles work out through our economic institutions. **1001:** Macro-economics: national income, money and banking, economic growth. **1002:** Micro-economics: demand and supply, competition and monopoly, distribution of income, international trade, and current economic problems. (No prereq. Econ 1001 and 1002 may be taken in either order, or may be taken the same evening or the same term in order for the student to progress more rapidly to other courses. Each section limited to 35)

Ten wk, 1001, Sec 39, MW, 6-7:20, BlegH 105

Ten wk, 1001, Sec 40, MW, 7:30-8:50, BlegH 225

Ten wk, 1001, Sec 41, TTh, 6-7:20, BlegH 225

Ten wk, 1002, Sec 42, MW, 6-7:20, BlegH 225

Ten wk, 1002, Sec 43, MW, 7:30-8:50, BlegH 105

Ten wk, 1002, Sec 44, TTh, 7:30-8:50, BlegH 225

★Econ 3101 MICROECONOMIC THEORY.

4 degree credits, 1BGS 3001, \$154.

Behavior of households, firms and industries under competitive and monopolistic conditions. Factors influencing production, price and advertising decisions. (Prereq 1001, 1002, Math 1111 or 1131 or #. Limited to 35)

Ten wk, Sec 4, TTh, 6-7:20, BlegH 105

English

College of Liberal Arts

(See also writing courses in Composition)

Creative Writing

★Engl 1101 (formerly Comp 1101) INTRODUCTION TO FICTION WRITING.

4 degree credits, 1Comp 1101, 1113, \$148.

Structured approach for students who have done little writing. Development of techniques, definite assignments, principles of composition in the art of fiction. (No prereq. Limited to 22)

First 5 wk, Sec 5, TTh, 6-8:30, BlegH 205, Pierre Delattre

Literature

★Engl 1009 INTRODUCTION TO THE STUDY OF LITERATURE.

4 degree credits, \$148 (♦\$74).

Reading of selected literary works with emphasis on learning basic techniques and terminology of literary study; major literary forms, traditions, and conventions, frames of reference, metrics,

★Limited enrollment class. See page 5.

the critical reading of literary works in general, and the conventions employed in the presentation of literary criticism and scholarship. (No prereq. Limited to 36)

Second 5 wk, Sec 5, MW, 6-8:30, BlegH 425, Edward Savage

Engl 1016 INTRODUCTION TO AMERICAN LITERATURE.

4 degree credits, \$148.

Critical discussion of and writing about selected works of American literature. Typical authors: Poe, Hawthorne, Whitman, Dickinson, Twain, Frost, Fitzgerald. (No prereq)

Second 5 wk, Sec 2, MW, 6-8:30, BlegH 340

Engl 1671 THE SHORT STORY.

4 degree credits, \$148 (♦ \$74).

An introduction to short stories, with some emphasis on the history and diversity of the form. Typical authors: Poe, Chekhov, Lawrence, Joyce, Kafka, Welty, Faulkner. (No prereq)

Second 5 wk, Sec 1, TTh, 6-8:30, BlegH 205, William Madden

★Engl 3241 SHAKESPEARE.

4 degree credits, \$148 (♦ \$74).

Plays from Shakespeare's early and middle periods. All sections read *A Midsummer Night's Dream*, *Hamlet*, a history play, and three or four others. (No prereq. Limited to 36)

Second 5 wk, Sec 3, TTh, 6-8:30, BlegH 255, Gordon O'Brien

Engl 3851 THE ENGLISH LANGUAGE.

4 degree credits, \$158.51, \$154 (♦ \$77).

Introduction to the English language including English grammars, phonetics and phonology, British and American dialects, and native-language acquisition. (No prereq)

First 5 wk, Sec 3, MW, 6-8:30, LindH 229, Genevieve Escure

Engl 3920 TOPICS IN ENGLISH LITERATURE: IRISH SHORT STORY.

4 degree credits, \$154 (♦ \$77).

Readings in the Irish short story from George Moore to Edna O'Brien, including stories by James Joyce, Liam O'Flaherty, Elizabeth Bowen, Sean O'Faolain, Frank O'Connor, Samuel Beckett, Flann O'Brien, Mary Lavin, Benedict Kiely, John McGahern, and others. (No prereq)

First 5 wk, Sec 2, TTh, 6-8:30, BlegH 115, Chester Anderson

Engl 3940 TOPICS: JOHN FORD: THE DARKENING VISION.

4 degree credits, \$AmSt 3920, \$ArtH 3940, \$148 plus \$15 course fee. Total \$163 (♦ \$74 plus \$15 course fee. Total \$89)

John Ford's best work constitutes a search through his Irish-American past for a point at which tradition had meaning and meaning had tradition. The sadness in Ford's films comes from the fact that when he finds these values, they are always in transition, on the verge of dying out. And so the films of this "poet of last stands" deal with the complex phenomena of the significance of loss and the glory in defeat. Although the polarities are always the same—civilization versus savagery, the garden and the desert, the family and the loner, truth and myth—there is a special poignance in the gradual darkening of the filmmaker's sensibility. Ford's unflinching examination of his own mythology moves from early certainties about the values of civilization toward the most abject doubt, and we will see that change mirrored in the growth of his visual style. (No prereq. Meets concurrently with AmSt 3920, ArtH 3940)

First 5 wk, Sec 4, MW, 6-9:30, FraserH 102, Tom Russell

Engl 5610 20TH-CENTURY WRITERS: FROST, STEVENS AND ELIOT.

4 degree credits, \$154 (♦ \$77).

Selected writings in prose and poetry by Frost, Stevens and Eliot, with emphasis on the poems

★Limited enrollment class. See page 5.

of Frost and Elliot, including some attention to the biographical context. (No prereq. Qualified students may register for graduate credit at the University of Minnesota)

First 5 wk, Sec 4, MW, 6-8:30, BlegH 340, Michael Hancher

Family Social Science

College of Home Economics

FSoS 1001 DYNAMICS OF FAMILY RELATIONSHIPS.

3 degree credits, \$1002, \$111 plus \$1 special fee. Total \$112 (♦ \$55.50 plus \$1 special fee. Total \$56.50). (IS)

Applications of behavioral sciences to mate selection, interaction in marriage, and other committed relationships, sex roles, maintaining, and ending of relationships. (No prereq)

First 5 wk, Sec 3, M, 6:10-8:10, McNH 197, StP Campus, John Hedburg

FSoS 5230 INDEPENDENT STUDY IN FAMILY SOCIAL SCIENCE.

1-5 degree credits (maximum 16 cr), \$49 per credit.

Independent reading or research under faculty supervision. (Prereq written #. Qualified students may register for graduate credit at the University of Minnesota)

Ten wk, Sec 1, Arr.

GREECE: THE WESTERN FAMILY'S HISTORICAL AND CULTURAL ROOTS. (A 6-credit Family Social Science course for undergraduate or graduate credit.) A study tour the last two weeks of June in Greece with Prof. Richard N. Hey. For registration instructions and further information, please telephone 373-1578.

Alcohol and Drug Counseling Education

For information about the Alcohol and Drug Counseling Education Certificate, see the 1984-85 *Extension Classes Bulletin*, page 584. To receive a formal application for the certificate program, write Alcohol and Drug Counseling Education Program, Family Social Science, University of Minnesota, 395 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108. Or call the program office, 373-8175.

★FSoS 3029 COUNSELING SKILLS PRACTICUM I.

4 degree credits, \$196.

Dyadic role-playing and group exercises in the area of basic counseling skills. Topics include assessment of counselor needs and motivations, non-verbal communication, accurate empathy, self-disclosure, and questioning. Use of video tape to aid students in feedback. Certificate students must take this course A/N. (No prereq. Students interested in graduate credit should see 5029. Meets concurrently with 5029. Limited to a combined total of 22)

Spec Term, Sec 7, WM, 6-10, June 19-July 10 (no meeting June 24), McNH 274, StP Campus, Fabunmi

Sa, 9 a.m.-5, June 22, McNH 274, StP Campus, Fabunmi. No late fee through June 5

★FSoS 3030 COUNSELING SKILLS PRACTICUM II.

4 degree credits, \$196.

Dyadic role-playing and group exercises in the area of advanced counseling skills, extensive use of video tape. Certificate students must take this course A-N. (Prereq 3029. Students inter-

★Limited enrollment class. See page 5.

ested in graduate credit should see 5030. Meets concurrently with 5030. Limited to a combined total of 22)

Spec Term, Sec 7, MW, 6-10, July 17-Aug. 5 (no meeting July 22), McNH 274, StP Campus, Fabunmi

Sa, 9 a.m.-5, July 20, McNH 274, StP Campus, Fabunmi. No late fee through July 3

★FSoS 3031 COUNSELING SKILLS PRACTICUM III.

4 degree credits, \$196.

Exposure to advanced therapeutic methods: double-bind theory, use of paradox, working with resistant clients, neurolinguistic programming. Certificate students must take this course A-N. (Prereq 3030 or #. Students interested in graduate credit should see 5031. Meets concurrently with 5031. Limited to a combined total of 18)

Spec Term, Sec 4, MF, 9 a.m.-5, July 15, 26, 29, McNH 274, StP Campus, Fischer. No late fee through July 8

★FSoS 3032 CHEMICAL ABUSE AND THE FAMILY: AN OVERVIEW.

4 degree credits, \$196.

Introduction to marriage and family counseling with particular application to the families in which alcohol or drug abuse is a problem. Certificate students must take this course A-N. (No prereq. Students interested in graduate credit should see 5032. Meets concurrently with 5032. Limited to a combined total of 40)

Spec Term, Sec 3, ThFSa, 9 a.m.-5, July 11-13, McNH 274, StP Campus, Fischer, Goodman

Th, 6-10, July 18, McNH 274, StP Campus, Fischer, Goodman. No late fee through July 5

FSoS 3034 TOPICS IN ALCOHOL AND DRUG ABUSE.

1-5 degree credits, \$49 a credit. (IS)

Selected readings in alcohol and drug use and problems and evaluation of student's mastery of the assigned study. Requests for permission to register must be made to William J. Goodman, Alcohol and Drug Counseling Education Program, 395 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108, or call the program office, 373-8175. (Prereq written #. Students interested in graduate credit should see 5034)

Ten wk, Sec 4, Arr, Fabunmi

Ten wk, Sec 5, Arr, Fischer

Ten wk, Sec 6, Arr, Goodman

FSoS 3035 CLINICAL INTERNSHIP IN CHEMICAL ABUSE PROBLEMS.

2-18 degree credits, \$49 a credit plus \$25 special fee for each placement.

Also required is a closed class permission slip, which is available by calling the program office at 373-8175. A six-month (1000-hour) rotating clinical internship experience designed to strengthen the student's competencies and skills in several areas of the alcohol and drug abuse continuum of care. Admissions requests must be made to the Internship Coordinator of the Alcohol and Drug Counseling Education Program. Must be taken S-N. (Prereq 3026, 3027, 3028, 3030, 3032, 3037 and written #)

Ten wk, Sec 4, Arr, Fabunmi

★FSoS 3037 GROUP THERAPY: THEORY AND PRACTICE.

3 degree credits, \$147.

Lecture, small-group experience, and role playing aimed at providing an introduction to group therapy concepts. Topics include stages of group development, stages of affective development, Hill Interaction Matrix, leadership roles and functions. Certificate students must take this course A-N. (No prereq. Students interested in graduate credit should see 5037. Meets concurrently with 5037. Limited to a combined total of 24)

Spec Term, Sec 4, ThFSa, 9 a.m.-5, June 20-22, McNH 274, StP Campus, Fischer, Goodman. No late fee through June 13.

★Limited enrollment class. See page 5.

FSoS 5008 INTROSPECTIVE WORKSHOP AND CLINICAL SUPERVISION.

1-2 degree credits, \$49 a credit.

Special topics, nonregular program or course in Family Social Science for pre-service or in-service helping professionals. (Prereq 3035 or 5035. Qualified students may register for graduate credit at the University of Minnesota)

Ten wk, Sec 4, Arr, Fabunml

★FSoS 5029 COUNSELING SKILLS PRACTICUM I.

4 degree credits, \$196.

See course description and prerequisites for 3029. Certificate students must take this course A-N. (Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3029. Limited to a combined total of 22)

Spec Term, Sec 7, WM, 6-10, June 19-July 10 (no meeting June 24), McNH 274, StP Campus, Fabunml

Sa, 9 a.m.-5, June 22, MoosT 2-571, 2-585, Fabunml. No late fee through June 5.

★FSoS 5030 COUNSELING SKILLS PRACTICUM II.

4 degree credits, \$196.

See course description and prerequisites for 3030. Certificate students must take this course A-N. (Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3030. Limited to a combined total of 22)

Spec Term, Sec 7, MW, 6-10, July 17-Aug. 5 (no meeting July 22), McNH 274, StP Campus, Fabunml

Sa, 9 a.m.-5, July 20, MoosT 2-571, 2-585, Fabunml. No late fee through July 3.

★FSoS 5031 COUNSELING SKILLS PRACTICUM III.

4 degree credits, \$196.

See course description and prerequisites for 3031. Certificate students must take this course A-N. (Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3031. Limited to a combined total of 18)

Spec Term, Sec 4, MF, 9 a.m.-5, July 15, 26, 29, McNH 274, StP Campus, Fischer. No late fee through July 8.

★FSoS 5032 CHEMICAL ABUSE AND THE FAMILY: AN OVERVIEW.

4 degree credits, \$196.

See course description and prerequisites for 3032. Certificate students must take this course A-N. (Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3032. Limited to a combined total of 40)

Spec Term, Sec 3, ThFSa, 9 a.m.-5, July 11-13, McNH 274, StP Campus, Fischer, Goodman

Th, 6-10, July 18, McNH 274, StP Campus, Fischer, Goodman. No late fee through July 5.

FSoS 5034 TOPICS IN ALCOHOL AND DRUG ABUSE.

1-5 degree credits, \$49 a credit.

See course description and prerequisites for 3034. Requests for permission to register must be made to William J. Goodman, Alcohol and Drug Counseling Education Program, 395 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108, or call the program office, 373-8175. (Qualified students may register for graduate credit at the University of Minnesota)

Ten wk, Sec 7, Arr, Fabunml

Ten wk, Sec 8, Arr, Fischer

Ten wk, Sec 9, Arr, Goodman

★Limited enrollment class. See page 5.

FSoS 5035 CLINICAL INTERNSHIP IN CHEMICAL ABUSE PROBLEMS.

2-18 degree credits, \$49 a credit plus \$25 special fee for each placement.

See course description and prerequisites for 3035. Must be taken S-N. (Qualified students may register for graduate credit at the University of Minnesota)

Ten wk, Sec 4, Arr

★FSoS 5037 GROUP THERAPY: THEORY AND PRACTICE.

3 degree credits, \$147.

See course description and prerequisites for 3037. Certificate students must take this course A-N. (Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3037. Limited to a combined total of 24)

Spec Term, Sec 4, ThFSa, 9 a.m.-5, June 20-22, McNH 274, StP Campus, Fischer, Goodman. No late fee through June 13.

Finance

School of Management

★BFin 3000 FINANCE FUNDAMENTALS.

4 degree credits, \$179 plus \$10 course fee. Total \$189.

Provides students with a comprehensive, analytical introduction to the principal concepts in finance. After considering the general business environment, the course examines valuation theory. Then financial management decisions concerning uses and sources of funds are presented, thus introducing students to capital budgeting. (Prereq Acct 3001 or 1051 and at least 90 credits completed or in progress. May not be taken S-N. Limited to 40)

First 5 wk, Sec 15, MW, 6-9, BlegH 150

Second 5 wk, Sec 16, MW, 6-9, BlegH 150

★BFin 3100 FINANCIAL MANAGEMENT.

4 degree credits, \$179 plus \$10 course fee. Total \$189.

A broad case-oriented course building on concepts introduced in 3000. The viewpoint of a corporation's principal financial officer is generally used. Case discussions, augmented by lectures and readings, enable students to apply finance principles in actual business situations. Experience in problem definition, specification of alternatives, analysis and decisions. Effective verbal and written communication stressed. *Rigorous analysis of the assigned case material prior to each class is expected as preparation for active student participation.* (Prereq 3000 and at least 90 credits completed or in progress. Limited to 40)

Second 5 wk, Sec 2, TTh, 5:30-8, BlegH 335

★BFin 3500 REAL ESTATE INVESTMENT ANALYSIS.

4 degree credits, \$179 plus \$10 course fee. Total \$189.

Analysis and economic aspects of investments in real property including: cash flows; accounting depreciation vs. market value depreciation or appreciation; financing methods and cost; sources of funds; measures of return on investment. (Prereq Econ 1002 or equivalent, and at least 90 credits completed or in progress. Limited to 40)

First 5 wk, Sec 4, MW, 4-8:30, BlegH 205

★Limited enrollment class. See page 5.

French

College of Liberal Arts

Reading French. Fren 0001 is specifically designed for individuals who desire only a reading knowledge of the language. The French language requirements for a graduate degree may also be satisfied by successfully passing an examination given at the end of the course. Graduate students should check with their advisers for specific language requirements in their field of study.

Fren 0001 READING FRENCH.

No credit, \$148. (IS)

This course is designed solely to impart a basic reading knowledge of the French language; full time is devoted to intensive reading and translation of a variety of texts. Since this approach deals only with the reading aspect of the language, there are no sessions for oral-aural drills and composition, and great skill can be acquired in a short time. At the end of one quarter the student is given the Graduate Reading Examination in French. The department will certify to the Graduate School a reading knowledge of French upon successful completion of this examination. (No prereq. **Must be taken S-N**)

First 5 wk, Sec 5, MTh, 6-8:30, CivMinE 213, F.R.P. Akehurst

Second 5 wk, Sec 6, MTh, 6-8:30, CivMinE 213, Betsy Barnes

Fren 1104 INTERMEDIATE FRENCH.

5 degree credits, \$185.

Discussion of literary and cultural readings. Grammar review and development of writing skills. (Prereq 1103 or #)

First 5 wk, Sec 2, MTh, 6-8:50, Kolth S135

Fren 1105 INTERMEDIATE FRENCH.

5 degree credits, \$185.

Cultural and literary readings, progressively less structured discussion leading to free expression of ideas through speaking and writing. (Prereq 1104 or #)

Second 5 wk, Sec 2, MTh, 6-8:50, Kolth S135

French and Italian

College of Liberal Arts

★Frit 3604 CINEMAS OF THE REAL.

4 degree credits, \$154.

Film work of major vanguards: surrealism; Vigo, Renoir, Wells; Visconti, Rossellini, DiSica. Course varies in structure. Knowledge of French and Italian helpful but not necessary. (No prereq. May be applied toward the CLA second language requirement, Route II. Limited to 60)

First 5 wk, Sec 2, MTh, 6-8:30, MoosT 2-530, Tom Conley

General College courses

For courses in music offering General College credit, see page 92.

★GC 1235 UNITED STATES: LAW IN SOCIETY.

4 degree credits, \$148. (IS)

The role of law in our changing society; legal aspects of current topics. Topics include court and

★Limited enrollment class. See page 5.

court systems, corrections, police-community relations, environmental problems, domestic problems, wills and probate, and insurance. When possible on individual or group basis, students visit conciliation, municipal, or district courts, prisons, workhouses, jails, juvenile detention centers, or similar institutions. (No prereq. Limited to 40)

Second 5 wk, Sec 4, TTh, 5-7:30, NichH 109, Dennis Hower

★GC 1433 BASIC MATHEMATICS.

4 degree credits, \$148.

For students who have a limited background in basic mathematics and who would like to study arithmetic and/or elementary algebra at their own pace in a lecture/semi-programmed class. (Although students register for 4 credits, additional credits up to a maximum of 10 may be earned during the term with the approval of the instructor.) With the aid of the instructor, students select topics to be studied from arithmetic (whole numbers, fractions, decimals, percents, and measurement) and elementary algebra. Two weeks after the end of the quarter, students who have completed more than 4 credits during the quarter should come in to the 101 Westbrook Hall Registration Office to register and pay for the additional credits they have earned during that quarter. (No prereq. Limited to 45)

Ten wk, Sec 15, M, 5-8, FolH 101

GC 1445 MATHEMATICS: INTERMEDIATE ALGEBRA.

5 degree credits, \$185. (IS)

Concepts and manipulative skills of algebra necessary for students to compete in a college algebra course. Topics include discussion of real number system, special products and factoring, exponents and radicals, linear equations in one and two variables, quadratic equations in one variable, progressions, inequalities, variation, and logarithms. Prospective student may have to give evidence of adequate preparation. (Prereq 1 yr high school algebra or good working knowledge of elementary algebra)

Ten wk, Sec 6, T, 5-8, FolH 101

★GC 1502 CAREER PLANNING.

2 degree credits, \$74 plus \$10 course fee. Total \$84.

Career workshop designed to assess a student's interests, abilities, needs, values, and personality through testing and subjective self-exploration. Use of occupational information provided through computerized system and other printed materials. For students who are undecided about their future career choice and those who need to confirm a tentative career choice. (No prereq. Limited to 25)

First 5 wk, Sec 3, W, 6-9, NichH 214, G. Wood

★GC 1513 PRINCIPLES OF SMALL BUSINESS OPERATIONS.

4 degree credits, \$148. (IS)

Designed specifically for those who plan to own or operate some form of small business, this course deals with the following topics: environment and management of the small business, problems of initiating the business; financial and administrative control; marketing program and policies; and legal and governmental relationship. (No prereq. Limited to 40)

First 5 wk, Sec 5, MW, 5:30-8, Arch 60

GC 1517 COOPERATIVE BUSINESS INTERNSHIPS.

4 degree credits, \$148.

A course to enrich the student's education by combining classroom learning with work experience in the student's area of study. Students work a minimum of 15 hours a week allowing them to explore possible careers and gain first-hand knowledge of the academic programs necessary to prepare for successful transitions into careers. Work sites appropriate to the student's educational development are generated by the Office of Cooperative Education; or during the

★Limited enrollment class. See page 5.

orientation class (GC 1515), students may request placement in jobs they already hold. **Must be taken S-N.** For further information, contact the Office of Cooperative Education, General College, Elliott Hall N387 (telephone 373-5243). (Prereq 1515 and written #)

Ten wk, Sec 3, W, 5-7:30, NichH 109, Mary K. Nelson

★GC 1534 PRACTICAL LAW.

4 degree credits, \$148. (IS)

Practical topics in field of law. Formation and discharge of contracts, torts (personal injury and property damage suits), criminal law, bailments, nature and classification of real and personal property, and joint ownership and tenancy. (No prereq. Limited to 35)

First 5 wk, Sec 6, MW, 5-7:30, NichH 207, Peter Kahn

★GC 1535 INTRODUCTION TO DATA PROCESSING.

4 degree credits, \$148 plus \$5 course fee. Total \$153. (IS)

Basic aspects of data processing. Useful to students interested in computer programming or data processing. Includes the history of data processing, current equipment, computer language and operating systems, computer-related number systems, applications in various disciplines, social and economic effects, and career opportunities. Students learn BASIC in order to understand current information processing concepts and procedures. Work in computer terminals outside of class is required. (No prereq. Limited to 40)

Ten wk, Sec 5, W, 6-8:30, ApH 206, David Glese

★GC 1536 COMMERCIAL ART FOR NONPROFESSIONALS.

4 degree credits, \$148.

A course for anyone whose job or other activities requires some knowledge of and competence in the basic commercial art techniques. Course projects include design and preparation of newsletters, mailers, flyers, posters, and small ads. Techniques include layout and keylining, hand lettering, and use of cold type. Type and lettering styles, as well as printing processes, will be dealt with; also display problems, including bulletin boards, transparencies, other promotional materials. Stress will be on basic design and reproduction processes rather than on drawing skills. (Prereq previous art experience or #. Limited to 30)

First 5 wk, Sec 3, MW, 6:10-8:40, NichH 102, Margaret MacInnes

★GC 1540 ACCOUNTING FUNDAMENTALS.

4 degree credits, \$148. (IS)

Basic accounting cycle, including balance sheet and income statement methodology, and end-of-period adjustments. Students are taken through accounting cycle for both service and merchandising businesses. Other topics include special journals and accounting procedures for inventories, payables, and receivables. (No prereq. Limited to 40)

First 5 wk, Sec 6, TTh, 5-7:30, NichH 207, Roger Larson

★GC 1571 INTRODUCTION TO BASIC AND TO MICROCOMPUTERS.

5 degree credits, \$185.

Introduction to microcomputers and elementary programming using the computer language BASIC. Topics include a brief description of microcomputers with emphasis on the IBM PC, elements of writing programs in BASIC, use of word processing packages, and simple spreadsheet applications. Lab arranged. (No prereq. Limited to 40)

Ten wk, Sec 1, Th, 5-8, ApH 206

★GC 1894 PLANNING A GENERAL COLLEGE BACCALAUREATE PROGRAM.

1 degree credit, \$37. (IS)

For students who feel GC Baccalaureate Programs are appropriate for them. Students study the program guidelines, prepare a degree plan, and write a personal statement with the help of a study guide. The course instructors do not help students plan their future but rather help them

★Limited enrollment class. See page 5.

fit their goals to what the college can offer. Written permission required. Call 376-3044. (Prereq 2.40 GPA overall [all collegiate credits] or higher; 90 credits or equivalent completed by end of summer, 1985. **Must be taken S-N.** Limited to 30)

First 5 wk, Sec 4, W, 5:30-7, NichH 209, R. Uthe

GC 3114 PERSONAL ENVIRONMENTAL HEALTH.

4 degree credits, \$150 (♦ \$75).

Health as a product of harmony between man and environment: biological, physical, social, and ideological. Content selected from following topics: personal health—interaction of mind and body, progress in medicine; environmental health—impact of new pollutions, environment and personality, occupational health and industrial medicine, community health organizations and consumer costs, health in college community. (Prereq 45 cr or written #)

First 5 wk, Sec 2, TTh, 6-8:30, SciCB 125, Douglas Dearden

★GC 3217 COMMUNITY SERVICE INTERNSHIP.

6-12 degree credits. \$37.50 per credit.

Upper division students acquire career-related experience in human services, urban affairs, or government working as interns/staff members in a local agency. Structure, functions, funding, politics, and goals of agency examined in weekly small-group seminars. Short written assignments, readings, and a journal help students blend fieldwork with academic materials. A paper/project requires interns to explore field-related topic in depth or make research contribution to agency. (Prereq Aging Studies Program student and written #. Limited to 15)

Ten wk, Sec 4, T, 6-8:30, NichH 209A, Catherine Wambach

Ten wk, Sec 5, W, 5:30-8, NichH 122, Daniel Detzner

★GC 3342 MORAL ISSUES IN BUSINESS.

4 degree credits, \$150 (♦ \$75).

Relationship of personal moral attitudes (egoism, hedonism) and general ethical systems (formalism, utilitarianism) to common practices in business. Issues involving conflict of interest, truth in advertising, preferential hiring, and concern for environment examined in context of concept of corporate social responsibility. (No prereq. Limited to 30)

First 5 wk, Sec 4, MW, 5-7:30, NichH 216, Candido Zanon

★GC 3374 FILM AND SOCIETY.

4 degree credits, \$150 plus \$10 course fee. Total \$160 (♦ \$75 plus \$10 course fee. Total \$85).

Ways in which film and society affect each other, social issues raised in films, public attitudes toward film, effect of film on attitudes and behaviors, and how film medium provides illumination and insight into areas of society it portrays, such as urban living, minority stereotyping, ethical decisions, aging, marriage and family, politics, sexual mores. (Prereq 45 cr or #; 1374 recommended. Limited to 35)

Second 5 wk, Sec 2, TTh, 6:20-8:50, NichH 213, Robert Yahne

★GC 3423 WRITING THE RESEARCH OR SURVEY REPORT.

4 degree credits, \$1424, \$150.

Writing informal and formal survey or research reports; discovering information resources, developing multi-media techniques for securing, tabulating, and interpreting data; and organizing, illustrating, writing, and presenting final reports. Designed especially for students working toward baccalaureate degrees or preparing for senior demonstrations. Close and frequent liaison between student, supervisor, or adviser in field of concentration, and professor teaching course. **S-N recommended.** (Prereq 1421. 1422 recommended. Limited to 20)

Ten wk, Sec 5, T, 5-7:30, NichH 216, Jill Gidmark

★ Limited enrollment class. See page 5.

★GC 3464 COMMUNICATION IN ORGANIZATIONS.

4 degree credits, \$150.

For managers, supervisors, and others who directly control quality of life of persons in organizations; focuses on processes and problems involved in working and communicating with people in organizational settings and on knowledge, attitudes, and skills that underlie effective behavior in organizational relationships. (Prereq 1461 or 1465, 5 credits in psychology, Limited to 25)

Second 5 wk, Sec 6, TTh, 6:20-8:50, NichH 107, Fred Amram

GC 3517 ADVANCED COOPERATIVE BUSINESS INTERNSHIPS.

4 degree credits, \$150.

A course designed to help students advance in their chosen career field by applying classroom learning to work experience. In the seminars students will apply decision making, problem-solving, communication, and management skills in positions which are above entry level. The emphasis is on career advancement and job satisfaction. Students work a minimum of 15 hours a week. Work sites are generated by the Office of Cooperative Education, or during the orientation class (GC 1515), students may request placement in positions they already hold. **Must be taken S-N.** For further information, contact the Office of Cooperative Education, General College, Elliott Hall N387 (telephone 373-5243). (Prereq 1515 and written #. Meets concurrently with 1517)

Ten wk, Sec 3, W, 5-7:30, NichH 109, Mary K. Nelson

★GC 3531 WRITING FOR BUSINESS AND THE PROFESSIONS.

4 degree credits, \$1531, \$150 (IS)

Students write letters, informal and formal reports, recommendations, proposals, summaries, memos—in short, the forms of writing used in business; in health, education, and welfare; and in legal professions. Effort is made each quarter to adapt content to vocational needs of students enrolled. Form, clarity, economy of expression, and suitable tone are stressed. Typed final drafts are required. (Prereq 1421, 45 cr or #; 1422 recommended. Limited to 30)

First 5 wk, Sec 4, TTh, 5-7:30, NichH 122, W. Adamson

Second 5 wk, Sec 5, MW, 5-7:30, NichH 216, C. Miller

★GC 3571 COMPUTER APPROACH: PROBLEM SOLVING.

4 degree credits, \$150 plus \$5 course fee. Total \$155.

Experience in using computer as problem-solving tool. Students write and run programs using computer language (BASIC) and become familiar with some routines available in library of computer. Emphasis on how computer may be used to help solve problems. Topics include elements of BASIC language, system commands, file manipulation, text editing, word processing, subscripted variables, and sorting. Provides good background for further programming courses. Work on computer terminals outside of class time is required. (Prereq high school algebra or #. Limited to 40)

Ten wk, Sec 6, T, 5-7:30, ApH 206, D. Robertson

Legal Studies

GC 3582 and GC 3587 have limits on the number of students admitted to the courses and require written permission from Peggy O'Hare, Paralegal Program Coordinator, 106 Nicholson Hall (telephone 373-4168 or 373-4104). The written permission slip must accompany the registration form whether the student registers by mail or in person at 101 Westbrook Hall during regularly scheduled registration dates.

GC 3582 LEGAL STUDIES: REAL ESTATE.

4 degree credits, \$150.

The law relating to real property and the various steps in common types of real estate transactions are the primary topics treated in this course. Special emphasis is given to the drafting and

★Limited enrollment class. See page 5.

mapping of legal descriptions of land, and to the drafting of legal instruments such as purchase agreements, deeds, contracts for deed, and mortgages. Also covered is the administrative framework within which the practice of real estate law operates. (Prereq 1540 or Acct 1024-1025 or Acct 1050; GC 1235 or BLaw 3058-3078, 3088 and written Δ . See registration note above.)

Ten wk, Sec 2, Th, 5:30-8, Law 65

★GC 3587 LEGAL STUDIES: LEGAL STUDIES INTERNSHIP.

Credits arr. \$37.50 a credit.

The internship experience of supervised legal assistant activity may also be arranged through the director of the program. Opportunities may include law firms, legal aid clinics, or state and county offices. The director should be notified of a student's desire to arrange an internship by the middle of the term preceding the internship period. (Prereq written Δ . Must be taken S-N. See registration note above)

Ten wk, Sec 2, Th, time arr, P. O'Hare

★GC 3602 APPLIED SUPERVISION.

4 degree credits, \$150. (IS)

Practical approaches to supervision principles and problems in the small- and medium-size business. Through case problems, role playing in simulated business situations, and decision exercises, students learn to understand the relationship between authority and responsibility as well as the delegation process; to select and apply manager or group decision-making methods; to understand some techniques of the communication process between management and employees; to have some practical knowledge of the concept of job enrichment; and to identify some of the characteristics of a high productivity manager. (Prereq 45 credits or #. Limited to 40)

First 5 wk, Sec 3, TTh, 5:30-8, NichH 111, Patrick Kroll

★GC 3605 INTERVIEWING.

4 degree credits, \$150 plus \$25 special fee. Total \$175.

For students planning to enter occupations in which structured communication—particularly formal interview—is a required skill. For students who are undecided about their life's work, course provides tryout experience in developing skill related to wide spectrum of occupations. Interactive process of interview and roles of participants in dyad, variety of communication patterns in interview context, and how the interviewer affects others (and others affect the interviewer) in goal-directed dyadic interaction. Students develop general interviewing skills through actual and simulated situations. (No prereq. Limited to 30)

Second 5 wk, Sec 2, TTh, 6-8:30, NichH 209, T. Skovholt

GC 3720 VIOLENCE IN THE FAMILY.

4 degree credits, \$150 (♦\$75)

Focus is on the form and amount of family violence. Included are spouse abuse, child abuse, sexual abuse, and aging parent abuse. Attention directed to factors which cause and inhibit family violence and ways to reduce abuse. Course particularly relevant for those preparing to work with family problems. (No prereq)

First 5 wk, Sec 2, MW, 6-8:30, NichH 213, S. Latta

★GC 3761 CONSUMER/INDUSTRIAL BUYER BEHAVIOR.

4 degree credits, \$150.

Concentrates on consumer behavior as it relates to the buying-decision process by examining who the consumer is and the environment in which he or she operates, identifying internal and

★Limited enrollment class. See page 5.

external influences on buying behavior, and describing the buying-decision process. Specific topics include perception, attitudes, learning, motivation, personality, and various societal influences. (Prereq 1551 or #. Limited to 40)

Second 5 wk, Sec 2, MW, 5:30-8, NichH 207, S. Peterson

German

College of Liberal Arts

Dtch 1110 BEGINNING DUTCH: INDIVIDUALIZED READING, LISTENING, WRITING.

See listing under Dutch, page 45.

★Ger 1110 BEGINNING GERMAN: INDIVIDUALIZED READING, LISTENING, WRITING.

3 degree credits (maximum 15 cr), \$111.

Individualized instruction covering structure, writing, and comprehension. Students work at own pace with book, computer, audio- and videotapes, earning credit as they progress through material. Teachers available for consultation and testing. Two weeks after the end of the session, students who have completed more than 3 credits during the session should go to the 101 Westbrook Hall Registration Office to pay for the additional credits: \$34 per credit. The continuation course is 1104. (No prereq. Limited to 60)

Ten wk, Sec 4, W, 6-8:30, WaLib 111

Ten wk, Sec 5, Th, 6-8:30, WaLib 111

Reading German. Ger 0221 and 0222 are specifically designed for individuals who desire only a reading knowledge of the language. The German language requirement for an advanced degree may also be satisfied by a program of study based on Ger 0221 and 0222. Students may take a final examination at the conclusion of Ger 0222. If the student achieves a grade of "B" or better in this examination and the course is taken on an A-N basis, the German Department will certify to the Graduate School a reading knowledge of German. Graduate students should check with their advisers for specific language requirements in their field of study.

Ger 0221 READING GERMAN.

No credit, \$136.

This course is designed to help students acquire a reading knowledge of basic German as rapidly as possible. Ger 0221 assumes no knowledge of German on the part of the student. Grammar is reduced to an essential minimum. The course progresses from intensive reading of simple, graded material to selections of moderate difficulty. Vocabulary building and analysis of compound words are emphasized. **Must be taken S-N.** (No prereq)

First 5 wk, Sec 2, MTh, 6-9:20, BlegH 110, G. Lee Fullerton

Ger 0222 READING GERMAN.

No credit, \$136. (IS)

This course is designed to give students experience in intensive reading of German scholarly texts. This experience should enable graduate students to satisfy departmental requirements for an advanced degree. The German Department will certify to the Graduate School a reading knowledge of German for those taking the final examination and achieving a grade of "B" or better. **Must be taken A-N.** (Prereq 0221 or 2 quarters of beginning German or 2 years of high school German)

Second 5 wk, Sec 2, MTh, 6-9:20, BlegH 110, Thomas Plummer

Ger 3641 INTRODUCTION TO GERMAN FOLKLORE.

4 degree credits, \$154 (♦ \$77).

The traditional folklore genres; charms (magic), legends, fairy tales, ballads. **Not open for**

★Limited enrollment class. See page 5.

credit toward a major in German. Requires no knowledge of German. (No prereq. May be applied toward the CLA second language requirement, Route II)

First 5 wk, Sec 2, MW, 6-8:30, BlegH 435, Anatoly Liberman

History

College of Liberal Arts

Hist 1003 INTRODUCTION TO MODERN EUROPEAN HISTORY SINCE THE MIDDLE AGES.

4 degree credits, ¶1003H, 3003, \$148 (◆ \$74). (IS)

1870 to recent times. (No prereq. Not open to jrs, srs. Meets concurrently with 3003)

Second 5 wk, Sec 4, TTh, 6-8:30, BlegH 205, James Tracy

Hist 1401 SURVEY OF LATIN AMERICAN HISTORY: COLONIAL PERIOD TO 1800.

4 degree credits, ¶3401, \$148 (◆ \$74).

The pre-Hispanic and colonial period to 1800 with emphasis on social, cultural, and economic aspects. (No prereq. May be applied toward the CLA second language requirement, Route II, for Spanish and Portuguese. Meets concurrently with 3401)

Second 5 wk, Sec 1, MW, 6-8:30, BlegH 255, Stuart Schwartz

Hist 3003 INTRODUCTION TO MODERN EUROPEAN HISTORY SINCE THE MIDDLE AGES.

4 degree credits, ¶1003, 1003H, \$154.

1870 to recent times. (No prereq. Meets concurrently with 1003)

Second 5 wk, Sec 4, TTh, 6-8:30, BlegH 205, James Tracy

Hist 3401 SURVEY OF LATIN AMERICAN HISTORY: COLONIAL PERIOD TO 1800.

4 degree credits, ¶1401, \$154.

See course description for 1401. (No prereq. May be applied toward the CLA second language requirement, Route II, for Spanish and Portuguese. Meets concurrently with 1401)

Second 5 wk, Sec 1, MW, 6-8:30, BlegH 255, Stuart Schwartz

Hist 3609 MILITARY HISTORY OF MEDIEVAL WESTERN EUROPE.

4 degree credits, \$154 (◆ \$77).

Concept and conduct of war in Western Europe in the Middle Ages and the relation between military organization and society. (No prereq)

First 5 wk, Sec 2, MW, 6-8:30, BlegH 425, Bernard Bachrach

Hist 3722 EUROPE IN THE ERA OF WORLD WAR II.

4 degree credits, ¶3224, \$154 (◆ \$77). (IS)

Rise of fascism and totalitarian movements in Europe; political and military origins of World War II; course of the war and its impact on European society. (No prereq)

First 5 wk, Sec 2, TTh, 6-8:30, BlegH 255, Kim Munholland

Hist 3822 UNITED STATES IN THE 20TH CENTURY: 1932-1960.

4 degree credits, \$154 (◆ \$77).

The Great Depression and the New Deal; the challenge of fascism and the coming of World War II; the origins of the Cold War; the great red scare; the politics and culture of the Eisenhower era; the origins of the civil rights movement. (No prereq)

First 5 wk, Sec 2, MW, 6-8:30, BlegH 255, David Noble

★ Limited enrollment class. See page 5.

Humanities

College of Liberal Arts

Hum 1001 HUMANITIES IN THE MODERN WORLD I.

4 degree credits, \$3001, RHet 1301, \$148 (♦ \$74). (IS)

Eighteenth-century Europe. Old Regime through French Revolution and Napoleon; new science, Enlightenment, cult of sensibility; rococo, neoclassicism, incipient romanticism. Integrative study of works by creative figures such as Pope, Voltaire, Rousseau, Diderot, Goethe, Watteau, Boucher, Hogarth, David, Goya, Mozart, Haydn. (No prereq)

Second 5 wk, Sec 2, TTh, 6-8:30, MoosT 2-520, Gary Thomas

Hum 1301 THE LIFE OF THE MIND: INTRODUCTION TO METHODS IN THE HUMANITIES.

4 degree credits, \$148 (♦ \$74). (IS)

Nature of the humanities explored through interpretation of major works from literature, rhetoric, history, philosophy, the visual arts, music, and film. Humanities knowledge and its place in a liberal education. (No prereq)

First 5 wk, Sec 4, TTh, 6-8:30, FolH 50, Jackson Hershbell

Industrial Engineering/ Operations Research

Institute of Technology

IEOR 5000 INTRODUCTION TO INDUSTRIAL ENGINEERING ANALYSIS.

4 degree credits, \$186.

Scientific management, mathematical models, methods engineering, work measurement, worker satisfaction and participation, wage payment plans, break-even analysis, incremental costs, the time value of money and present value concept, cost quality and inventory control, production, scheduling, plant locations and layouts, linear programming, PERT, and the systems approach to management problems. (Prereq Math 1231; ME 3900 recommended. Qualified students may register for graduate credit at the University of Minnesota)

Second 5 wk, Sec 2, TTh, 6-9, MechE 202, E. Barnett

Industrial Relations

School of Management

IR 3002 PERSONNEL AND INDUSTRIAL RELATIONS.

4 degree credits, \$8002, \$179. (IS)

An introduction to the human resource management function in organizations. Coverage includes the labor market, recruitment, selection, training, compensation, and labor relations. Topics to be covered are the changing nature of the world of work, emerging legal issues, discrimination in pay and employment, comparable worth, work performance and its assessment, and the effects of technological change on jobs and employment. The course involves lecture presentations, discussion, case studies, and simulation exercises. (Prereq Econ 1001, Econ 1002, Psy 1001; and at least 90 credits completed or in progress)

First 5 wk, Sec 6, MW, 6-8:30, BlegH 260

★Limited enrollment class. See page 5.

IR 3007 COLLECTIVE BARGAINING AND LABOR RELATIONS.

4 degree credits, \$179. (IS)

Analysis of the roles of unions and collective bargaining in contemporary American society. Topics covered include negotiations and related policies and practices of employers, employees, unions, legislative bodies, and the public in dealing with questions of worker representation in the private and public sectors. Coverage includes impact and transference of collective bargaining principles from the union sector to the non-union sector. The course involves lecture presentations, discussion, case studies, and bargaining simulations. (Prereq at least 90 credits completed or in progress)

First 5 wk, Sec 4, TTh, 6-8:30, BlegH 260

IR 3010 THE INDIVIDUAL IN THE ORGANIZATION.

4 degree credits, \$179.

An introduction to the human side of organizations, focusing on workers and how they enter and succeed in the work setting. Coverage includes theories and techniques of employment interviewing; training needs analysis; career planning; management development; turnover, outplacement, and retirement; understanding leadership roles and styles; work motivation, organization culture and job design; and planning for change. Course involves lecture presentations, discussion, case studies, and simulation exercises. (Prereq at least 90 credits completed or in progress)

Second 5 wk, Sec 6, MW, 6-8:30, BlegH 260

Informal Courses

(See page 85)

Insurance

School of Management

Ins 3100 RISK MANAGEMENT AND INSURANCE.

4 degree credits, \$1100, \$179. (IS)

Recognition, measurement, and evaluation of property, liability, and personnel risks of firms and families. Tools of risk management; retention, loss prevention, transfer, and others with emphasis on insurance. Design and implementation of the optimum risk management program. Selection of insurers, insurance pricing methods, and preparation for loss adjustments. Public policy and risk management, particularly government regulation of insurance, social insurance, health and pension benefits, pensions, workers compensation, and automobile insurance problems. (Prereq at least 90 credits completed or in progress. **May be taken S-N only by non-business degree students.** Meets concurrently with 8100)

First 5 wk, Sec 4, MTh, 5-7:30, AndH 230

Second 5 wk, Sec 5, MTh, 5-7:30, AndH 230

Ins 8100 RISK MANAGEMENT AND INSURANCE.

4 degree credits, \$3100, \$340.

See description for 3100. **May be taken S-N only by students who do not have insurance/finance as a major interest area.** (No prereq. Open only to students admitted to the University of Minnesota Graduate School. Meets concurrently with 3100)

First 5 wk, Sec 4, MTh, 5-7:30, AndH 230

Second 5 wk, Sec 5, MTh, 5-7:30, AndH 230

★ Limited enrollment class. See page 5.

Certified Financial Planner (CFP)

For a complete description for this program, see page 289 in the 1984-85 Extension Classes Bulletin.

CFP 0004C (IV) TAX PLANNING AND MANAGEMENT.

4 certificate credits, \$148.

A study of federal income taxation, gift and estate taxes, and other relevant topics in the planning and management of taxes for an individual's financial plan. Understanding current tax law, researching tax problems, and applying the client's particular tax situation within allowable constraints. Client situations (cases) are presented and the candidate is required to provide analyses and recommendations based upon applicable tax laws and regulations. (No prereq)

Ten wk, Sec 2, T, 5:15-7:45, June 18-Aug. 6; AndH 250; Th, 5:15-7:45, AndH 330, July 11, Aug. 8, Samuel Kantos

Japanese

College of Liberal Arts

(East Asian Studies)

Jpn 1011-1012-1013 INTENSIVE BEGINNING JAPANESE.

5 degree credits each section, \$185 each section. Total \$555.

A concentrated program of study in speaking, reading, and writing modern Japanese permitting students to earn 15 credits, the equivalent of a full academic year. Students should not enroll in other courses during the ten-week term. **All three sections must be taken concurrently; students must fill out a separate registration form for each section.** (No prereq)

Ten wk, 1011, Sec 1, MTWTh, 5-9 (recitation time to be arranged), BlegH 210

Ten wk, 1012, Sec 2, MTWTh, 5-9, BlegH 210

Ten wk, 1013, Sec 3, MTWTh, 5-9, BlegH 210

Journalism

College of Liberal Arts

Jour 1001 INTRODUCTION TO MASS COMMUNICATION.

2 degree credits, \$74 (♦ \$37).

Nature, functions, and responsibilities of communication media and agencies examined from point of view of professional journalist. News, opinion, entertainment, and persuasion functions; current trends. Specialized communication; aspects of advertising. **May not be taken S-N.** (No prereq)

First 5 wk, Sec 3, TTh, 6:20-8:50, MurH 311

Jour 1002 VISUAL COMMUNICATION.

2 degree credits, \$74 (♦ \$37).

Study of form, content, and meaning in visual communication. Introduction to basic visual elements and techniques. Issues in perception, picture use, and the sources of visual conventions. Attention to the organization and production of visual media. Applications to photography, film, television, advertising, and documentary work. **May not be taken S-N.** (No prereq)

First 5 wk, Sec 3, MW, 6:20-8:50, MurH 105, Michael S. Griffin

★Limited enrollment class. See page 5.

Latin

College of Liberal Arts

Lat 1101-1102-1103 LATIN.

5 degree credits, \$185. (IS)

Fifteen college credits of Latin for all ages: junior high, senior high and college students, pre- and post-college adults, families—the learning community. Programmed texts and tapes for home study permit self-pacing. Knowledge is broken up into isolated bits, which students master bit by bit, returning to previous bits as necessary. 90% success rate. Weekly discussions motivate learning, provide community, and explore humanistic educational dimensions of Classical Latin traditions. Courses meet concurrently and with 1104. Students are divided into study groups, which meet two hours each week; one hour is arranged between 6 and 9 p.m. Monday, and the other between 6 and 9 p.m. Wednesday. The entire class will meet from 6 to 7 p.m. the first class of the term in FolH 303. (No prereq for 1101; 1101 or # for 1102; 1102 or # for 1103)

First 5 wk, 1101, Sec 10, MW, 6-9, FolH 303, 304, 305, Robert Sonkowsky

First 5 wk, 1102, Sec 11, MW, 6-9, FolH 303, 304, 305, Robert Sonkowsky

First 5 wk, 1103, Sec 12, MW, 6-9, FolH 303, 304, 305, Robert Sonkowsky

Lat 1104 LATIN READINGS: CAESAR.

5 degree credits, \$185. (IS)

Reading in Book I of Julius Caesar's masterpiece *The Gallic Wars*. One-hour study groups on Mondays and Wednesdays arranged between 6 and 9 p.m. The entire class will meet from 6 to 7 p.m. the first class of the term in FolH 303. Meets concurrently with 1101-1102-1103. (Prereq 1103 or #)

First 5 wk, Sec 4, MW, 6-9, FolH 303, 304, 305, Robert Sonkowsky

Linguistics

College of Liberal Arts

Ling 3001 INTRODUCTION TO LINGUISTICS.

5 degree credits, f3005, 5001, \$192.50 (♦\$96.25).

A systematic survey of the field of linguistics; phonetics, phonology, morphology, syntax, and semantics; language learning and psychology of language; universals of language; language in society; language change and the history of languages. (No prereq. Meets concurrently with Ling 5001)

Ten wk, Sec 2, T, 6:20-9:35, CivMinE 213

Ling 5001 INTRODUCTION TO LINGUISTICS.

5 degree credits, f3001, 3005, \$192.50.

See description for Ling 3001. (No prereq. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with Ling 3001)

Ten wk, Sec 2, T, 6:20-9:35, CivMinE 213

MacPhail Center Courses

(See page 92)

★Limited enrollment class. See page 5.

Management

School of Management

★Mgmt 3001 FUNDAMENTALS OF MANAGEMENT.

4 degree credits, ¶18001, \$179.

Leadership and management functions such as those required to establish goals, policies, procedures, and plans are studied. Motivation, planning, and control systems, and concepts of organizational structure and behavior are also reviewed. (Prereq at least 90 credits completed or in progress. **May not be taken S-N.** Limited to 40)

First 5 wk, Sec 18, TTh, 5:30-8:15, BlegH 135, John Miller

Second 5 wk, Sec 19, MW, 5:30-8:15, BlegH 245, S. Venkataraman

Second 5 wk, Sec 20, TTh, 5:30-8:15, BlegH 135, Raghuram Garud

★Mgmt 3002 PSYCHOLOGY IN MANAGEMENT.

4 degree credits, \$179.

Centers on development and application of behavior principles, methods, and skills which underlie managerial competence in preventing and solving problems within and between individuals and groups and aid in effective utilization of human resources. Various laboratory procedures are used to highlight concepts, methods and skills and furnish practice in applying them to management problems. (Prereq at least 90 credits completed or in progress. **May not be taken S-N.** Limited to 36)

First 5 wk, Sec 7, MW, 5:30-8:15, BlegH 245, Todd Hostager

Second 5 wk, Sec 8, TTh, 5:30-8:15, BlegH 115, Todd Hostager

★Mgmt 3004 BUSINESS POLICY: STRATEGY FORMULATION AND IMPLEMENTATION.

5 degree credits, \$223.75.

Undergraduate-level capstone course designed to develop skill in the general management functions of identifying and analyzing strategic issues and problems, establishing corporate or divisional goals, and designing realistic programs of action. Case analysis and discussion in class. Students also meet in small groups to prepare cases and occasionally presentations to be made to the entire class. Concepts and approaches to strategic planning are taught in this course. These concepts as well as concepts, tools and theories previously presented in other courses are applied to solve goal selection and strategy implementation problems. Usually the viewpoint of the general line manager (department, division, or executive level) is taken. (Prereq senior and completion of business core courses or ¶ final core course. **May not be taken S-N.** Limited to 37)

First 5 wk, Sec 4, TTh, 5:30-8:15, BlegH 340, W. Bruce Erickson

Management Information Systems

School of Management

Except for MIS 3098, 3099, and 5098 (which may be taken S-N), business degree students must take Management Information Systems courses A-N.

COMPUTER PROGRAMMING COURSES. (MIS 3098, 3099, 5098).

Students in the MIS programming modules learn to program by writing programs. No regular lectures are scheduled; the appropriate text, plus course materials which are handed out at the first class meeting, provide the student complete course material. After the first class meeting, students may not register without written permission from the instructor. Students must at-

★Limited enrollment class. See page 5.

tend their section at 6 p.m. during the first week of class to obtain procedural instructions, due dates, and course assignments. After that, the student needs to attend only 1) to take a quiz, or 2) for assistance with a programming problem. After the first class meeting students may come to the programming laboratory at anytime M or Th, 6-9:20 p.m. BlegH 5.

MIS 3098 ELEMENTARY COBOL.

2 degree credits, \$89.50 plus \$8.50 course fee and \$6 special fee. Total \$104.

An introduction to programming in the COBOL language. COBOL is the most widely used business data processing language. In the self-paced structure, the student will complete a structured set of COBOL programs and several short quizzes on or before scheduled dates. Consultants provide student assistance and administer quizzes. May be taken A-N or S-N. (Prereq 3040 or ¶ or 3100 or ¶ or 3300 or ¶ and at least 90 credits completed or in progress.) See schedule below.

MIS 3099 ELEMENTARY FORTRAN.

2 degree credits, \$89.50 plus \$8.50 course fee and \$6 special fee. Total \$104.

An introduction to programming in the FORTRAN language. FORTRAN is used primarily for programming analytical problems. In the business environment it is used where much computation is required; for example, forecasting, optimization, and statistical analyses. In the self-paced structure, the student will complete a structured set of FORTRAN programs and several short quizzes on or before scheduled due dates. Consultants provide student assistance and administer quizzes. May be taken A-N or S-N. (Prereq 3040 or ¶ or 3100 or ¶ or 3300 or ¶ and at least 90 credits completed or in progress.) See schedule below.

SCHEDULE FOR ELEMENTARY PROGRAMMING COURSES

MIS 3098 and 3099 are scheduled to meet concurrently. Students must register for a particular section, but after the first meeting of their section, may attend either section.

Ten wk, Sec 13, M, 6-9:20, BlegH 10

Ten wk, Sec 14, Th, 6-9:20, BlegH 10

SCHEDULE FOR INTERMEDIATE PROGRAMMING COURSES

MIS 5098 INTERMEDIATE COBOL.

2 degree credits, \$89.50 plus \$8.50 course fee and \$6 special fee. Total \$104.

Intermediate features of the COBOL programming language. In the modular structure, the student will complete a structured set of COBOL programs and several short quizzes on or before scheduled dates. Consultants provide students assistance and administer quizzes. (Prereq MIS 3098 and at least 90 credits completed or in progress. Qualified students may register for graduate credit at the University of Minnesota)

Ten wk, Sec 7, M, 6-9:20, BlegH 10

Ten wk, Sec 8, Th, 6-9:20, BlegH 10

Students with programming experience or other data processing experience may complete an equivalency examination for MIS 3098, 3099, or 3100. Students who believe they are qualified should contact Extension Counseling (373-3905).

★MIS 3100 INTRODUCTION TO COMPUTERS AND COMPUTER DATA PROCESSING (replaces 5100).

4 degree credits, \$179 plus \$8.50 course fee. Total \$187.50.

Elements of computer hardware and their functions. Computer software. Tools and methods for development of computer applications. Acquisition, organization and management of computer resources. The computer industry. Future developments. (Prereq at least 90 credits completed or in progress. **Open to nondegree students with equivalent experience.** Limited to 50)

Ten wk, Sec 14, T, 6-9:20, BlegH 220

Ten wk, Sec 15, W, 11 a.m.-1:30 (this section in downtown Minneapolis; call 376-8238 for specific location)

★Limited enrollment class. See page 5.

★MIS 3101 INTRODUCTION TO MANAGEMENT INFORMATION SYSTEMS (replaces 5101).

4 degree credits, \$179 plus \$8.50 course fee. Total \$187.50.

An overview of MIS. Conceptual foundations of MIS including: concepts of information, humans as information processors, system concepts and information systems, management and organizational concepts relevant to MIS, decision making concepts and the value of information for decision making. The structure of an MIS and its development, organization, management and evaluation. Emphasis is placed on the user/system interface. (Prereq at least 90 credits completed or in progress and recommended prior course in MIS or equivalent experience. Limited to 50)

Ten wk, Sec 13, Th, 6-9:20, BlegH 220

Ten wk, Sec 14, 11 a.m.-1:30 (this section in downtown St. Paul; call 376-8236 for specific day and location)

Marketing

School of Management

★Mktg 3000 PRINCIPLES OF MARKETING.

4 degree credits, \$18000, \$179 plus \$10 course fee. Total \$189. (IS)

Study of the basic policy and strategy issues in marketing and the environmental factors that affect these issues. Legal, behavioral, ethical, competitive, economic, and technological factors are examined as they affect product, pricing, promotion, and marketing channel decisions. (Prereq Econ 1002 or #, and at least 90 credits completed or in progress. **May not be taken S-N.** Limited to 60)

First 5 wk, Sec 15, MW, 6-8:30, BlegH 250

Second 5 wk, Sec 16, MW, 6-8:30, BlegH 250

★Mktg 3010 BUYER BEHAVIOR AND MARKETING ANALYSIS.

4 degree credits, \$179 plus \$10 course fee. Total \$189.

Identifying and applying secondary and primary data to solve marketing problems. Special consideration is given to consumer and organizational buyer behavior. Topics include survey and experimental research techniques, market segmentation, data analysis, behavior concepts and processes, consumer and organizational decision-making models, and managerial applications of these models. (Prereq 3000, DSci 1050, and at least 90 credits completed or in progress. Limited to 50)

Second 5 wk, Sec 4, MW, 6-8:30, BlegH 235

Mathematics

Institute of Technology

★Math 0006 ELEMENTARY ALGEBRA.

Entrance credit, \$185.

This course begins at the absolute beginning of algebra and includes all the elements of beginning algebra. It is equivalent to one year of ninth grade algebra with plenty of time given to each topic. (Prereq arithmetic. Entrance requirement for most colleges including the College of Liberal Arts and the Institute of Technology. Limited to 35)

Ten wk, Sec 10, TTh, 6-8:05, KoltH S136

★Math 0009 INTERMEDIATE ALGEBRA.

Entrance credit, \$185.

Fundamental operators, factoring, algebraic fractions, functions and graphs, linear equations

★Limited enrollment class. See page 5.

and inequalities, exponents and radicals, quadratic equations, absolute values, logarithms. This course covers high school higher algebra. (Prereq 1 year high school algebra and mathematics placement score or 0006. Entrance requirement for Institute of Technology and is a prereq to all IT and Arts College Mathematics courses. Limited to 30)

Ten wk, Sec 23, MW, 6-8:05, KoltH S137

Ten wk, Sec 24, TTh, 6-8:05, KoltH S137

Ten wk, Sec 25, TTh, 6-8:05, KoltH S138

★Math 1111 COLLEGE ALGEBRA AND ANALYTIC GEOMETRY.

5 degree credits, ¶1201, \$185. (IS)

Functions and graphs, quadratic equations, progressions, inequalities, complex numbers, theory of equations, permutations and combinations, probability, systems of equations, determinants, graphing of linear and quadratic equations, conics in standard position, logarithms. (Prereq plane geometry, 2 years high school algebra and mathematics placement score or plane geometry and 0009. Limited to 35)

Ten wk, Sec 19, MW, 6-8:05, KoltH S138

Ten wk, Sec 20, TTh, 6-8:05, KoltH S139

★Math 1142 SHORT CALCULUS.

5 degree credits, ¶1211, \$185. (IS)

(A second course of a two-quarter sequence for students in prebusiness administration curriculum and for other students requiring college algebra and a minimal amount of calculus. Students who plan to take several quarters of calculus should not register for this course.) Derivatives, integrals, differential equations, maxima and minima, partial differentiation, applications. (Prereq 1111 or mathematics placement score. Limited to 35)

Ten wk, Sec 7, MW, 6-8:05, KoltH S139

Ten wk, Sec 8, TTh, 10:30 a.m.-12:30, MacP, Tom Resler

Offered through Continuing Education for Women

★Math 1201 PRE-CALCULUS.

5 degree credits, ¶1111, \$185. (IS)

Inequalities, analytical geometry, complex numbers, binomial theorem, mathematical induction, functions and graphs, and trigonometric, exponential and logarithmic functions. (Prereq 0009 or high school higher algebra, trigonometry, and mathematics placement score. For students in both IT and CLA who intend to take a calculus sequence. Limited to 35)

Ten wk, Sec 14, MW, 6-8:05, KoltH S138

Ten wk, Sec 15, TTh, 6-8:05, KoltH S132

★Math 1211 CALCULUS I.

5 degree credits, ¶1142, 1311, \$185. (IS)

Analytic geometry and calculus of functions of one variable, applications. Infinite series and sequences. (Prereq 1201 with grade of C or better, or 1111 and 1008 with grade of C or better, or 4 years of high school math and math placement score. Limited to 35)

Ten wk, Sec 16, MW, 6-8:05, MoosT 2-580

★Math 5090 CALCULUS REFRESHER.

5 degree credits, \$232.50.

A course designed for students who have already had calculus, but who have been away from it for a while and need a review. It is for engineers wishing to take engineering refresher courses or engineering exams, for high school mathematics teachers; or for anyone who wishes to take some advanced math courses. This course covers the topics of a standard calculus course: differentiation of elementary functions, differentials, the definite integrals, techniques of integrations, applications of integration, polar coordinates, infinite series, approximation, partial

★Limited enrollment class. See page 5.

differentiation, and multiple integrals. **May be taken S-N.** (Prereq 1 year calculus. Qualified students may register for graduate credit at the University of Minnesota, except for mathematics majors. Limited to 35)

Ten wk, Sec 5, MW, 8:10-8:15, VlnH 113

Mechanical Engineering

Institute of Technology

ME 1025 ENGINEERING GRAPHICS.

4 degree credits, ¶EG 1025, \$148. (IS)

Engineering representation in pictorial view and multiview; sketching techniques, size description, standard and simplified practices applied to graphical communication. Analysis of systems of projection; correlation of graphical, numerical, and computer solutions of space problems, intersections and development. Methods of computer-aided graphics. (Prereq ¶Math 1211 or equivalent)

First 5 wk, Sec 3, TTh, 6-9, Arch 40

Second 5 wk, Sec 4, TTh, 6-9, Arch 40

★ME 5254 DESIGN MORPHOLOGY WITH APPLICATION.

4 degree credits, \$186.

Detailed study of design problem formulation and the structure of the open-ended solution process based on design morphology. Case studies and student projects as instructional vehicles. (Prereq completion of sequences 3201-03-05, 3303-5342 and #; Mechanical Engineering Upper Division. Qualified students may register for graduate credit at the University of Minnesota. Limited to 30)

Ten wk, Sec 1, W, 6-9, MechE 321, D. Frohrib

Music

College of Liberal Arts

Mus 1001 FUNDAMENTALS OF MUSIC.

4 degree credits, \$148.

Basic musical elements, functional relationships and structures. Systems of musical notation and analysis. Musical practices of various times and styles. Basic piano skills. Required of students in elementary, primary, kindergarten, and nursery school education; also recommended for the layman interested in a basic introduction to music; not for music majors. (No prereq)

Ten wk, Sec 4, W, 6-9:30, ScottH 4, Charles Byrne

★Mus 1051 PIANO CLASS FOR NON-MUSIC MAJORS.

2 degree credits, \$74.

Designed primarily for the person with no piano background. Basic keyboard skills of sight-reading, harmonization, transposition, and improvisation for non-music majors. (No prereq. Limited to 24)

Ten wk, Sec 4, M, 6:20-8:20, MusEd 200

★Mus 1160 VOICE: CLASS LESSONS.

2 degrees credits, \$74.

Fundamentals of healthy voice production in speaking and singing—posture, relaxation, breathing/breath management, tone placement, diction and vocal hygiene. Vocal Performance

★Limited enrollment class. See page 5.

skills learned in the study and performance of simple songs. (Prereq ability to learn and perform simple songs. Limited to 20)

First 5 wk, Sec 4, MTWTh, 6:30-8, ScottH 19, Clifton Ware

Mus 5950 TOPICS IN MUSIC: INTRODUCTION TO SCHENKERIAN ANALYSIS.

3 degree credits, \$115.50

Study and application of the analytical techniques developed by Heinrich Schenker. Extensive analysis of compositions from the eighteenth and nineteenth centuries. (Prereq 3503 or 2 years of undergraduate music theory)

First 5 wk, Sec 4, MTWTh, 6:20-8:50, ScottH 3, David Damschroder

Operations Management

School of Management

Business degree students must take Operations Management courses A-N.

★OM 3000 INTRODUCTION TO OPERATIONS MANAGEMENT.

4 degree credits, \$179 plus \$8.50 course fee. Total \$187.50.

Concepts and principles related to the management of operations functions, taught from a managerial perspective. Examples from service industries, nonprofit organizations, and manufacturing are used. Relationships to the environment and other functional areas, such as marketing and finance are covered. Topics include operations strategy, forecasting, process selection, capacity management, scheduling, quality planning and control, inventory management, productivity and work standards. (Prereq at least 90 credits completed or in progress. **Open to nondegree students with equivalent experience.** Limited to 50)

Ten wk, Sec 8, W, 5:30-8:50, BlegH 110

Ten wk, Sec 9, T, 11 a.m.-1:30 (this section in downtown St. Paul; call 376-8236 for specific location)

★OM 3041 PROJECT MANAGEMENT.

4 degree credits, \$179 plus \$8.50 course fee. Total \$187.50.

Principles and methods useful for planning and controlling a project. Topics include developing a project plan, resource planning and scheduling, and project monitoring and evaluation. Various computerized packages will be studied, including PERT and CPM. Examples of different types of projects from manufacturing and service industries are used. (Prereq 3000 and at least 90 credits completed or in progress. **Open to nondegree students with equivalent experience.** Limited to 50)

Ten wk, Sec 5, Th, 11 a.m.-1:30 (this section in downtown Minneapolis; call 376-8236 for specific location)

Personal Orientation

College of Liberal Arts

A student who does not attend the first class meeting of a PO course will not be allowed to continue. A written verification of nonattendance must be obtained from the instructor for a student to receive a 100% tuition refund.

★PO 1001 HOW TO STUDY.

2 degree credits. (Credits do not count toward a B.A. degree; however, grades are included in the over-all point average.) \$74 plus \$2 course fee and \$30 special fee. Total \$106. **(IS)**

Practical assistance to the student in developing efficient study habits, organizing materials,

★Limited enrollment class. See page 5.

preparing for examinations, and improving the speed and comprehension of reading. Diagnosis and practice in basic skill areas such as reading, spelling, vocabulary and elementary composition are also provided. (No prereq. Limited to 30)

Ten wk, Sec 2, W, 6-8:30, EddyH 102

Philosophy

College of Liberal Arts

Phil 1001 LOGIC.

5 degree credits, \$185 (♦ \$92.50). (IS)

Application of formal techniques for evaluating arguments. (No prereq)

First 5 wk, Sec 5, TTh, 6:20-8:50, BlegH 130, Norman Dahl

Phil 1002 INTRODUCTION TO PHILOSOPHY.

5 degree credits, \$185 (♦ \$92.50). (IS)

Problems, principal methods and schools of philosophy; historical and contemporary views. (No prereq)

Second 5 wk, Sec 5, TTh, 6:20-8:50, BlegH 130, Douglas Lewis

Phil 3302 MORAL PROBLEMS OF CONTEMPORARY SOCIETY.

5 degree credits, \$192.50 (♦ \$96.25).

Selected problems of current interest. (No prereq)

First 5 wk, Sec 2, TTh, 6:20-8:50, BlegH 425, Jasper Hopkins

Phil 3305 MEDICAL ETHICS.

5 degree credits, \$192.50 (♦ \$96.25)

Moral problems confronting physicians, patients, and others concerned with medical treatment, research, and public health policy. Topics include the management of death, genetic engineering, confinement and mental illness, abortion, informed consent and truth telling in physician-patient relationships, and distributive justice in the allocation of scarce medical resources. Relationships between individual decision making and institutional policies. (No prereq)

Second 5 wk, Sec 1, TTh, 6:20-8:50, BlegH 425, John Dolan

Physical Education

College of Education

A health examination is required of all boys and girls taking swimming classes. Each child must bring a letter from his or her physician to the first class meeting stating approval of the activity in which he or she is registered.

★PE 0001 SWIMMING FOR CHILDREN.

No credit, \$34 plus \$3 course fee and \$10 special fee. Total \$47.

A course in swimming for children between the ages of 5 and 12 years. Each child must furnish his or her own towel and swimming suit; (also a cap). Sections are classified as follows: **Beginners**—non-swimmers; **Intermediates**—those who can swim 25 yards of two or more strokes. (The first meeting will be used for the purpose of reclassifying swimmers where necessary. Each section limited to 25)

First 5 wk, June 11-July 11, **Beginners**, Sec 3, MTWTh, 9:15 a.m.-10, NorrisH 51, Mary Lampe

First 5 wk, June 11-July 11, **Intermediates**, Sec 4, MTWTh, 10 a.m.-10:45, NorrisH 51, Mary Lampe

★Limited enrollment class. See page 5.

Political Science

College of Liberal Arts

Pol 1001 AMERICAN GOVERNMENT AND POLITICS.

5 degree credits, \$192.50 (♦ \$96.25). (IS)

Principles, organization, processes, functions of government, and the interplay of political forces in the United States. Attention throughout to current issues. (No prereq)

First 5 wk, Sec 4, MW, 6-9:15, BlegH 120, Samuel Krislov

Pol 1025 WORLD POLITICS.

4 degree credits, \$148 (♦ \$74). (IS)

Contemporary international relations; forms of state interaction; problems of conflict and cooperation. (No prereq)

First 5 wk, Sec 2, TTh, 6-9:15, BlegH 120, Raymond Duval

Pol 5461 (formerly 5441) WESTERN EUROPEAN GOVERNMENT AND POLITICS.

5 degree credits, \$192.50 (♦ \$96.25).

Political institutions in their social settings; power and responsibility; governmental stability; political decision making, government and economic order. (Prereq 3051 or 12 cr in social science or #. Qualified students may register for graduate credit at the University of Minnesota)

Second 5 wk, Sec 1, MW, 6-9:15, BlegH 120, W. Phillips Shively

Professional Improvement Courses and Seminars

(See page 93)

Psychology

College of Liberal Arts

Psy 1001 INTRODUCTION TO PSYCHOLOGY.

5 degree credits, \$185 (♦ \$92.50). (IS)

Introduction to study of human behavior. Prerequisite for all advanced courses in psychology. (No prereq)

Ten wk, Sec 14, MW, 6:20-8:30, AndH 370

Ten wk, Sec 15, TTh, 6:20-8:30, AndH 370

Psy 1003 APPLICATION OF PSYCHOLOGY TO LIVING.

4 degree credits, \$148 (♦ \$74).

Psychology in personal relationships and in the achievement of mental health, centering, for the most part, around our fundamental needs; and exploration of principles highly applicable in the life of every person. (No prereq. May be taken before or after Psy 1001)

First 5 wk, Sec 10, TTh, 6-8:30, BlegH 150

Second 5 wk, Sec 11, MW, 6-8:30, Law 45

Ten wk, Sec 12, T, 9:30 a.m.-12, MacP

Offered through Continuing Education for Women

★Psy 1004-1005 INTRODUCTORY LABORATORY PSYCHOLOGY.

4 degree credits each term, \$148 each term.

Experiments illustrating contemporary subject matter such as human and animal learning, problem solving, visual perception, measurement of general and special abilities and personality traits. (Prereq 1001 or ¶1001 for 1004; 1004 for 1005. Limited to 24)

First 5 wk, 1004, Sec 6, TTh, 6:20-9:50, ERH 150-160

Second 5 wk, 1005, Sec 7, TTh, 6:20-9:50, ERH 150-160

★Limited enrollment class. See page 5.

Psy 3101 INTRODUCTION TO PERSONALITY.

4 degree credits, \$154 (♦\$77). (IS)

An overview of the field of personality, with discussions of personality theory, (e.g. the theories of Freud, Jung, and Adler), of selected topics of empirical research in the field of personality, and of personality assessment. (Prereq 1001)

Ten wk, Sec 3, Th, 6-8:30, AndH 270

Psy 3201 INTRODUCTION TO SOCIAL PSYCHOLOGY.

4 degree credits, \$154 (♦\$77).

Survey of theories and research in social psychology. Includes the effects upon the individual's attitudes and behavior of other persons, mass communications, and group membership. (Prereq 1001)

Ten wk, Sec 2, T, 6-8:30, EItH N119

Psy 3604 INTRODUCTION TO ABNORMAL PSYCHOLOGY.

4 degree credits, \$154 (♦\$77). (IS)

The field of abnormal psychology. Etiologies of behavior disorders; discussion of available treatments. (Prereq 1001)

Ten wk, Sec 6, M, 6-8:30, Law 40

Psy 3801 INTRODUCTION TO MEASUREMENT AND STATISTICAL METHODS.

4 degree credits, \$154.

Quantification in research problems in psychology. Descriptive and inferential statistics, hypothesis testing, nonparametric statistics. Examples from various areas of psychology. (Prereq 1001 or equiv)

Ten wk, Sec 4, M, 6-8:30, EItH N119

Psy 5202 ATTITUDES AND SOCIAL BEHAVIOR.

4 degree credits, \$154 (♦\$77).

Attitude theory, measurement, and attitude change research in social psychology. The structure, function, and formation of attitudes; the relationship between attitudes and various social behaviors; basic principles of attitude change. (Prereq 1001, 3201 or #. Qualified students may register for graduate credit at the University of Minnesota)

Ten wk, Sec 2, W, 6-8:30, EItH N119, Eugene Borgida

**Intensive Summer Occupational
Health and Safety Institute
September 9-20, 1985**

The following Public Health Courses will be taught by University of Minnesota faculty at the Earle Brown Continuing Education Center on the St. Paul Campus. All courses carry graduate credit.

Occupational Safety (PubH 5194) 2 credits

Industrial Hygiene Engineering (PubH 5211) 3 credits

Occupational Health Seminar (PubH 5219) 1 credit

Basic Principles in Occupational Epidemiology (PubH 5369) 2 credits

Health Statistics (PubH 5413) 1 credit

Theory and Practice of Occupational Health Nursing (PubH 5590)

Occupational Medicine (Topics in Occupational Health and Illness) (PubH 5593) 2 credits

Injury Prevention in the Workplace (PubH 5594) 3 credits

Principles of Management in Health Services Organizations (PubH 5751) 3 credits

Institute fee is \$450 for the first course and \$150 for each additional course. For further information and registration instructions, telephone 221-3996.

★Limited enrollment class. See page 5.

Real Estate

Real Estate Education Program

★RE 0801C INTRODUCTION TO REAL ESTATE, COURSE I.

3 certificate credits, 1Dsgn 3562, \$111 plus \$20 course fee. Total \$131.

The basics of the real estate business including appraisal, property management, sales brokerage, financing, real estate investments, land development, and preparation of essential contracts. A basic course: should be taken prior to other courses in real estate curriculum. (No prereq. Limited to 100)

First 5 wk, Sec 3, MTh, 6:10-9:10, AndH 250, Sidney Weisberg

★RE 0802C INTRODUCTION TO REAL ESTATE, COURSE II.

3 certificate credits, \$111 plus \$20 course fee. Total \$131.

Advanced appraising, financing, marketing, real estate law; sale of special properties—condominiums, town houses, land; real estate advertising; real estate securities; state and federal taxation, real property taxation, property insurance, and customer communication. (Prereq 0801C. Limited to 75)

Second 5 wk, Sec 3, MTh, 6:10-9:10, AndH 250, Sidney Weisberg

Recreation, Park and Leisure Studies

College of Education

★Rec 5350 WILDERNESS OUTDOOR RECREATION PROGRAMMING.

4 degree credits, \$189 plus \$142 special fee. Total \$331.

Exploration of the leisure and educational resources of wilderness and the management of wilderness-based outdoor recreation and outdoor education programs. The course centers around a 14-day backpacking field trip in the Beartooth Wilderness Area of Montana and Wyoming, one of the most spectacular mountain wilderness areas in the country. There will be four pre-trip class meetings. Students and instructors meet at Cooke Hall at 5 a.m. on August 29 and leave immediately for Montana via University vans, and return to Cooke Hall by 9 p.m., September 11. There will be two post-trip class meetings. The special fee covers transportation and meals. **Must be taken A-N.** (Prereq Rec 3150, fitness test of running two miles in less than 17 minutes or #. The test will be administered on August 26. Qualified students may register for graduate credit at the University of Minnesota. Limited to 18) For further information, contact Leo McAvoy at 373-4232.

Registrations will be accepted in person at 202 Westbrook Hall beginning Mon., April 1. Students may register by mail by sending a completed registration form and check for \$331 to Extension Classes, University of Minnesota, 202 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Spec Term, Sec 1, W, 3-6 p.m., May 15, 22, CookeH 226; MT, 6-9 p.m., Aug. 26, 27, CookeH 206; Th, 5 a.m., through W, 9 p.m., Aug. 29-Sept. 11 (field trip to Montana); W, 4-6 p.m., Oct. 2, CookeH 226; and Sa, 3-8 p.m., Oct. 12, CookeH 226; Leo McAvoy

Rhetoric

College of Agriculture

★Rhet 1147 EFFICIENT READING.

4 degree credits, 15147, \$148 plus \$3 course fee. Total \$151. (IS)

The adult reading process is explored with emphasis on comprehension, speed, and vocabu-

★Limited enrollment class. See page 5.

lary development. For persons of average or above-average reading ability who wish to develop and refine college-level reading skills. Not a basic course. A suggested follow-up for PO 1001, How to Study. (No prereq. Meets concurrently with 5147. Limited to 30)

Ten wk, Sec 5, W, 6-8:30, FolH 102, Michael Bennett

★Rhet 1222 PUBLIC SPEAKING.

4 degree credits, \$148.

Practical course in fundamentals of speechmaking. Emphasis on organizing the speech and projecting it to the audience. (Prereq completion of freshman communication requirement. Limited to 18)

Ten wk, Sec 1, T, 6-8:30, HckrH 222, StP Campus

★Rhet 3562 WRITING IN YOUR PROFESSION.

4 degree credits, \$194.

Projects in professional writing. Relationship between structuring information to meet the needs of particular readers and writing effectively. Assignments such as the feasibility report, proposal, memorandum, letter of application, and resumé. (Prereq junior standing. Limited to 23)

Ten wk, Sec 4, W, 6-8:30, KolH S135, Paul Schmidt

★Rhet 5147 EFFICIENT READING.

4 degree credits, 11147, \$194 plus \$3 course fee. Total \$197.

The adult reading process is explored with emphasis on comprehension, speed, and vocabulary development. For persons of average or above-average reading ability who wish to personally develop and refine college-level reading skills, and also to acquire an understanding of the linguistic, psychological, and physiological aspects of the complex human skill of reading. An evaluative paper and some seminar meetings (times to be arranged) are required. (No prereq. Meets concurrently with 1147. Qualified students may register for graduate credit at the University of Minnesota. Limited to 10)

Ten wk, Sec 5, W, 6-8:30, FolH 102, Michael Bennett

Russian and East European Studies

College of Liberal Arts

Summer Term in Poland

Summer term (June 22-August 3, 1985) at Marie Curie-Skłodowska University in Lublin, Poland; cosponsored by the Department of Russian and East European Studies and Extension Classes Office of Study Abroad. Polish language instruction, culture course, and one-week field trip. Lodging with families (9 credits; prereq high school grad or #). Leonard Polakiewicz. For information, call:

Extension Classes Office of Study Abroad
376-5049

★Limited enrollment class. See page 5.

Scandinavian

College of Liberal Arts

Scan 3601 GREAT LITERARY WORKS OF SCANDINAVIA.

4 degree credits, \$154 (♦\$77).

Major literary works from the Middle Ages to the present; Icelandic Saga, H. C. Andersen fairy tales, drama by Strindberg and Ibsen, novels by Hamsun and J. V. Jensen, 20th century Scandinavian novels. Readings in translation. (No prereq. May be applied toward the CLA second language requirement, Route II, for Danish, Finnish, Norwegian, and Swedish)

First 5 wk, Sec 2, TTh, 6-8:30, FoIH 110, William Mishler

Scan 3613 CHILDREN'S LITERATURE IN SCANDINAVIA.

4 degree credits, \$154 (♦\$77).

Classical folk and fairy tales from the 19th century (Asbjornsen and Moe, H.C. Andersen, followed by an investigation of the most popular and vital of contemporary Scandinavian writers for children: Astrid Lindgren, Maria Gripe, Tove Jansson, etc.). (No prereq. May be applied toward the CLA second language requirement, Route II, for Danish, Finnish, Norwegian, and Swedish)

Second 5 wk, Sec 1, TTh, 6-8:30, FoIH 110, William Mishler

Sociology

College of Liberal Arts

Soc 1001 INTRODUCTION TO SOCIOLOGY.

4 degree credits, \$148 (♦\$74). (IS)

The main substantive fields of sociology and current social problem areas. (No prereq)

First 5 wk, Sec 10, TTh, 6-8:30, BlegH 415, Joel Nelson

Second 5 wk, Sec 11, TTh, 6-8:30, BlegH 415

Soc 3101 (formerly CJS 3101) INTRODUCTION TO AMERICAN CRIMINAL JUSTICE.

4 degree credits, \$154 (♦\$77).

Philosophical and policy underpinnings of criminal justice in America. (No prereq)

Second 5 wk, Sec 2, MW, 6-8:30, BlegH 418

Soc 3102 INTRODUCTION TO CRIMINAL BEHAVIOR AND SOCIAL CONTROL.

4 degree credits, \$154 (♦\$77).

Introduction to the basic issues in criminology and the sociology of law and social control organizations. (Prereq 3101)

First 5 wk, Sec 2, MW, 6-8:30, BlegH 415, John Clark

Soc 3214 UNDERSTANDING EVERYDAY LIFE.

4 degree credits, \$154 (♦\$77).

Behaviors (activities, personal associations), orientations (values, attitudes, beliefs), and personal interpretations of "typical" individuals; their relationship to social characteristics; the effects of transitions—anticipated (e.g., educational/occupational choice, marriage), and unexpected (e.g. unemployment, illness). (Prereq soph)

First 5 wk, Sec 2, MW, 6-8:30, BlegH 240, Paul Reynolds

★Limited enrollment class. See page 5.

Soc 3501 THE FAMILY SYSTEM.

4 degree credits, \$154 (♦ \$77).

The family in contemporary American society with attention to historical and cross-cultural comparisons; interrelationships with other social institutions, socialization, patterns of mate selection, life cycle processes, and norms of human sexuality. (Prereq 1001)

Second 5 wk, Sec 2, TTh, 6-8:30, BlegH 235

Soc 3503 SEX, ROMANCE AND RELATIONSHIPS.

4 degree credits, \$154 (♦ \$77).

Sociological perspectives on sexual socialization; ideas of masculinity and femininity; history and functions of love and romance; characteristics of romantic relationships, intimacy, emotionality, sexuality, exclusivity; sexual deviance in relation to sexual norms. (Prereq 1001)

First 5 wk, Sec 3, TTh, 6-8:30, BlegH 435

Spanish

College of Liberal Arts

Reading Spanish

Span 0221 is specifically designed for individuals who desire only a reading knowledge of the language. The Spanish language requirements for a graduate degree also may be satisfied by successfully passing an examination given at the end of the course. Graduate students should check with their advisers for specific language requirements in their field of study.

Span 0221 READING SPANISH.

No credit, \$148. (IS)

This course is designed solely to impart a basic reading knowledge of the Spanish language; full time is devoted to intensive reading and translation of a variety of texts. Since this approach deals with only one aspect of the language—reading—great skill can be acquired in a short time. At the end of the one quarter the student may take the equivalent of the Spanish Graduate Reading Examination. The department will certify to the Graduate School a reading knowledge of Spanish upon successful completion of this examination. **Must be taken S-N.** (No prereq)

First 5 wk, Sec 2, MW, 6-8:30, FoIH 108

Span 1103 BEGINNING SPANISH: ORAL APPROACH.

5 degree credits, \$185. (IS)

Speaking and understanding Spanish; pronunciation; writing and reading skills; grammar; cultural aspects of language and civilizations of Spain and Spanish America. (Prereq 1102)

First 5 wk, Sec 21, TTh, 6-8:50, FoIH 104

★Span 1104 INTERMEDIATE SPANISH, ORAL APPROACH: INTERPRETATION OF MODERN PROBLEMS.

4 degree credits, \$148. (IS)

Intensive review of the spoken language, coupled with continued development of reading, comprehension, and writing skills, with an emphasis on active use of readings dealing with modern social and cultural problems in Spain and Spanish America to build vocabulary and to model compositions. (Prereq 1103 or 1205 or #. Limited to 27)

Second 5 wk, Sec 4, TTh, 6-8:30, FoIH 104

Span 3602 THE PICARESQUE WAY OF LIFE IN SPAIN AND EUROPE: LITERATURE AND THE DELINQUENT.

4 degree credits, \$154 (♦ \$77).

Designed to introduce the major picaresque novels of Europe and Latin America by concentrating on the Spanish origins of the genre, XVI Century, its zenith, XVII Century, and its evolution

★Limited enrollment class. See page 5.

to the present day. Stresses the literary and sociological examination of picaresque novels and traces the new directions of the picaresque genre in modern times. Concentrates on famous Spanish and Latin American novels translated into English. Knowledge of Spanish not necessary. (No prereq. May not be used for Spanish or Portuguese major credit. May be applied toward the CLA second language requirement, Route II for Spanish)

First 5 wk, Sec 2, TTh, 6-8:30, FolH 203

Span 3614 DON QUIJOTE: A STUDY OF LOST ILLUSIONS.

4 degree credits, \$154 (♦\$77).

Study of the novel in many facets; the "madness" of its characters, the relation of their actions and attitudes to the theme of reality/illusion and to the society of their times. Taught in English. (No prereq. May be applied toward the CLA second language requirement, Route II, for Spanish. Not to be used for Spanish or Portuguese major credit)

Second 5 wk, Sec 2, MW, 6-8:30, FolH 110

Speech-Communication

College of Liberal Arts

★Spch 1101 FUNDAMENTALS OF SPEECH COMMUNICATION: ORAL COMMUNICATION.

4 degree credits, \$148.

Basic understanding of oral communication processes. Study and application of essential elements in oral communication. Consideration of criticism and response to oral discourse. Opportunities for individual speaking. (No prereq. Limited to 28)

First 5 wk, Sec 5, MW, 6-8:30, MoosT 2-520

First 5 wk, Sec 6, TTh, 6-8:30, MoosT 2-520

Second 5 wk, Sec 7, MW, 6-8:30, FolH 305

Spch 3451 INTERCULTURAL COMMUNICATION: THEORY AND PRACTICE.

4 degree credits, \$154 (♦\$77).

Theories of and factors influencing intercultural communication. Development of effective intercultural communication skills. (Prereq planning an intercultural experience)

Second 5 wk, Sec 1, MW, 6-8:30, KolH S132, Charles Braithwaite

Statistics

College of Liberal Arts

Stat 3091 INTRODUCTION TO PROBABILITY AND STATISTICS.

4 degree credits, \$151, \$151, \$154.

Elementary probability and probability distributions, sampling and elements of statistical inference. Treatment more mathematical than that in 1051. (Prereq differential and integral calculus)

Ten wk, Sec 7, T, 6:15-9, VinH 20

Study Skills

See Personal Orientation, page 69. See also page 30.

★Limited enrollment class. See page 5.

Textiles and Clothing

College of Home Economics Design, Housing, and Apparel

TexC 3603 READY-TO-WEAR-ANALYSIS.

3 degree credits, \$147.

Analysis of garments relative to product performance, mass production principles, and consumer value. (Prereq 3621)

First 5 wk, Sec 1, TTh, 6-8:45, McNH 197, StP Campus

★TexC 3605 DRAPING DESIGN AND CONSTRUCTION.

3 degree credits, \$147.

Techniques in fitting and draping as a basis for creative designing in fabric. Emphasis on relation of fabric to design and construction methods. (Prereq 1603, 3662 or Dsgn 1525 or Δ [call 373-1032]. Limited to 20)

First 5 wk, Sec 1, TTh, 6-9:55 and arr, McNH 475, StP Campus

Transportation

School of Management

★Tran 3054 FUNDAMENTALS OF TRANSPORTATION.

4 degree credits, \$154, \$179.

Organization and economic aspects of the transportation system of the United States including rail, highway, air, pipeline, and water transportation. Administration of transportation by users of transportation, providers of transportation (carriers), and government. **May not be taken S-N.** (Prereq Econ 1002 or equivalent and at least 90 credits completed or in progress. **Open to nondegree students with equivalent experience.** Limited to 40)

Ten wk, Sec 4, T, 5:30-8, BlegH 250

Women's Studies

College of Liberal Arts

WoSt 1005 INTRODUCTION TO WOMEN'S STUDIES.

4 degree credits, \$148 plus \$3 course fee. Total \$151 (♦ \$74 plus \$3 course fee. Total \$77).

Women's studies as a discipline; introduction to basic concepts of feminist research and scholarship; overview of issues related to the current and rapidly changing role and status of women. (No prereq)

Second 5 wk, Sec 1, TTh 6-8:30, VlnH 113

WoSt 1155 WOMEN IN WORLD CULTURES.

4 degree credits, \$148 (♦ \$74).

The lives of women in non-Western societies including their economic, political, and social contributions, familial roles, and status in society. (No prereq)

Ten wk, Sec 2, Th, 9 a.m.-11:30, MacP

Offered through Continuing Education for Women.

CEW

★Limited enrollment class. See page 5.

WoSt 3103 THE MODERN FEMINIST NOVEL.

4 degree credits, \$154 (♦ \$77).

An analysis of fiction written by women which addresses questions of women's identity and the diversity of women's experience. (Prereq completion of freshman English composition requirement or equivalent.)

First 5 wk, Sec 2, TTh, 6-8:30, VlnH 113

WoSt 3200 WOMEN AND WORK.

4 degree credits (maximum 12 cr), \$154 (♦ \$77).

The work that women do studied in its social, political, familial, and economic contexts. Topics may include women and economic structures, work and family, working-class women, women in the professions, women and development in the third world. (No prereq)

First 5 wk, Sec 2, MW, 6:20-8:50, VlnH 206, Patricia S. Faunce

★ WoSt 3301/5301 WOMAN: A SENSE OF IDENTITY.

4 degree credits, \$3301, \$154.

EW Exploration of social and psychological factors which inhibit or enhance a woman's continuously developing sense of identity. Learning who you are, what you want, and how to take appropriate action. Exercises in power, body image, goal setting, and assertion skills in difficult situations. Journal writing, small-group work, and a project are part of the class requirements. (No prereq. Qualified students may register for graduate credit at the University of Minnesota. Limited to 40)

Ten wk, Sec 7, T, 6:20-9:20, Armory 116, D. Loeffler

Offered through Continuing Education for Women.

Noncredit Courses

Credit courses are listed beginning on page 31.

Continuing Education for Women (CEW)

Continuing Education for Women offers classes designed to meet the needs and interests of students of all ages. Anyone may register for CEW classes. There are no admission or entrance requirements; a high school diploma is not necessary. Students need only a desire to learn. Registration in specific programs or classes, however, may require prerequisite courses. For information on CEW credit classes, see page 43.

Arts and Humanities

★CEW 0124 MUSIC IN THE SUMMER: LISTENING AND ENJOYING.

No credit, \$42.

Improve your listening skills while learning where to go in the Twin Cities area to enjoy summer music events. The first class introduces the elements of music, the art of listening, and the roles of composer, performer, and listener. Following sessions cover classic forms of music and the development of the symphony through examinations of the lives and music of composers represented at Summerfest; marches and popular songs as represented in Showboat and local park bands; and romanticism in music as expressed by Brahms, R. Strauss, Debussy, and others. (Limited to 35)

Spec Term, Sec 1, T, 1-3, June 25-July 16 (4 meetings), MacP, Anderson. No late fee through June 18.

(John Anderson is an associate professor in the School of Music)

CEW 0125 SURVEY OF MURAL PAINTING IN AMERICA.

No credit, \$42.

Explore the history of mural programs in America including colonial wall painting and large-scale dioramas, the revival of late-19th-century mural paintings, and the projects of John LaFarge, Edwin H. Blashfield, Edwin Austin Abbey, and John Sargent Singer. Discussion covers the historical, social, and cultural context of these mural programs, what the artists choose to paint, the role of patronage, and the aesthetics governing the American Renaissance. The principal focus is on the New Deal mural projects of the 1930s and how they functioned to provide artists with mural spaces all over America, the conflicts involved in these programs, and what the murals tell us about Depression America. Due to the vast quantity of material, only selected murals will be studied. The course concludes with a brief look at the revival of interest in mural painting today. (Offered in conjunction with Walker Art Center)

Spec Term, Sec 1, T, 10 a.m.-12, June 18-July 9 (4 meetings), Walker Art Center, Vineland Place, Mpls, Gambone. No late fee through June 11.

(Robert Gambone is a Ph.D. candidate in Art History and American Studies)

Career Planning/Development/Self-Help

★CEW 0200 STUDY SKILLS.

No credit, \$20.

Thinking about returning to school? About to begin your first class? Already in school and having problems with your studies? This seminar offers techniques on budgeting your time, developing efficient study habits, getting the most from lectures and textbooks, taking and organizing

★Limited enrollment class. See page 5.

notes, studying for exams, and taking exams. The seminar includes lecture, classroom discussion, and practical exercises. (Limited to 25)

Fall Spec Term, Sec 2, W, 9 a.m.-1 p.m., Sept. 11 (1 meeting), MacP, DeNoble. No late fee through Sept. 4.

(Jan DeNoble is a teaching specialist in the Reading and Writing Skills Center)

★CEW 0201 CAREER PLANNING.

No credit, \$65 plus \$10 special fee. Total \$75.

Have you decided on a career goal? This class is for women who want to learn strategies for developing successful career plans. You receive help through lectures, interest testing, and the use of self-evaluation techniques. You learn decision-making and goal-setting skills to help select or change careers; how to identify existing and potential occupational skills and interests; how to research jobs and identify available and alternative positions; and how to present yourself professionally. (Limited to 18)

Spec Term, Sec 5, W, 6-8, July 17-Aug. 14 (5 meetings), NCCE 235, Weeks. No late fee through July 10.

(Carol Weeks is a career counselor at Macalester College)

★CEW 0208 CAREER DILEMMAS OF WOMEN.

No credit, \$20.

Why does one choose a particular career? What influences that decision? This workshop is designed to help women examine the social and personal demands and life expectations that influence their career choices. Includes values clarification, exploration of real interests, and how to ask for and expand your support base. Lecture and small-group exercises. (Limited to 35)

Spec Term, Sec 2, Sa, 9 a.m.-12, June 22 (1 meeting), NCCE Library, Emerson. No late fee through June 14.

(Nadine Emerson, licensed psychologist, is a counselor in private practice)

★CEW 0220 ASSERTIVENESS TRAINING.

No credit, \$46.

Becoming assertive means not only standing up for one's rights in negative, confrontative situations, but also being able to express beliefs, feelings, and opinions in an honest, open, and appropriate way. This course helps you increase communication skills while reducing anxiety and feelings of resentment and guilt. Learn what distinguishes assertive behavior from passive and aggressive behavior. Experiment with ways to deal with day-to-day situations, choosing and practicing options that are the most effective for you. (Limited to 20)

Spec Term, Sec 2, M, 9:30 a.m.-11:30, July 8-Aug. 5 (5 meetings), MacP, Brodie. No late fee through July 1.

(Jane Brodie is a licensed consulting psychologist in private practice with Psychological Associates, Inc.)

★CEW 0230 INVESTMENT CHOICES AND STRATEGIES.

No credit, \$20.

For women who have some knowledge about the basics of investing, financial planning, and goal setting, but who want to learn more. The class is in seminar format so that participants may discuss topics of particular interest to them. The characteristics of stocks, bonds, real estate, mutual funds, trusts, and money market funds are discussed in terms of investments versus income and tax benefits. The risks inherent in different investments, how the stock market behaves, and timing in investments also are covered. (Limited to 40)

Spec Term, Sec 2, Th, 5:30-8:30, June 27 (1 meeting), Highland Park Library, 1974 Ford Pkwy, StP, Whittlinger. No late fee through June 20.

★Limited enrollment class. See page 5.

★CEW 0232 DIET DILEMMAS OF WOMEN.

No credit, \$22.

The "diet mentality" is an attitudinal focus on diet and weight loss. It operates in such a way that not only does it usually fail, but it also perpetuates itself. Learn how the diet mentality operates, why it frequently fails, and ways to reframe the way you think about and approach weight loss. Participants have an opportunity to talk with each other about weight issues. (Limited to 30)

Spec Term, Sec 2, T, 9:30 a.m.-11:30, June 18-25 (2 meetings), MacP, Emerson. No late fee through June 11.

(Nadine Emerson, licensed psychologist, is a counselor in private practice)

★CEW 0236 MAKING WISE DECISIONS ABOUT EXERCISE.

No credit, \$25.

The importance of exercise in developing a healthy lifestyle is well known. But to get maximum benefit, you need to base your decisions about exercise on knowledge of your self and the programs/regimens available to you. This course helps you assess your fitness needs and select the appropriate regimen. Topics include the importance of exercise in a healthy lifestyle; role of exercise in weight loss and gain; assessing commercial exercise programs and recognizing fads. (Limited to 35)

Spec Term, Sec 2, T, 6-8, July 23-30 (2 meetings), Walker Library, 2880 Hennepin Ave, Mpls, Serfass. No late fee through July 16.

(Robert Serfass is an associate professor in the Division of Physical Education and Dance)

★CEW 0238 BRIDGING COMMUNICATION GAPS: HOW TO IMPROVE RELATIONSHIPS AMONG WOMEN.

No credit, \$32.

Explore common communication barriers among women of varying ages and learn skills for lowering these barriers. Discussion includes how different life experiences and factors such as money, marital and family choices and responsibilities, employment and political issues can shape divergent values and attitudes toward policy, people, and ideas. Participants are invited to share their own communication and relationship problems, successes, and goals. (Limited to 24)

Spec Term, Sec 1, Th, 10 a.m.-12, July 11-25 (3 meetings), MacP, Foster. No late fee through July 5.

(Scherrie Foster is an instructor of communication in the General College)

★CEW 0239 CELEBRATION OF LIFE'S TRANSITIONS.

No credit, \$21.

Looking forward to and understanding life's transitions for women over 40. This course examines predictable, typical life events and less predictable possibilities. Presentation balances traditional research portraying aging as a time of withdrawal and decline and recent research showing new opportunities open to the woman over 40. Participants learn what they can look forward to and how to prepare for making the most of the adult years. (Limited to 25)

Spec Term, Sec 1, M, 10 a.m.-12, June 17-24 (2 meetings), MacP, Quam. No late fee through June 10.

(Jean Quam, Ph.D., is an assistant professor in Social Work and Women's Studies)

CEW 0240 FINANCIAL PLANNING: COMFORT IN RETIREMENT.

No credit, \$20.

For women who have just retired, are about to retire, or who are beginning to plan for retirement. The class considers the situations of women who have and have not worked outside the home for pay. Topics include estimating your financial needs in retirement; selecting appropriate investments based on income needs and net worth; assessing special tax considerations; and evaluating pension annuity and IRA payout options.

★Limited enrollment class. See page 5.

Spec Term, Sec 1, T, 9 a.m.-12, June 25 (1 meeting), MacP, Whittlinger. No late fee through June 18.

(Erica Whittlinger, MBA, is owner and consultant with Childs, Whittlinger Associates, Inc., a financial and investment planning firm, and an instructor in the graduate program in management at the College of St. Thomas)

Literature/Writing

★CEW 0300 CREATIVE WRITING.

No credit, \$48.

A workshop for both new and experienced writers of prose: fiction, memoir, and creative essay. The class encourages students to discover how best to write about their lives, feelings, and thoughts. Exercises are given to generate raw material, experiment with different voices, and polish and play with language. Students' writing is read and discussed in class—as is selected prose by contemporary writers. The aim is to enjoy the satisfaction of writing while developing style and technique. (Limited to 15)

Spec Term, Sec 2, W, 9:30 a.m.-11:30, July 10-Aug. 7 (5 meetings), MacP, King. No late fee through July 3.

(Shannon King, a free-lance writer, teaches fiction writing at the Loft, and has published fiction and poetry)

★CEW 0313 NONFICTION WRITING FOR PUBLICATION.

No credit, \$52.

Students develop their writing skills and learn procedures necessary to sell their work in the magazine, newspaper, book, and corporate markets. Designed to meet specific needs of individual writers. Editors and professional writers from a variety of publications talk with students at several sessions. Participants receive critiques of their writing in a supportive and encouraging atmosphere. (Limited to 16)

Spec Term, Sec 2, T, 5:45-7:45, June 18-July 16 (5 meetings), Walker Library, 2880 Hennepin Ave, Mpls, Vick. No late fee through June 11.

(Judith Vick is a published author and marketing consultant)

CEW 0318 DEAN'S DECEMBER AND BECK IS BACK.

No credit, \$42.

Two of America's foremost writers, Saul Bellow and John Updike, wrote about maturing, prominent intellectuals reassessing both the values of the society in which they find themselves and the problems that confront them in their search for meaning. Students read and analyze Bellow's *Dean's December* and Updike's *Beck is Back*, examining each author's ideas on the intellectual artist's role in society as well as his writing style.

Spec Term, Sec 1, W, 9:30 a.m.-11:30, July 17-Aug. 7 (4 meetings), MacP, Kheim. No late fee through July 10.

(Johanna Kheim has taught French and humanities at the University of Minnesota)

CEW 0319 MYSTERY NOVELS: WOMEN DETECTIVES AND AUTHORS.

No credit, \$47.

Why is it that women have excelled in that "unfeminine" branch of literature labeled detective fiction or murder mystery? In this course students examine the tradition of women mystery writers, from the "mother" of the detective novel, Anna Katherine Green (creator of Violet Strange and her remarkably sagacious bloodhound), to P.D. James, whose novel *An Unsuitable Job for a Woman*, depicts the problems of a contemporary private eye. There will also be a look at classic detective novels, Gothics, police procedurals, novels of international intrigue, and psychological studies of the criminal mind. The authors and most of the detectives will be women.

Spec Term, Sec 1, M, 10 a.m.-12, June 17-July 15 (5 meetings), MacP, MacInnes. No late fee through June 10.

(Margaret J. MacInnes is a professor in the General College)

★Limited enrollment class. See page 5.

★CEW 0320 POETRY FROM OUR LIVES.

No credit, \$40.

Historically, women have been entrusted with the everyday, ordinary tasks of keeping the family together and the world running smoothly. Often their lives were considered too mundane to be subjects for poetry. Not anymore. The rebirth of the women's movement in the 1960s and '70s brought with it a wealth of women's poetry which celebrated our daily lives. In this course students discover ways to transform experiences and observations into poems. Includes in-class writing exercises designed to reassure beginners that they are "talented, original, and have something important to say" (as Brenda Ueland wrote). Students also read the work of contemporary women poets to give them models for their own writing. (Limited to 20)

Spec Term, Sec 1, W, 1-3, June 19-July 10 (4 meetings), MacP, Hanson. No late fee through June 12.

(Phebe Damaris Hanson is an assistant professor in liberal arts at the Minneapolis College of Art and Design)

★CEW 0321 THE ROMANTIC NOVEL.

No credit, \$47.

Are you an incurable romantic? If your affliction takes the form of reading romantic novels, join a group of those similarly addicted. Students start with the 18th century and work toward the present, reading a sample of whatever is popular on the stands at the time. In addition to the popular romance, participants read some novels that might be called serious literature. Students decide in the process if they want a cure or a love potion. (Limited to 25)

Spec Term, Sec 1, T, 10 a.m.-12, July 9-Aug. 6 (5 meetings), Walker Library, 2880 Hennepin Ave, Mpls, Daly. No late fee through July 2.

(Brenda Daly, visiting assistant professor in the Department of English, teaches courses in feminist studies in literature)

Mathematics/Computer Technology

★CEW 0400 ARITHMETIC AND ELEMENTARY ALGEBRA.

No credit, \$100.

Arithmetic: Individualized instruction and group lecture in basic mathematics including fractions, decimals, ratio and proportion, percentages, word problems, the metric system, bar, line and circle graphs, and some geometric formulas. Students proceed at their own rate, listening to lectures or working on an independent basis under the supervision of one of two instructors. No math background necessary. *Elementary Algebra:* Individualized instruction and group lecture in elementary algebra including signed numbers, solving equations, graphing, factoring, rational expressions, and roots and radicals. Students proceed at their own rate and may listen to lectures or work on an independent basis under the supervision of one of two instructors. Students must have a strong background in arithmetic to do this part of the course. Elementary algebra students who want to review specific topics in arithmetic may sit in on the arithmetic lectures. (Limited to 50)

Spec Term, Sec 5, W, 5:30-8:30, June 19-Aug. 28 (11 meetings), Kolth S133, S134, Robertson. No late fee through June 12.

(Douglas Robertson is an associate professor in the Division of Science, Business, and Mathematics of the General College)

CEW 0402 MATH ANXIETY DIAGNOSTIC CLINIC.

No credit, \$20.

The Diagnostic Clinic is the introductory step in the Math Anxiety Program. The clinic explores mathematics as a problem-solving tool and the nature of math anxiety—how it develops and how it affects math performance. Tests and questionnaires are used to help participants iden-

★Limited enrollment class. See page 5.

tify math skills and level of math anxiety. An overview of the mathematics program and supportive services is given.

Spec Term, Sec 5, M, 5:30-8:30, June 3 (1 meeting), NCCE 140, Robertson, Claesgens. No late fee through May 27.

(Douglas Robertson is an associate professor in the Division of Science, Business, and Mathematics of the General College. Joan Claesgens is program coordinator of the Math Anxiety Program in CEW)

Social Science

CEW 0508 THE PALESTINIANS: QUEST FOR A HOMELAND.

No credit, \$42.

Besides the Jews, another people who have claims going back 2000 years are now demanding a homeland in the Middle East. The Palestinian exodus of 1947 and 1948 created another Diaspora and a political force, Palestinian nationalism, which has become the core of the Arab-Israeli conflict. This course examines conflicting claims to Palestine, forces for violent and peaceful solutions on all sides, and Arab, Israeli, Palestinian, and American policy options.

Spec Term, Sec 1, T, 10 a.m.-12, July 16-Aug. 6 (4 meetings), MacP, Quinlan. No late fee through July 9.

(C. Patrick Quinlan is a retired American diplomat with 10 years of service in the Middle East and extensive working experience in civil rights in the U.S.)

Business and Professional Development

CEW 0600 PROFESSIONAL SELLING SKILLS FOR WOMEN.

No credit, \$70 plus \$8 special fee. Total \$78.

For those who sell (or will sell) products and services to the public, either by telephone or in person. Topics include introducing yourself to a customer, developing effective listening and communication skills, opening and closing techniques, negotiating a sale, identifying the type of sales situation best for you, dealing with the fear of failure, and developing your personal style of selling. Participants determine their personal profile to gain an understanding of their own selling style and how they relate to prospective clients.

Spec Term, Sec 1, M, 6-8, June 17-July 15 (5 meetings), NCCE Library, Ackerman. No late fee through June 10.

(Dee Ackerman, CPC, is president of Appleplus Training specializing in sales training. In 1980 she was selected Sales Consultant of the Year by her state trade association)

★CEW 0601 TEAM BUILDING FOR WOMEN.

No credit, \$36.

For women who want to create and maintain a team orientation in job or volunteer settings. Through mini-lectures, discussions, and group exercises, the instructor and participants investigate the key ingredients of a successful team. Ways to develop, maintain, and evaluate a team orientation are discussed, and particular issues women must deal with in job-related team situations are addressed. (Limited to 25)

Spec Term, Sec 1, T, 6-8, June 18-July 2 (3 meetings), NCCE Library, Willerscheidt. No late fee through June 11.

(Phyllis Willerscheidt is an organizational communication consultant for profit and nonprofit organizations)

Informal Courses

Informal Courses are noncompetitive, flexible noncredit courses. There are no grades, examinations, transcripts or credits, and no entrance requirements. Persons 62 and older may take Informal Courses for one-half the regular tuition (plus course fees or special fees) on a space-

★Limited enrollment class. See page 5.

available basis. Young persons 12 to 16 may register for \$3 tuition when they are accompanied by an adult registered in the same class. Everyone must pay full special fees or course fees as specified in course descriptions unless otherwise specified.

University employees who wish to take noncredit Informal Courses must pay one-half the regular tuition plus all course fees and special fees given with a course. You must submit a letter from your department head verifying employment when you register. For limited-enrollment courses, you may register starting the second week of mail registration. For nonlimited classes, you may register during regular registration periods.

★IC 0205 NATURAL HISTORY OF THE PRAIRIE.

No credit (3.5 CEUs available), \$55. \$50 for Bell Museum members (indicate membership number on registration form).

Combines lectures and field trips to give an overview of the prairie. Lectures will include the influence of prairie on American history and culture, and the prairie as an ecosystem. Field trips will be natural-history oriented, and will include identification of grasses, flowers, birds, and other organisms as well as discussion of grassland ecology. Other topics include fire ecology and prairie restoration. **Three field trips; Aug. 3** (morning), Schaefer Prairie; **Aug. 10** (morning), Barn Bluff—Red Wing; and **Aug. 17-18**, weekend trip to southwestern Minnesota. (Offered in cooperation with the Bell Museum of Natural History. Limited to 25)

Spec Term, Sec 1, T, 7-9, July 23-Aug. 20, (5 evening meetings plus field trips) BellMus 175 (use southwest entrance facing Nolte Center), Sigford, Johnson. No late fee through July 16.

(Ann Sigford is the manager at Wood Lake Nature Center. David Johnson is a natural history photographer. Both have extensive experience in prairie ecology)

★IC 0208 TREES AND SHRUBS OF MINNESOTA: SUMMER IDENTIFICATION.

No credit (2.0 CEUs available), \$33. \$30 for Bell Museum members (indicate membership number on registration form).

Learn to identify trees and shrubs in a mini course that introduces students to the great diversity of woody plants growing in Minnesota. Class sessions explore the ecology of Minnesota's trees and shrubs and identify unknown plants from leaves, twigs, and fruit. Saturday field trips to diverse habitats allow students to practice classroom skills in summer botany and identify woody plants in their natural habitat. **Two full-day field trips: Aug. 31: Wolsfeld Woods; Sept. 7: Jay Cooke State Park.** Another course offered in the fall covers winter identification of trees and shrubs from twigs and bark with two full-day field trips to Welch Village and the Cedar Creek Natural History Area (see the 1985-86 Extension Bulletin available in early July). Students may sign up for one or both courses. (Limited to 25)

Summer Spec Term, Sec 1, Th, 7-9, Aug. 29, Sept. 5, (2 meetings plus field trips) BellMus 311 (use SW entrance), Allison. No late fee through Aug. 22.

(Taber Allison is an advanced graduate student in ecology and an experienced field ecologist)

★IC 0228 MINNESOTA WILD FLOWERS: AN INTERMEDIATE COURSE.

No credit (2.4 CEUs available), \$45. \$40 for Bell Museum members (indicate membership number on registration form).

Designed for those with some previous knowledge of wild flowers. Review familiar wild flowers, learn more about their ecology, and get to know Minnesota's more unusual summer-bloomers. Enjoy **three Saturday-morning field trips** to undisturbed woodlands, bogs, and prairies: **June 1: Wolsfeld Woods; June 8: Beckman Lake Bog; June 15: Schaefer Prairie.** During evening sessions, students will gain proficiency in identifying unknown wild flowers. Illustrated lectures will explore the ecology of Minnesota wild flowers and the plant communities of which they are a part. (Offered in cooperation with the Bell Museum of Natural History. Limited to 25)

Spec Term, Sec 2, TTh, 6-9, May 30-June 20 (4 evening meetings plus field trips), Zoology 101B, Webb. No late fee through May 23.

(Sara Webb is a graduate student in the Department of Ecology and Behavioral Biology whose research concerns seed dispersal and the history of vegetation)

★Limited enrollment class. See page 5.

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★IC 0238 FIELD METHODS IN BIRD STUDY.

No credit (3.8 CEUs available), \$55. \$50 for Bell Museum members (*indicate membership number on registration form*).

Are you unsatisfied with merely keeping a life list and identifying birds? This course is for those with some knowledge of bird identification and biology (acquired through IC 0222 and IC 0229 or independently), who want to learn more about avian populations, ecology, and behavior. The course focuses on personal field study projects and techniques that are feasible for amateurs. Lecture topics include bird banding, territory studies; breeding biology and life history studies; feeding and territorial behavior; song and song recording, bird photography; and an introduction to ornithological literature. There will be **five morning field trips: Sun., June 9, and Sat., June 15 through July 6** to Mt. Vernon, Harrehan Park (twice), Cedar Creek Natural History Area, Louisville Swamp, and Crex Meadows. In addition to sharpening field identification skills, the field trips will demonstrate banding, song recording, censusing, territory mapping, nest-finding, and analysis of feeding and breeding behavior. Students will handle wild birds and collect field data. (Offered in cooperation with the Bell Museum of Natural History. Limited to 25)

Spec Term, Sec 1, W, 7-9, June 5-26 (4 meetings plus field trips), BellMus 311 (use southwest entrance facing Nolte Center), Fall. No late fee through May 29.

(Bruce A. Fall is a graduate student in the Department of Ecology and Behavioral Biology who has taught formal and informal courses in ornithology. His research activities include the study of winter territoriality in thrashers)

★IC 0274 NATURE PHOTOGRAPHY, ART AND TECHNIQUE.

No credit (2.4 CEUs available), \$52. \$45 for Bell Museum members (*indiate membership number on registration form*).

Covers a wide range of techniques used in photographing landscapes, plants, birds, mammals, and insects. Students should own or have access to a 35mm camera and have some experience using it. Methods discussed during lecture will be practiced during **three Saturday morning field trips (to be arranged)**. Some of the topics will be bird photography without a telephoto lens, "wet-belly" photography, effective composition, and film and equipment choice. A major theme for the course will be how understanding natural history can improve your chances of successfully photographing plants and animals. Examples of the work of well-known nature photographers will help illustrate the lectures designed for those with natural history or scientific interests who want to come home with striking, rather than ineffectual, photographs. (Offered in conjunction with the Bell Museum of Natural History. Limited to 25)

Spec Term, Sec 2, M, 7-9, June 24-July 22 (5 evening meetings plus 3 Saturday morning field trips), BellMus 311 (use southwest entrance facing Nolte Center), Kermott. No late fee through June 17.

(Henry Kermott, biology instructor at St. Olaf College, has many years experience as a natural history photographer)

★IC 0298 SAILBOAT CRUISING: ON THE WATER.

No credit. \$50 tuition plus \$245 course fee; total \$295.

Three days and nights of educational and enjoyable hands-on experience in cruising a fully equipped Tartan 37 in the Apostle Islands of Lake Superior with a Coast Guard-licensed captain/instructor. Instruction and experience will cover all aspects of safe boat operation. Food for preparation by the students is included. Prior experience is not a prerequisite and anyone willing to participate in the operation of the boat is welcome. Individuals with sailing aptitude and prior small-boat experience may qualify for Sailboat Charter Certification. **Reservations are accepted on a first-come basis with a nonrefundable (except for illness) deposit of \$150, which should be mailed to Extension Classes, 180 Westbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, MN 55455, along with a list of several dates in the order of your preference.** The course is offered in Bayfield, Wis., and each trip is three days (68 hours) in length and is limited to 5 students. Class begins at 5 p.m. and concludes at 1 p.m. three days later. An orientation meeting for all registrants will be held from 7 to 9 p.m., Wed., June 12, in room 155 Earle Brown Continuing Education Center on the St. Paul campus.

★Limited enrollment class. See page 5.

Complete details of the program and itinerary, including a list of suggested personal gear, will be presented at that time. Dates listed below are *beginning* dates for each trip.

Spec Term, W, 7-9, June 12 (1 meeting plus field trip), EBCEC 155, Bodley, Ammend
Spec Term, Sec 2, June 17, July 7, 19, 23, Aug. 4, 8, 20, 28. No late fee through June 5.
(James W. Bodley and David A. Ammend are both Coast Guard-licensed captains)

★IC 0299 OFFSHORE CRUISING: ISLE ROYALE.

No credit. \$50 tuition plus \$445 course fee. Total \$495.

Learn while enjoying offshore cruising on Lake Superior at its very best. Take the helm of a 37-foot sloop on a six-day cruise to Isle Royale, the largest island (and some would say most beautiful) on the world's largest fresh-water lake. It lies on the north shore of Lake Superior about 100 miles northeast of the Apostle Islands and Bayfield, Wis. Isle Royale represents one of the most challenging sailing goals on Lake Superior. The class is held aboard the Tartan 37, *Cynara*, which is extensively equipped (with such items as refrigeration, forced-air heat, and Loran) for your comfort and safety. Enrollment is limited to 5 per section and each student will be instructed and have the opportunity to participate in all aspects of boat operation. Instruction emphasizes safe boat operation, piloting, and navigation by Loran. An excellent and complete menu of food and beverages is included for preparation by the students. Each class begins in Bayfield at noon on the indicated dates, and concludes in Bayfield at noon 6 days later. *Reservations are accepted on a first-come basis with a nonrefundable (except for illness) deposit of \$250. The deposit should be mailed to Extension Classes, 180 Westbrook Hall, University of Minnesota, 77 Pleasant St. S.E., Minneapolis, MN 55455, along with a list of several dates in order of your preference.*

Spec Term, Sec 1, Sat., June 22 to Fri., June 28. No late fee through June 15.

Spec Term, Sec 2, Fri., July 12 to Thurs., July 18. No late fee through July 5.

Spec Term, Sec 3, Tues., Aug. 13 to Mon., Aug. 19. No late fee through Aug. 6.

IC 0305 MINNESOTA PRAIRIE LIFE.

No credit. \$50.

A one-day excursion to the Barn Bluff prairie near Red Wing will allow you to examine both the ecology and the archaeology of this Mississippi Valley site. In the morning you will study prairie grasses and flowers which flourish on this exposed slope. After a picnic lunch (on your own), visit the Goodhue County Historical Society Museum to see pottery, stone tools and other artifacts gathered from five major pre-historic Minnesota sites which evolved on the prairie. Also included is a chance to view the flying goose boulder effigy built by these ancient people. Class meets at the Barn Bluff parking lot on the south side of Red Wing.

Spec Term, Sec 1, Sa, 9:30-4, July 20 (one meeting), Sigford, Dobbs

(Ann Sigford, manager of Wood Lake Nature Center, has extensive experience in prairie ecology. Clark Dobbs, research associate at the Institute for Minnesota Archaeology, has done extensive research in pre-historic archaeology during the last five years focusing on Minnesota sites)

★IC 0400 TENNIS.

No credit. \$45.

Basic fundamentals of skills and shots; rules and game strategy. (No prereq. Limited to 16)

Summer Spec Term, Sec 1, M, 6-8, June 3-July 8 (6 meetings), Fourth Street Tennis Courts. No late fee through May 27.

★IC 0401 GOLF.

No credit. \$45.

Fundamentals of grip, stance, and swing in addition to etiquette and rules. (No prereq. Limited to 16)

Summer Spec Term, Sec 1, T, 6-8, June 4-July 9 (6 meetings), University Golf Course. No late fee through May 28.

★Limited enrollment class. See page 5.

★IC 0402 SWIMMING.

No credit. \$45.

Designed for the beginner including aquatic breathing, floating, treading water, finning, as well as basic strokes. (No prereq. Limited to 20)

Summer Spec Term, Sec 1, MW, 6-7, June 10-July 17 (12 meetings), CookeH, Pool 10. No late fee through June 3.

IC 0436 MAGAZINE WRITING.

No credit. \$63.

The rapidly growing world of magazines provides many opportunities for the freelance writer. This practical course helps you get started by treating topics such as how to get article ideas; types of articles; writing techniques; how to query an editor; writing ethics and etiquette; manuscript submission. Class format consists of lecture, discussion, and critiques of students' work.

Spec Term, Sec 2, T, 7-9, June 25-July 30 (6 meetings), KoltH S135. No late fee through June 18, Schaaf.

(Dick Schaaf, editor, Webb Company, has 10 years experience in writing and publishing for magazines)

★IC 0450 CAREER DECISIONS: STRATEGIES FOR CHANGE.

No credit, \$54.

Take the first step toward assessing your career, your goals, and yourself in relation to your career. This course focuses on values, job satisfaction, job stress, skills analysis, and person-environment fit as key elements of the decision to stay where you are or make a change. Explores educational and training opportunities that are available. Interest testing included. Attention directed to learning ways to explore career alternatives and to "creative job-search" techniques. (Limited to 25)

Spec Term, Sec 2, T, 6:30-8:30, June 25-July 30 (6 meetings), NCCE 235, Kott. No late fee through June 18.

(Richard Kott is an assistant counselor on the staff of Extension counseling)

Study and Travel Adventures

Registrations for the following Study and Travel Adventure courses are taken only in room 180 Westbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, MN 55455.

If you like to travel, have an interest in a particular place, or would like a tour with a difference, Study and Travel Adventures are for you. Every tour is conducted by an instructor who is an expert in the field. That expertise, combined with pre-trip lectures and limited tour size, ensures valuable interaction among students and instructors for a memorable trip. You are able to combine the pleasures of a vacation with the satisfactions of learning. Study and Travel Adventures come in a variety of packages—ranging from two days to two weeks. All trips are limited in size and fill quickly. Reservations are taken on a first-come, first-served basis. **Call now for a detailed itinerary: 376-7500.** All costs listed are based on the best information available at the time of printing and are approximate only. Costs and details are subject to change without notice.

★STA 0920 THE BIRDS AND NATURAL HISTORY OF COASTAL MAINE.

No credit. No tuition. \$870 (approximate) special fee (includes 7 nights lodging, transportation in Maine, sightseeing in Boston, and one pre-trip lecture). Total \$870.

Coastal Maine conjures up images of rock-bound coasts, picturesque harbors, and sturdy lob-

★Limited enrollment class. See page 5.

ster fishermen. In addition to its scenic beauty, coastal Maine in July offers landlocked birders the exciting opportunity to see many sea bird species that are breeding at this time of year. The trip emphasizes identification and natural history of sea birds while touring coastal areas, and includes a boat trip to seek out pelagic species such as puffins, auks, petrels, and murre; two species of seals also may be seen from the boat. Also, many songbirds breed in New England, including six species of warblers that are rare or absent in Minnesota. Time will be spent hiking to locate as many of these as possible. There also will be opportunities for students to get their feet wet and explore the diverse plant and animal life of the rocky intertidal zone. (Limited to 14)

Spec Term, Sec 1, July 7-14, Eliason

(Roger Eliason, group leader, is a field biologist and experienced birder who lived and birded in Maine for four years while attending Bowdoin College)

★STA 0923 THE WILDLIFE AND WILDLANDS OF ALASKA.

No credit. No tuition. \$1,690 (approximate) special fee (includes all transportation, lodging, breakfasts, and one pre-trip lecture). Total \$1,690.

An adventure to our 49th state, Alaska, where nature puts on a spectacular showing of unmatched scenery and abundant wildlife. The word Alaska is almost synonymous with wilderness—a land of dense, green forests, rugged mountains, blue-white glaciers, and wildlife galore—bears, caribou, trumpeter swans, arctic loons, and whales, to name a few. The 10-day study tour will include the identification and natural history of Alaskan fish, birds, mammals, and the vegetation of the major biomes. Land use challenges and controversies, such as the subsistence hunting and fishing by native Alaskans and petroleum development. The tour will be based in Anchorage with two-day trips to Denali National Park (including Mt. McKinley, North America's highest mountain), the Kenai National Moose Range, and Prince William Sound, which includes a boat trip to view the Columbian glacier. Time also is planned for participants to explore on their own. (Limited to 15)

Spec Term, Sec 1, July 8-16, Cooper

(Leading the study-tour is James Cooper, associate professor of wildlife at the University, who has visited Alaska many times where he has done extensive wildlife research, particularly on the trumpeter swan)

★STA 0930 MUSIC FESTIVALS OF AUSTRIA.

No credit. No tuition. \$2,400 (approximate) special fee (includes all transportation, all lodging, some meals, 5 concert tickets, one pre-trip lecture). Total \$2,400.

A trip to charm the ear, dazzle the eye, warm the heart, and delight the palate in the world that inspired Mozart, Haydn, Beethoven, Schubert, Strauss, Brahms, Buckner, and Mahler. It features concerts in a variety of locations such as the lovely floating theatre on Lake Constance at Bregenz (where Switzerland, Austria, and Germany meet), to the Salzburg castle, courtyards, and concert halls. The musical fare is varied, too, from Alpine horns to chamber concerts, opera, and symphonies. Memorable visits to galleries, abbeys, chapels, and palaces are included. In addition to cultural pursuits, fine Rhine wines, Hotel Sacher Tortes, and great German cooking will "round out" our experience. *Gluckliche Reise! (Have a fine journey!)* (Limited to 25; if tour is filled, ask to be put on waiting list.)

Special Term, Sec 1, July 22-Aug. 5, Byrne

(Richard Byrne, group leader, assistant professor in the General College, is the director of music at the Cathedral of St. Paul)

★STA 0931 A HISTORICAL SAMPLER OF BRITAIN.

No credit. No tuition. \$2,300 (approximate) special fee (includes all transportation, all lodging [double occupancy], entrance fees, one pre-trip lecture). Total \$2,300.

Too often visitors to Britain content themselves with a few days in London. Escape from London and discover the rest of British history (including the Celtic past), from Roman times to the present, with a friendly historian to answer your questions. Discover the real King Arthur behind the legend. In Welsh-speaking north Wales visit the awesome 13th-century castle built by Ed-

★Limited enrollment class. See page 5.

ward I at Harlech to subdue the Welsh, the never-never land village of Portmerion (location for "The Prisoner" TV series), and a working narrow-gauge steam railway winding up into the mist-covered mountains of Snowdonia. In Scotland see Hadrian's Wall built by the Roman legions to hold the Picts at bay, elegant Edinburgh with its crooked medieval main street, and the Sir Walter Scott country. In England stop in half-timbered Shrewsbury for an excursion to the nearby excavated vast Roman town of Viriconium. (Limited to 15)

Spec Term, Sec 1, June 15-28, Suppe

(Frederick Suppe, group leader, lived in Wales for two years and speaks Welsh. Specializing in medieval and Celtic history, he teaches courses in the History Department on English, Welsh, Scottish, and Irish history. He has lectured frequently on King Arthur and other Celtic topics)

★STA 0936 ROCKY MOUNTAIN WILDFLOWER PHOTOGRAPHY WORKSHOP.

No credit. No tuition. \$675 (approximate) special fee (includes 7 nights lodging, [double occupancy], 20 meals, and one pre-trip lecture). Total \$675.

Learn the art of wildflower and landscape color photography amid the spectacular scenery of the Spanish Peaks Wilderness area and the Gallatin river valley in Big Sky, Mont. This unique one-week workshop features seminars and discussions on outdoor photography technique, field trips accompanied by the instructor, critiques and interaction with other photographers. Open to photographers of all skill levels. Enrollment is limited to allow personal instruction on individual problems. You will stay at Lone Mountain Ranch, one of the finest guest ranches of its type in the country. Your beautifully maintained log cabin with fireplace and all modern facilities is close to a mountain stream where countless photographic opportunities lie outside your door. (The ranch is widely recognized for its outstanding family style dining.) Only additional cost is film and you must have a 35mm camera. The workshop is intensive, but you will have time for personal activities and guided field trips into remote back country areas plus an optional field trip to Yellowstone National Park less than an hour away. The ranch provides ample activities for family members not participating in the workshop, including horseback riding, trout fishing, nature walks (accompanied by a naturalist)—bird watching, tree and wildflower identification, geology, and Indian trails. Golf and tennis nearby. To assure accommodations, reservations must be made early. Cost includes all workshop instruction, lodging, food, and **one orientation session on campus May 2.** (Ask about group rates for family members not attending workshop. Limited enrollment)

Spec Term, Sec 1, June 9-16, Breneman

(Don Breneman, veteran nature photographer, is an associate professor in the College of Agriculture and is the workshop instructor)

STA 0937 WILDFLOWERS AND OTHER PLANT LIFE OF THE NORTH SHORE.

No credit. No tuition. \$99 (approximate) special fee (includes two nights lodging [double occupancy], 3 meals, and one pre-trip lecture). Total \$99.

The harsh climate of Minnesota's North Shore has produced rugged scenery which is home to delicate wildflowers. A weekend at Cascade Lodge allows study of the plant life from the boreal forest with its evergreen trees and wildflowers to the rocky shores covered with lichens. Weather permitting, a field trip to see the Nature Conservancy's Francis Lee Jaques Memorial Preserve on Susie Island will show you the primeval forest—untouched by logging and development. We will look for the rare tundra wildflowers that find suitable habitat in the harsh conditions of the island's rocky shores.

Summer Spec Term, Sec 1, June 21-23, Sladky

(Roberta Sladky, group leader, is director of the College of Biological Sciences Greenhouse)

STA 0938 BIRDS OF MINNESOTA'S NORTH SHORE: A WEEKEND FIELD TRIP.

No credit. No tuition. \$99 (approximate) special fee (includes two nights lodging [double occupancy], 3 meals, and one pre-trip lecture). Total \$99.

★Limited enrollment class. See page 5.

The northern forests explode with activity in the spring and summer as the days warm and lengthen. One of the more spectacular aspects of this phenomenon is the arrival of migrant birds that come from as far away as South America to nest and raise their young. This trip will be an opportunity to observe these species on their breeding grounds and to learn some of their songs and behaviors. Thrushes, vireos, sparrows, flycatchers, and wood warblers should all be common residents of the Cascade Lodge region. Most of the time will be spent in the field on local trips, but there should also be time to relax and enjoy the beautiful scenery of Minnesota's North Shore.

Summer Spec Term, Sec 1, June 21-23, Ellason

(Roger Ellason, group leader, is a field biologist and an experienced birder)

MacPhail Center Courses

MacPhail Center for the Arts

1128 LaSalle Avenue, Minneapolis, MN 55403

Telephone (612) 373-1925

PRIVATE AND GROUP INSTRUCTION IN MUSIC

MacPhail Center offers a wide variety of private and group instruction for adults and children in keyboard, voice, winds, percussion, strings, brass, guitar (classical, jazz, and popular styles), Suzuki strings and piano, and Early Childhood Arts Exploration. For further information on these offerings and more, call Lou at MacPhail Center at 373-1925.

GENERAL COLLEGE CREDIT

Inquire about General College credit, which is available for most courses and private instruction.

MEETING TIMES

All times are p.m. unless otherwise indicated.

Keyboard

MacP KAB CLASS PIANO FOR BEGINNERS I.

\$72 plus \$5 registration fee and \$3 course fee. Total \$80 (inquire about GC credit when registering).

The first of a three-quarter sequence designed to teach students to sight-read easy pieces, improvise an accompaniment for melodies, and play easy classical music. Stresses an understanding of music and keyboard skills through note reading, ear training, playing by ear, improvising, transposing, and ensemble playing. Held in the piano laboratory, a setting which provides an excellent learning environment for the beginning adult piano student by allowing for individual as well as group ensemble experience. **Practice time and access to a piano is necessary.** (Limited to 12) Call 373-1925 for placement into the appropriate level class.

Spec Term, Sec 1, Th, 6-7:15, June 13-August 1, MacP 221

Spec Term, Sec 2, Th, 7:15-8:30, June 13-August 1, MacP 221

Spec Term, Sec 3, T, 8-9:15 a.m., June 11-July 30, MacP 221

Spec Term, Sec 4, T, 12-1:15, June 11-July 30, MacP 221

Contact MacPhail Center for Level II and Level III class schedule.

★ Limited enrollment class. See page 5.

Voice

MacP VAD BEGINNING ADULT VOICE CLASS I.

\$110 plus \$5 registration fee and \$2 course fee. Total \$117 (inquire about GC credit when registering).

Designed to give students a fundamental understanding of the voice and to begin development of useful singing and speaking techniques. Included is a study of the physiology and anatomy of voice with its application to individual class members. Actors, singers, and speakers are all welcome since participants benefit from sharing strengths and problems from their different perspectives. Problems of breathing, body alignment, and release of tension are analyzed, and exercises are learned. Questions of diction and tone production are part of the study. (Limited to 10)

Spec Term, Sec 1, Days, times arr

For further information on these and other offerings, or to receive a MacPhall Bulletin, please call Lou at 373-1925.

Professional Improvement Courses and Seminars

Communication, leadership, and personal skills assessment—the keys to job success, promotability, and mobility in today's professional world. Professional Improvement Courses and Seminars (PICS) are designed to provide convenient, cost-effective education and training for the beginning and mid-level professional. Programs are scheduled during the day and evening, in both seminar and class format, allowing you to match your education to the opportunities and demands of the workplace. Daytime programs are compact and intensive, offering the amenities of luncheon and learning breaks and rapid achievement of course objectives. Evening programs are most often scheduled in course format (12 to 16 hours over 4 to 6 weeks) encouraging on-the-job application and week-by-week feedback from instructors. PICS are offered in the areas of Leadership and Management, Finance and Accounting, Personal Development, Communication Skills, and Information Systems: Computers and Management.

Regents' Scholarships are not accepted for noncredit Professional Improvement Courses and Seminars.

Register for Professional Improvement Courses and Seminars through Continuing Management Education, 338 Nolte Center, 315 Pillsbury Dr. S.E., University of Minnesota, Minneapolis, MN 55455.

Registration forms and additional information about specific offerings may be obtained by calling 373-3680, or by writing to the address above.

Daytime Seminars

Leadership and Management

DELEGATION: THE ART OF HOLDING ON WHILE YOU LET GO (84-06).

No credit, \$155.

Productive managers and supervisors cannot perform all of the work that falls within their area of responsibility. This seminar is specifically designed for managers or supervisors who want to become more productive by learning to delegate work appropriately to their subordinates. Managers and supervisors are aided in exploring how to: 1) better understand their leadership roles and the roles of their subordinates; 2) gain insight into what work responsibilities need to be

delegated; and 3) understand what control systems can be used to ensure that delegation is done effectively. Special attention is given to any particular delegation problems of seminar participants. Limited enrollment. *Meets on the St. Paul campus, Thursday, 8:30 a.m.-4:30 p.m., July 25, for 1 meeting (includes luncheon).* Instructor is Robert L. Fjerstad. Call 373-3680 for registration forms and information.

THE MANAGER AS COACH: CORRECTING PERFORMANCE PROBLEMS (81-48).

No credit, \$155.

Successful managers and supervisors have the skills to confront, discuss, and improve the work of individual employees who have unacceptable work performance records. This seminar helps participants learn how to "coach" ineffective workers into becoming high quality, motivated and productive employees. Topics include: what coaching is and is not, coaching options available, questioning and listening techniques, and the use of feedback after a coaching discussion. This one-day session is appropriate for managers in any organization, profit or non-profit, where individual performance of subordinates is critical to overall efficiency. Limited enrollment. *Meets on the St. Paul campus, Monday, 8:30 a.m.-4:30 p.m., June 17, for 1 meeting (luncheon included).* Instructor is Chuck Hickok. Call 373-3680 for registration forms and information.

TIME MANAGEMENT FOR MANAGERS AND PROFESSIONALS (84-05)

No credit, \$155.

For managers, supervisors, and other business professionals who never seem to have the time to get the job done, this seminar shows you how to develop a simple yet effective personal system of time management. Working in small groups, participants have the opportunity to: practice unique time management exercises; learn how to plan/organize/control daily and weekly work plans; identify and establish priority systems for different work activities; learn how to block out time to work on high priority projects; and, focus on how to minimize interruptions, expedite paperwork, and eliminate procrastination. Limited enrollment. *Meets on the St. Paul campus, Tuesday, 8:30 a.m.-4:30 p.m., July 16, for 1 meeting (includes luncheon).* Instructor is Patrick Coleman. Call 373-3680 for registration forms and information.

MANAGING CONFLICT PRODUCTIVELY (84-08).

No credit, \$155.

The opposite of conflict is not peace—it is problem solving. Managers spend approximately 20% of their time dealing with conflict; often without recognizing it or without being aware of their own strategies or styles. Conflict is a normal part of every human relationship. In itself, it is neither bad nor good, but the outcomes can be either disruptive or productive. Because managing conflict is one of the four functions of leadership, supervisors and managers must learn to define conflict, identify conflict strategies and styles, and develop communication skills for conflict situations. The content of this program is valuable to everyone who works with people. It is especially designed for supervisors and managers, but it is also helpful to professionals who must work cooperatively with peers and who need to improve their skills. Limited enrollment. *Meets on the St. Paul campus Thursday, 8:30 a.m.- 4:30 p.m., Aug. 15, for 1 meeting (includes luncheon).* Instructor is Dorothy McGlauchlin. Call 373-3680 for registration forms and information.

Communication Skills

HOW TO WRITE FOR THE WORLD OF WORK (84-04).

No credit, \$155.

Generate successful business and technical reports, letters, and memos by building your understanding of the writing process. You learn to write with a persuasive style by focusing on the communication triangle: *information, audience, and purpose.* Organization, format, and editing are discussed, and examples of standard letters and reports are given. While some basic

rules of grammar and usage may be covered, this session is not a review of traditional English composition. Teaching methods include lectures, discussion, and workshops. Managers, assistants, technicians, and professionals—anyone who must write correspondence and reports—should find this seminar useful. Limited enrollment. *Meets on the St. Paul campus, Wednesday, 8:30 a.m.-4:30 p.m., July 10, for 1 meeting (includes luncheon).* Instructor is Thomas E. Pearsall. Call 373-3680 for registration forms and information.

Evening Courses

Leadership and Management

MANAGEMENT SKILLS (81-52).

No credit, \$160.

A practical look at five of the major skills needed for successful management in any organization, the course provides a thorough and practical treatment of the following critical areas: What managers do—the five functions of management. Leadership. Motivation. Communication. Management decision-making. Each subject is discussed for one meeting. Emphasis is on *practical management skills* and not on academic theory. Designed for supervisors, and middle- and upper-level managers who have not had formal management training. Limited enrollment. *Meets on the St. Paul campus, Mondays and Wednesdays, 5:30-8:30 p.m., June 10, 12, 17, 19, 24, for 5 meetings.* Instructor is Thomas W. Faranda. Call 373-3680 for registration forms and information.

Communication Skills

COMMUNICATION SKILLS FOR MANAGERS (84-09).

No credit, \$175.

Managers and supervisors are constantly involved in communications that affect both the performance and feelings of well being of their staff and themselves. Learn to express yourself clearly and incisively whether you're writing a report, conferring with a colleague, or running a meeting. You also will learn principles and practice techniques for providing and receiving support and criticism; conducting hiring selection, performance appraisal interviews; and managing conflict situations. Designed for supervisors and managers whose responsibilities involve written or oral communications inside, as well as outside, the company. Offered in cooperation with the American Management Associations Extension Institute. Limited enrollment. *Meets on the St. Paul Campus, Tuesday, 6:30-9:30 p.m., June 4-July 9 for 6 meetings.* Instructor is Mary Beth Percy. Call 373-3680 for registration forms and information.

Information Systems: Computers and Management

INTRODUCTION TO LOTUS SYMPHONY (84-16).

No credit, \$135.

Lotus Symphony is the long-awaited enhancement of the new, popular-selling microcomputer software package Lotus 1-2-3. The spreadsheet, graphics, and database capabilities of Lotus 1-2-3 have been enhanced and word processing and communications capabilities have been added. Symphony allows you to bring in data from another computer, use that data to create an interrelated worksheet, and then incorporate the worksheet into a report or a graph. Emphasis is on hands-on experience with the Lotus Symphony software. Participants completing the course are able to create, manipulate, and print Symphony spreadsheets and graphs, create reports using the database feature, create documents using the word processing capabilities, and be able to move data to and from another computer with the communications module. Limited enrollment. *Meets on the St. Paul campus, Tuesdays and Thursdays, 6-9 p.m., July 9, 11, 16, 18, 25, 30 for 6 meetings.* Instructor is Douglas Lund. Call 373-3680 for registration forms and information.

Finance and Accounting

FUNDAMENTALS OF FINANCE AND ACCOUNTING FOR NON-FINANCIAL MANAGERS (81-53).

No credit, \$175.

A nontechnical approach to accounting for persons in general management, marketing, manufacturing, personnel, or research and development is provided in this course. The basics of accounting are fully explained, with emphasis placed on understanding the applications of accounting in the normal operations of a business. Participants are provided with a better understanding of financial statements and their effect on individual departments; how to make financial decisions more confidently; how to use financial reports and analyses to develop and maintain a management plan; how to hold their own in financial discussions; and how to more accurately evaluate a company's financial condition. Although the course is designed specifically for people working in the private sector, most of the topics have a direct application to non-profit organizations as well. Offered in cooperation with the American Management Associations Extension Institute. Limited enrollment. Offered on the St. Paul campus, Tuesdays and Thursdays, 6-9:30 p.m., June 11, 13, 18, 20, 25, for 5 meetings. Instructor is David Emerson. Call 373-3680 for registration forms and information.

Personal Development

ASSERTIVENESS TRAINING FOR MEN AND WOMEN (84-14).

No credit, \$145.

Combines useful theory with practical classroom applications and practice to help you put principles to work in everyday life. With this course you can expect to become better at expressing both positive and negative feelings; dealing with conflict and anger; responding to criticism, aggression, and manipulation; constructively solving problems; self-initiation; and projecting a positive self-image. The course is designed for individuals who want to increase their effectiveness in interpersonal relationships at home, in social situations, or in the work setting. Methods used include class lectures, self-assessment inventories, and simulation exercises. Limited enrollment. Meets on St. Paul campus, Tuesdays, 6:30-8:30 p.m., June 18-July 16, for 5 meetings. Instructor is Catherine Bloomfield. Call 373-3680 for registration forms and information.

Elderhostel (for those over 60)

The University of Minnesota, along with 24 other Minnesota colleges, is hoping to attract Minnesota elders to campus for a sampling of college life through a program called Elderhostel. The colleges will offer 49 week-long programs of residential continuing education for anyone 60 and over who has a desire to explore new ideas and meet new people, young and old. In its eighth year in Minnesota, Elderhostel is part of a national network that began eleven years ago.

Hostelers arrive on campus on Sunday and stay until the next Saturday morning, living in college dormitories, interacting with peers, and experiencing the role of student in specially designed academic but noncredit courses. There are no exams, no grades, and no previous educational requirements. Courses are taught by regular college faculty. The cost for a one-week program is \$195 for food, lodging, and class instruction.

June 23-29: **Only in America: 20th-Century Music; Arab-Israeli Conflict: Past as Prologue; Gods and Heroes of the North: Scandinavian Mythology.**

July 7-13: **I Got Rhythm: Music of George Gershwin; Arab-Israeli Conflict: Past as Prologue; Contemporary African Politics.**

Call 376-2704 for details and registration instructions.

General Information

Faculty

The teaching staff in Extension Classes consists primarily of University of Minnesota faculty. In some instances, faculty members from other educational institutions and specialists in professional and business fields have been selected to teach courses. All Extension Classes instructors are approved by the academic departments through which classes are offered.

Additional staff—Faculty other than those listed under each department may be assigned to teach certain courses.

Funding Extension Classes

While the state legislature has begun to help fund Continuing Education and Extension, the Extension Classes program—including instructional, administrative and staff costs and related costs—is supported mainly by students' tuition. Therefore, depending on overall enrollments, program adjustments are sometimes necessary, as is the cancellation of classes in which enrollment is low.

Campus Services

Athletic Facilities

An Extension student may use the athletic facilities of the University, during scheduled recreation hours, through either of the following methods.

1. Students registered for three or more credits may pay an athletic facilities fee (\$5.35 per 5-week summer term, subject to change) that entitles them to use University facilities and participate in Recreational Sports programs. The athletic facilities fee should be paid at the time of registration in the Extension registration office in Westbrook Hall. The athletic facilities fee is entered on a receipt separate from the course fee statement. Students must present the receipt when they wish to use athletic facilities.

If students cancel classes, they must surrender the facilities fee receipt at the time of cancellation. The University reserves the right to cancel athletic facility permits of students who cancel classes and do not surrender the permit.

The athletic facilities permit fee will not be refunded after the second week of classes. No tuition refund will be made without surrender of the facilities fee receipt.

2. Students registered for fewer than three credits, or who are registered in noncredit courses, must purchase a Recreational Sports Participation Permit if they wish to use athletic facilities. Call 373-4200 after June 1 to find out participation permit costs; identify yourself as an Extension student. This permit does not allow use of the golf course or tennis courts at student rates, however.

Recreational Sports Participation Permits may be purchased at Cooke Hall, Bierman Building, or the St. Paul Gymnasium. Proof of enrollment (the student's receipted copy of the registration form) is required.

The athletic facilities include pools, gymnasiums, skating rink, tennis courts, fields, diamonds, track, and golf courses (some limited to seasonal availability). There is a separate user charge for the ice rink, tennis courts, and golf courses. Separate towel and locker rental is also available.

Since facilities are heavily used, often to capacity, their use may be restricted occasionally.

For further information about athletic facilities, locations, hours, and fees, telephone: Recreational Sports at 373-4200; golf course, 373-1645; ice rink skating times (Oct.-March), 373-4212.

Handicapped Services

Adapted services and procedures are possible throughout the University of Minnesota. Information, counseling, and referral services are provided for students and prospective students with physical, learning, and emotional disabilities. Students are encouraged to contact the Extension Counseling Office, 314 Nolte Center (373-3905) or the Office for Students with Disabilities, 12 Johnston Hall, 376-2727 (voice or TTY/TDD).

Health Service

Students who register in at least one Extension class (any term) during the summer may enroll in the Boynton Health Service Extended Outpatient Benefits Plan. The cost of the plan is: 10-week term (plus 4-week interim), \$63.15; first 5-week term, \$22.55; second 5-week term (plus 4-week interim), \$40.60.

Health Service summer hours are 8 a.m. to 4:30 p.m. Monday through Friday (closed holidays). When the Health Service is closed, medical care for emergencies is available at the Emergency Department of University Hospitals; charges that are not collectible from a student's medical insurance will be paid by Boynton Health Service (excluding take-home drugs and supplies). Visits to other emergency rooms are the patient's responsibility.

General physician and specialist health care and counseling are provided to students at Boynton Health Service who pay the plan fee. Students also receive needed diagnostic laboratory and x-ray services. Charges are made for prescription drugs, glasses, dental care, and routine physical examinations.

Students and their spouses who do not belong to the prepaid Health Service Plan may use the Boynton Health Service on a fee-for-service basis.

The Boynton Health Service Extended Outpatient Benefits Plan fee does not cover hospitalization or surgery. Extension students who belong to the plan may purchase the University-sponsored hospital-medical-surgical insurance. Cost is \$67.75 for both summer sessions plus interim. Payment should be made in Room W227A, Boynton. Call 379-9259 for more information on insurance.

Students who cancel their registration before the first week of classes will receive a 100% refund of the Health Service fee upon surrender of the Health Service receipt. The Health Service fee is not refundable after the first week of classes.

Students interested in enrolling in the Extended Outpatient Benefits Plan should do so at the time of registration but no later than the first week of the term.

For additional information on these and other benefits, call 373-3196 and request the booklet, **Welcome to Boynton Health Service**, or pick it up at 101 Wesbrook Hall.

Libraries

The library resources of the University of Minnesota—Twin Cities contain approximately four million catalogued volumes and substantial holdings of government documents, manuscripts, archives, audio-visual tapes, and other materials. These are located in five major library units (described below) which comprise 32 separate libraries.

Social sciences and humanities collections: The core of the social sciences and humanities collections are housed in two libraries—Walter and Wilson. *Walter Library* (East Bank) contains education, psychology, library science, music, and audio-visuals. Five manuscript and archives divisions are also affiliated with Walter. *Wilson Library* (West Bank) contains the social sciences and humanities collections not housed in Walter. Other collections include business, maps, government documents, special collections, and the Asian collections.

Science collections: *Bio-Medical Library* (East Bank, Diehl Hall) contains the main health science collections including medicine, nursing, dentistry, pharmacy, and public health. *Institute of Technology Libraries* (East Bank) are six separate libraries that contain the collections for architecture, chemistry, engineering, geology, mathematics, and physics. *St. Paul Campus Libraries* (St. Paul) include five libraries containing the core collections in agriculture and related fields including biochemistry, forestry, veterinary medicine, and entomology. Design, textiles, and vocational education are also available in the St. Paul Campus Libraries.

Continuing Education and Extension students are entitled and encouraged to use all library facilities and services including reference and research assistance, computer literature searching, and copy services. A current fee statement is the only identification needed to borrow library material. For current library hours, call 373-0066.

Locker Rental Service and Lost and Found

Lockers are available for \$1.50 for a half locker and \$3.25 for a full locker per quarter. Deposit cards must be purchased (cost is \$16) on the campus you are renting a locker: Coffman Union Service Center, East Bank; West Bank Cashier Section, Burs (W); and St. Paul Cashier Office, 107 Coffey Hall.

Locker rental offices are at the Service Center in Coffman Union for the East Bank, the Periodical Shop, 48 SocSci, for West Bank, and on the St. Paul campus at 213 Agricultural Engineering, 32 McNeal Hall, and 231 Classroom Office Building. For more information, call the East Bank main office at 373-2432.

For lost and found assistance, check the lost and found office in the building where you may have lost items. For additional help and information, contact one of the main lost and found offices: B-78 Coffman Union, 376-3003, for East Bank; 100 West Bank Union Skyway, 373-0069, for West Bank; and the Coffey Hall Post Office, 373-1612, for the St. Paul campus.

The Coffman Union Service Center, on the ground level of Coffman Union, in addition to locker rental, offers several other services: postal services; MTC monthly pass and commuter ticket sales; parking coupons; Coffman Union mini-courses registration and information; and campus bus (Route 13) punch cards.

Parking Facilities

Ample parking is available for Extension students at a nominal fee. Call 376-7500 to request a parking and campus map. For parking information, call 376-PARK.

Parking for handicapped students—For information on parking for the handicapped, call the University Police Department, 373-3550, or the State of Minnesota Special Permits Division at 296-1814.

Police Services

The University Police Department is available to Extension students whether it be to report a crime, open a locked car, offer emergency medical treatment, provide a speaker on crime prevention, conduct escort services, or for other reasons relative to personal security or welfare. For routine calls, telephone 373-3550. For the evening escort service, call 376-WALK. For an emergency, dial 133 on any campus phone (except in University Hospitals).

Arts and Entertainment

Educational and cultural events are offered regularly on the University campuses. Some are open to the general public and student body without charge.

The Department of Concerts and Lectures presents the Northrop Dance Season along with other arts and entertainment events. For information about scheduled performances, call the Northrop Ticket Office (373-2345). For information about University Theatre productions, call the ticket office (373-2337).

Also check student and local newspapers' entertainment sections for events.

Degrees and Certificates

Below are listed degrees and certificates which can be completed entirely through Extension Classes to fit the goals, interests, and professional needs of most people. For complete information, call the Extension Counseling Office: telephone 373-3905 to arrange a day or evening appointment. For complete information, see page 555 in the 1984-85 Extension Classes Bulletin.

Degrees

General College

Associate in Arts (A.A.)
Bachelor of Applied Studies (B.A.S.)
Bachelor of General Studies (B.G.S.)

College of Liberal Arts

Associate in Liberal Arts (A.L.A.)
Bachelor of Arts (B.A.)
Bachelor of Science (B.S.)
Bachelor of Individualized Studies (B.I.S.)

School of Management

Bachelor of Science in Business (B.S.B.)

Institute of Technology

Bachelor of Electrical Engineering (B.E.E.)
Bachelor of Civil Engineering (B.C.E.)

University College

(B.A. and B.S.)
The Inter-College Program, University Without Walls

College of Agriculture

Bachelor of Science in Food Science and Technology (B.S.)

College of Home Economics

Bachelor of Science in Food Science and Technology (B.S.)
Bachelor of Science in Interior Design (B.S.)

Graduate Degrees

Master of Arts in English (Graduate School)
Master of Agriculture in Food Technology (College of Agriculture)
Master of Agriculture in Technical Communication (College of Agriculture)
Master of Business Taxation (M.B.T.)

Certificates

Check the list in the 1984-85 Extension Classes Bulletin, page 581.

For free program advising, telephone 373-3905

Campus Buildings

AgrPG, Agronomy/Plant Genetics (St. Paul)
 AndH, Anderson Hall (West Bank)
 AkertH, Akerman Hall
 ApH, Appleby Hall
 Arch, Architecture
 Armory, Armory
 ArtB, Art Building (West Bank)
 BellMus, Bell Museum of Natural History
 BioSci, Biological Science Center
 (St. Paul)
 BlegH, Blegen Hall (West Bank)
 CivMinE, Civil and Mineral Engineering
 CookeH, Cooke Hall
 EBCEC, Earle Brown Continuing
 Education Center (St. Paul)
 EddyH, Eddy Hall
 ElthH, Elliott Hall
 FolH, Folwell Hall
 FordH, Ford Hall
 FraserH, Fraser Hall
 HckrH, Haecker Hall (St. Paul)

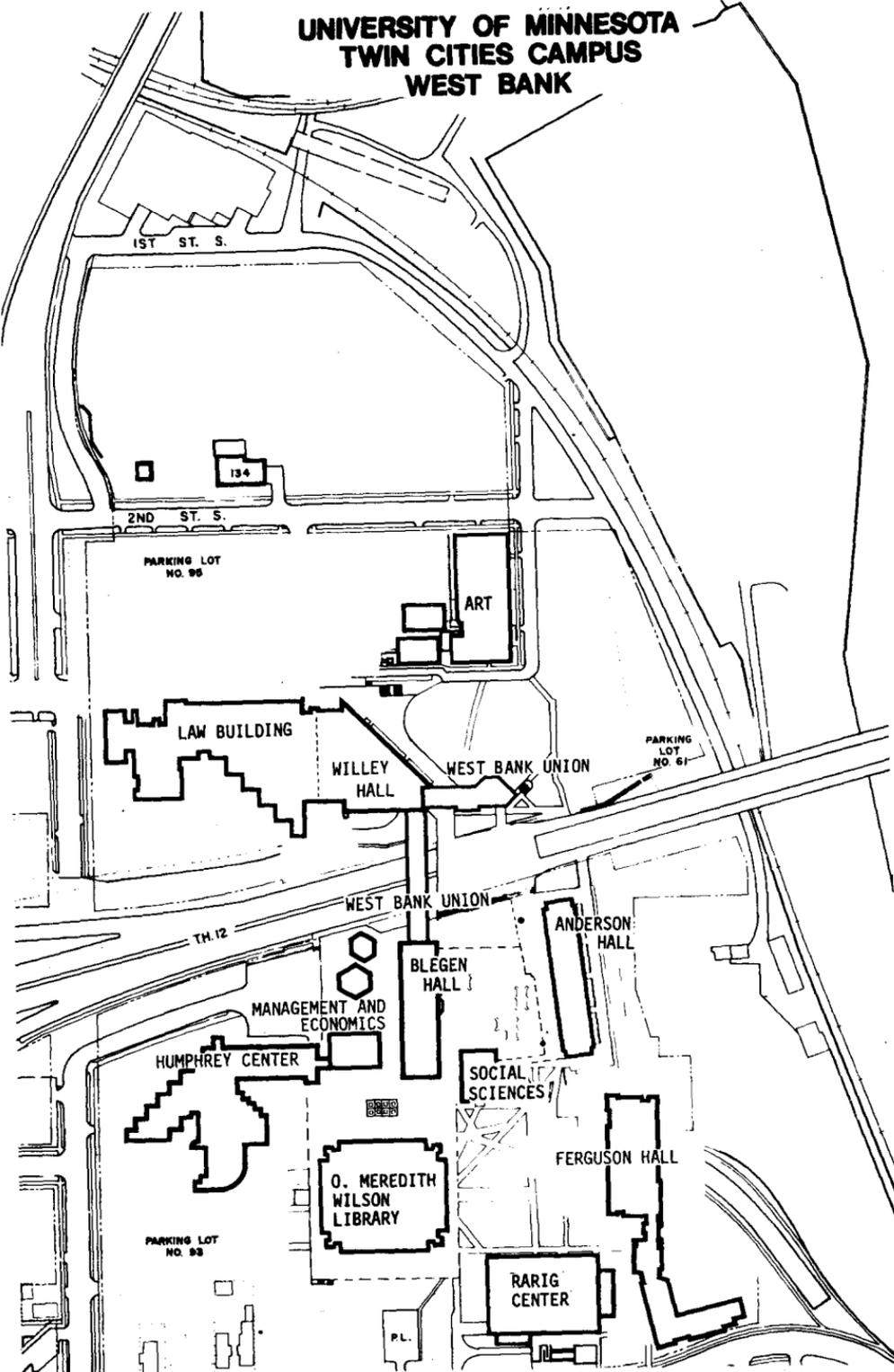
KoItH, Koithoff Hall
 Law, Law Building (West Bank)
 LindH, Lind Hall
 MacP, MacPhail Center, 1128 LaSalle
 Avenue, downtown Minneapolis
 MechE, Mechanical Engineering
 McNH, McNeal Hall (St. Paul)
 MoosT, Moos Tower
 (formerly HSUnitA)
 MurH, Murphy Hall
 MusEd, Music Education
 NichH, Nicholson Hall
 NCCE, Nolte Center for Continuing
 Education
 NorrisH, Norris Hall
 RarigC, Rarig Center (West Bank)
 SciCB, Science Classroom Building
 ScottH, Scott Hall
 VinH, Vincent Hall
 WaLib, Walter Library
 Zoology, Zoology

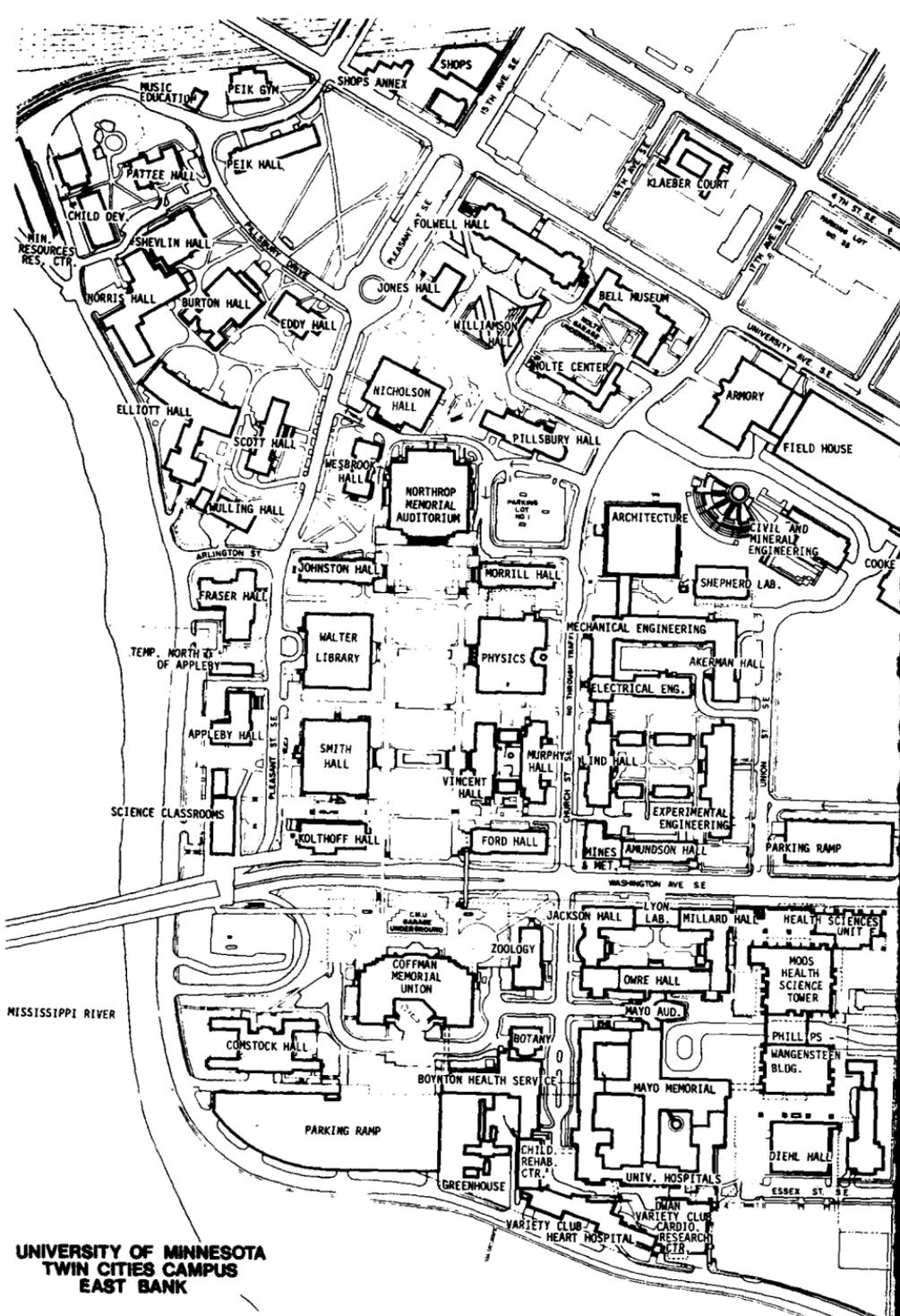
Departments, Course Designators

Acct, Accounting
 AmSt, American Studies
 Anth, Anthropology
 Arch, Architecture
 ArtH, Art History
 ArtS, Studio Arts
 Biol, Biology
 Bot, Botany
 BGS, Business, Government, and Society
 BFin, Business Finance
 BLaw, Business Law
 CPsy, Child Psychology
 CE, Civil and Mineral Engineering
 Clas, Classics
 Comp, English Composition
 CSci, Computer Science
 CEW, Continuing Education for Women
 DSci, Decision Sciences
 Dsgn, Design
 Dtch, Dutch
 Econ, Economics
 Educ, Adult and Teacher Education
 Engl, English
 FSoS, Family Social Science
 Fren, French
 Frit, French and Italian
 GC, General College
 Ger, German
 Hist, History
 Hum, Humanities
 IEOR, Industrial Engineering/Operations
 Research
 IR, Industrial Relations

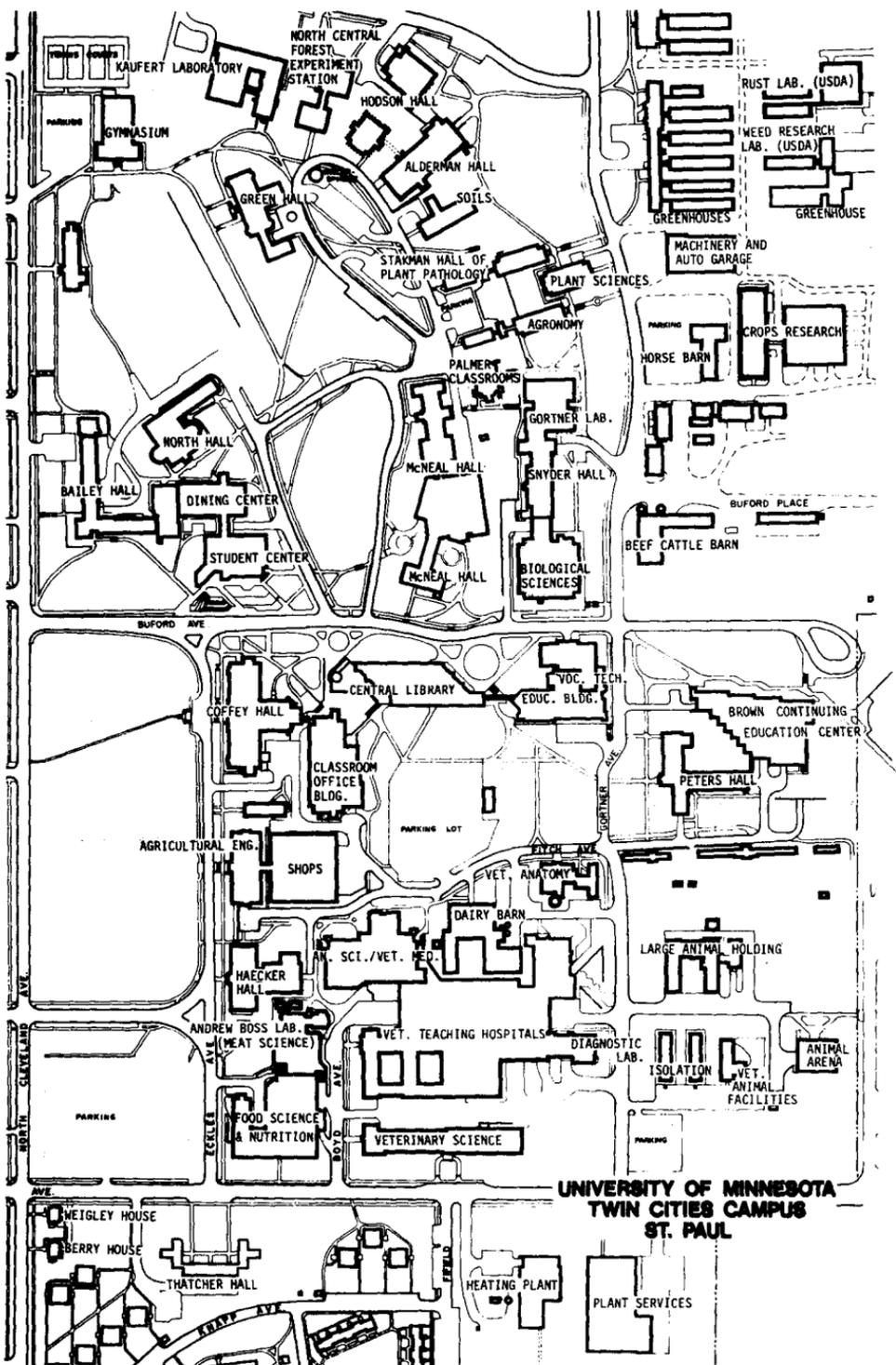
IC, Informal Courses
 Ins, Insurance
 CFP, Certified Financial Planner
 Jpn, Japanese
 Jour, Journalism and Mass Communication
 Lat, Latin
 Ling, Linguistics
 MacP, MacPhail Center Courses
 Mgmt, Management
 MIS, Management Information Systems
 Mktg, Marketing
 Math, Mathematics
 ME, Mechanical Engineering
 Mus, Music
 OM, Operations Management
 PO, Personal Orientation (Study Skills)
 Phil, Philosophy
 PE, Physical Education
 PICS, Professional Improvement Courses
 and Seminars
 Pol, Political Science
 Psy, Psychology
 RE, Real Estate
 Rec, Recreation, Park and Leisure Studies
 Rhet, Rhetoric
 Scan, Scandinavian
 Soc, Sociology
 Span, Spanish
 Spch, Speech-Communication
 Stat, Statistics
 STA, Study and Travel Adventures
 TexC, Textiles and Clothing
 Tran, Transportation
 WoSt, Women's Studies

UNIVERSITY OF MINNESOTA TWIN CITIES CAMPUS WEST BANK



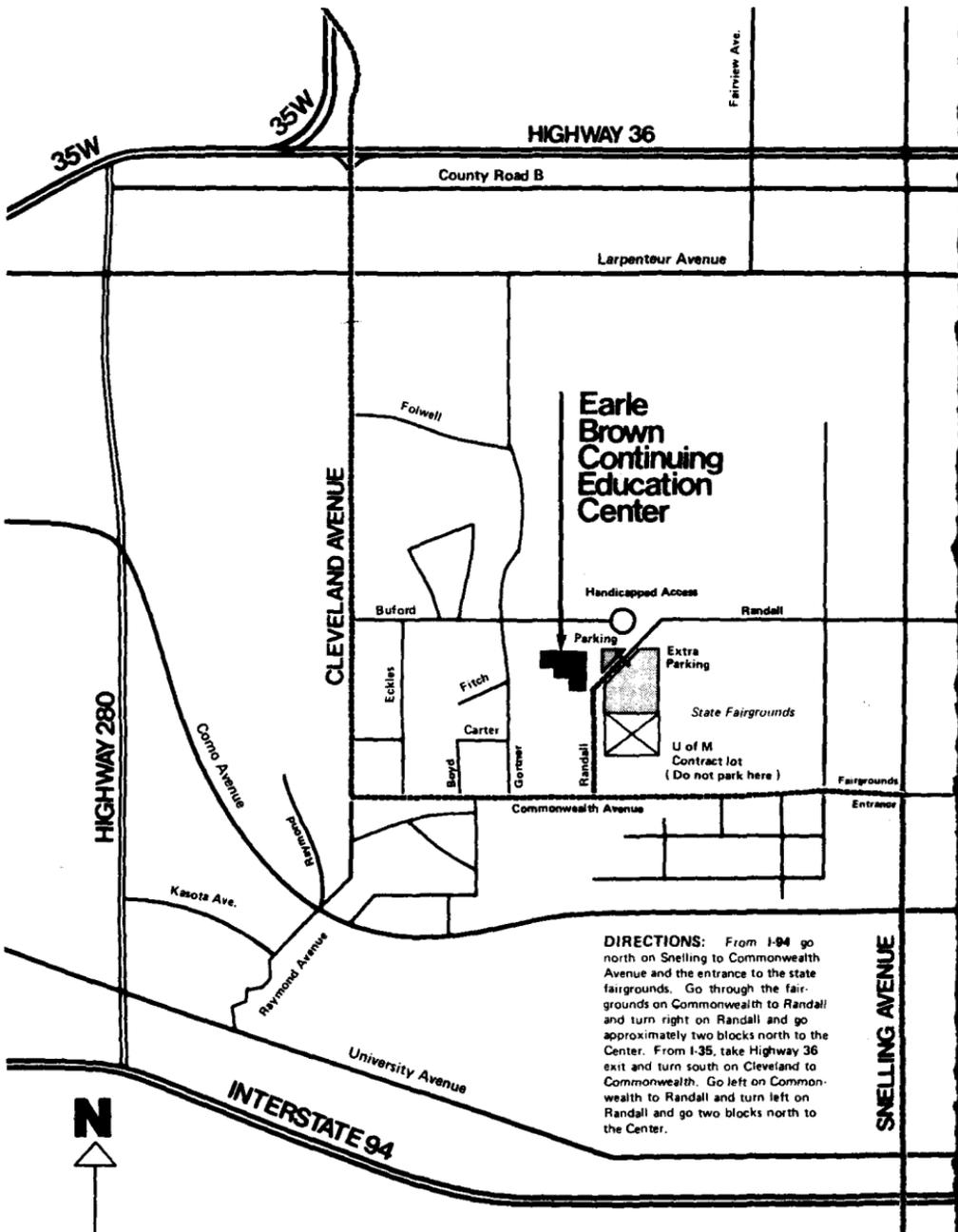


UNIVERSITY OF MINNESOTA
TWIN CITIES CAMPUS
EAST BANK



UNIVERSITY OF MINNESOTA
TWIN CITIES CAMPUS
ST. PAUL

ACCESS ROUTES TO EARLE BROWN CONTINUING EDUCATION CENTER—ST. PAUL CAMPUS



DIRECTIONS: From I-94 go north on Snelling to Commonwealth Avenue and the entrance to the state fairgrounds. Go through the fairgrounds on Commonwealth to Randall and turn right on Randall and go approximately two blocks north to the Center. From I-35, take Highway 36 exit and turn south on Cleveland to Commonwealth. Go left on Commonwealth to Randall and turn left on Randall and go two blocks north to the Center.

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The Global Campus



Explore the University of Minnesota's global campus with a study abroad program through the Extension Classes Office of Study Abroad (ECOSA). ECOSA programs are cosponsored by University academic departments, offering courses in several disciplines. Anyone may apply; you need not be in a degree program. Call ECOSA at 373-1855 to be placed on the mailing list for information.

Spanish in Cuernavaca: Winter quarter in Cuernavaca, Mexico, cosponsored by the Department of Spanish and Portuguese and ECOSA. Integrates intensive language instruction, culture courses, and field trips with home-stay experience. (12-14 cr; prereq #)

Anthropology in Mexico: Winter quarter in Cuernavaca, Mexico, cosponsored by the Department of Anthropology and ECOSA. Pre-Hispanic Mesoamerica and modern cultural anthropology. (12-16 cr)

Literature in London: Spring quarter in London, England, cosponsored by the departments of English and theatre arts and ECOSA. Incorporates literary history; geographical and cultural perspectives into reading and study of literature and drama. Graduate credit available. (12 cr)

Swedish in Växjö: Spring quarter in Växjö, Sweden, cosponsored by the Scandinavian department and ECOSA. Intensive Swedish language instruction, culture courses, and field trips. (15-16 cr)

French in Montpellier: Spring quarter in France, cosponsored by the Department of French and Italian and ECOSA. Intensive French language instruction, culture courses, and field trips. (12-14 cr)

German and Austrian Studies in Graz: Fall program cosponsored by the Center for Austrian Studies, the Department of German, and ECOSA. Integrates intensive language instruction and culture courses with home-stay experience. (12-13 cr; prereq #)

Polish in Lublin: Summer program cosponsored by the Department of Russian and East European Studies and ECOSA. Led by University faculty. Intensive language instruction, culture courses, and field trips. (9 cr)

International Program in Toledo, Spain: Cosponsored by the College of Liberal Arts, the Ortega y Gasset Foundation, and ECOSA. Spanish language and other courses in the liberal arts; full semester. (18-27 cr)

Minnesota Studies in International Development: Internship program for Third World development. Locations in Colombia, Jamaica, Kenya, Senegal; variable credits.

Explore Continuing Education for Women



Explore Informal Courses



Explore Study and Travel Adventures





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About Noncredit Courses

Explore another kind of learning this year — college learning without college credit through Informal Courses (IC), Study and Travel Adventures Tours (STA), and Continuing Education for Women (CEW) noncredit courses offered by University of Minnesota Extension Classes.

Noncredit courses are for inquisitive people (like you!), people who want to know more about their world and themselves. A noncredit class that meets evenings or weekends, or during the day at a convenient off-campus location, with lively discussion and sometimes a guest speaker or field trips, fits their schedules and their needs.

Anyone may enroll in Extension Classes noncredit courses. There are no grades, exams, transcripts, or entrance requirements. The classes are designed to meet the interests of adults of all ages. A high school diploma isn't necessary and an advanced degree won't make you out of place. You need only a desire to learn and to explore.

Courses in this bulletin are arranged by term (fall, winter, spring). Within the course listings for each term, there are six topic areas:

Arts, Ideas, Perspectives

Writing and Literature

Careers, Interests, Personal Growth

Computers and Mathematics

The Natural World

Social and Historical Insights

In addition, you will find a special section at the end of this booklet on exciting learning tours, **Study and Travel Adventures**, led by University faculty.

Whatever your interests or goals, we hope we can help you along the way.



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Equal Opportunity

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, or veteran status. In adhering to this policy, the University abides by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by Executive Order 11246, as amended; 38 U.S.C. 2012; by the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Patricia A. Mullen, Director, Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, 100 Church Street S.E., University of Minnesota, Minneapolis, Minnesota 55455, (612/373-7969); or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20202; or to the Director of the Office of Federal Contract Compliance Programs, Department of Labor, Washington, D.C. 20210.

Registration

Registration is simple. Fill out and mail one of the forms that appears on the pages near the end of this booklet. You will need to use one form for each person who wishes to enroll in each class. Enclose a check or money order, made out to the University of Minnesota, for the full amount (course cost plus any course fees or late fees).

For those classes with limited enrollment (indicated by a ★ before the course number and title) include a separate check for each registration. Register early for classes with limited enrollment to avoid disappointment. If the class is filled when your registration is received, your registration and check will be returned immediately.

Registrations for fall term classes will be accepted starting August 18.

Registrations for winter term classes will be accepted starting November 18.

Registrations for spring term classes will be accepted starting February 17.

For Study and Travel Adventures, registrations may be completed and submitted anytime. Send full payment for weekend trips; send a \$250 deposit for the other travel tours. Complete day-by-day itineraries are available for the one-week and two-week study tours; call 376-7500.

Send registration forms with checks to:

Noncredit Courses
University of Minnesota
180 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, MN 55455

For more information about Informal Courses and Study and Travel Adventures, call 376-7500. For more information about Continuing Education for Women Courses, call 373-9743.

General Information

Tuition

The course descriptions include tuition and fees (if any) for each course. You are not registered officially until all fees are paid.

Senior citizens 62 and older may register for these noncredit classes at reduced tuition (\$10 reduction) plus any course or special fees.

For Informal Courses only, young people 12 to 16 may register for \$3 if they are genuinely interested, mature, and are accompanied by an adult registered in the same class (course fees and special fees must be paid in full, however).

Senior citizen and youth registrations for limited-enrollment classes are accepted only after full-tuition students have registered and paid fees. Submit registration forms with tuition checks one week after the dates given under "Registration" above. Registrations for classes without enrollment limits can be submitted at the start of the registration period.

Tuition and fees are subject to change without notice.

Costs related to field trips (transportation, food, accommodations, special events, admissions, or supplies) are extra and are the responsibility of the student unless specifically indicated otherwise in the course description. Some classes may require student purchase of supplies or materials; the instructor will notify students in class.

Late Fees

Include a \$5 late fee if you are registering after the late fee date given with each course.

Cancellations

To cancel a class for which you have registered and paid fees, you must either notify the Extension Classes registration office in writing or come in to 101 Wesbrook Hall and cancel in person using an official cancellation form.

Cancellations cannot be accepted by telephone. Instructors are not authorized to accept cancellations.

Do not stop payment on a check. There is a \$10 check-handling charge for any check returned by a bank for any reason. (See refund policy below.)

The effective date of cancellation is the day the cancellation is submitted to the registration office in person or the date of postmark if the cancellation is mailed in (not the date you stop attending class).

Sometimes classes must be canceled because of insufficient enrollment. The department reserves the right to cancel, postpone, limit enrollment, split or combine classes, and to change instructors or class locations.

Refunds

Refunds for classes will be made under certain conditions.

1. A full refund will be made if a class is canceled by the Department of Extension Classes or if the day or hour of the class is changed by the department after the student has registered. A full refund minus a \$5 cancellation fee is issued if the student is recalled to, or enlists in, military service; or if a student is hospitalized or ill and cannot continue in class (doctor's statement required).

2. Students may cancel before the class begins. There is a \$5 cancellation fee. The balance of the course costs will be refunded.

3. After the course has begun, refunds of a portion of the course costs may be issued in relation to the total number of class meetings in each course. In no case will a refund be made after the fourth class meeting. Refunds are based on the number of times the class has met — not the number of times the student has attended.

Late fees and transfer fees are not refundable.

Refunds are paid by check only and are mailed to the student; allow four weeks minimum for processing of refunds.

Books

Occasionally the purchase of books is advised; they will be available at University bookstores or in class.



Campus Building Abbreviations

AgEng (StP), *Agricultural Engineering, St. Paul campus*
AlderH (StP), *Alderman Hall, St. Paul campus*
AnScVM (StP), *Animal Science, Veterinary Medicine, St. Paul campus*
Arch, *Architecture, east bank*
ArtB, *Art Building, west bank*
BellMus, *Bell Museum of Natural History, east bank*
BioSci (StP), *Biological Science Center, St. Paul campus*
BuH, *Burton Hall, east bank*
ChDev, *Child Development, east bank*
ClaOff (StP), *Classroom Office Building, St. Paul campus*
CentLib (StP), *Central Library, St. Paul campus*
CMU, *Coffman Memorial Union, east bank*
ElectE, *Electrical Engineering, east bank*
EBCEC (StP), *Earle Brown Continuing Education Center, St. Paul campus*
FergH, *Ferguson Hall, west bank*
FolH, *Folwell Hall, east bank*
FordH, *Ford Hall, east bank*
HckrH (StP), *Haecker Hall, St. Paul campus*
HodsonH (StP), *Hodson Hall, St. Paul campus*
JonesH, *Jones Hall, east bank*
KoltH, *Kolthoff Hall, east bank*
Law, *Law Building, west bank*
LindH, *Lind Hall, east bank*
MacP, *MacPhail Center (1128 LaSalle Ave., Minneapolis)*
MinMet, *Mines and Metallurgy, east bank*
MurH, *Murphy Hall, east bank*
NCCE, *Nolte Center for Continuing Education, east bank*
NichH, *Nicholson Hall, east bank*
SciCB, *Science Classroom Building, east bank*
SocSci, *Social Sciences Building, west bank*
StGen (StP), *Student Center, St. Paul campus*
Soils (StP), *Soils, St. Paul campus*
WesH, *Wesbrook Hall, east bank*
WullH, *Wulling Hall, east bank*
Zoology, *Zoology, east bank*

In addition, many classes meet at off-campus locations (listed after the day, time, and date in each course description). If you have questions about locations or need directions, call 376-7500 for Informal Courses or 373-9743 for CEW courses.

1985-86 Noncredit Courses

(See complete course descriptions with class dates on the pages that follow.)

Fall 1985

Arts, Ideas, Perspectives

- CEW 0101 Arts and Cultures of the Southwest American Indian
- IC 0101 Creating A Positive Future
- CEW 0102 Arts and Cultures of Mexico and Guatemala
- CEW 0103 Family History
- CEW 0106 Music Theory for Concertgoers
- CEW 0107 Three Plays at the Guthrie
- IC 0108 Introduction to Color Photography
- CEW 0109 The Human Figure in Art: The Embodiment of Culture
- CEW 0112 Collage: A Revolutionary Concept in Picture Making
- IC 0118 Jazz Beginnings
- IC 0120 Acting: The Creative Process
- IC 0162 Introduction to Weaving
- IC 0167 Printmaking
- IC 0168 Studio Art Painting in Oils and Acrylics
Photography Courses at MacPhail Center

The Natural World

- IC 0200 Field Ecology in Minnesota
- IC 0207 Minnesota Plants and Their Uses
- IC 0209 Trees and Shrubs of Minnesota: Winter Identification
- IC 0210 Animal Behavior
- IC 0215 Minnesota's Mammals
- IC 0217 Marsh, Swamp, Bog, and Fen — Minnesota's Wetlands
- IC 0222 Identifying Birds: An Introduction to Ornithology
- IC 0227 Mushroom Identification
- IC 0243 Backyard Wildlife Management
- IC 0246 Best Plants for Minnesota
- IC 0254 Super-Insulated and Other Energy Efficient New Construction
- IC 0257 Home as an Ecosystem

- IC 0274 Nature Photography: Art and Technique
- IC 0294 Sailing: Basic Techniques
- SAM 0001 Minnesota: Loons and a Whole Lot More

Careers, Interests, Personal Growth

- CEW 0200 Study Skills
- CEW 0202 Assertiveness Training
- CEW 0206 Career Planning for Re-Entry Women
- CEW 0207 Conflict of Psychological Dependency
- CEW 0209 Financial Planning: Comfort in Retirement
- CEW 0211 How To Prepare for Graduate Admissions Tests
- CEW 0212 Impact of Children on Your Life After 35: New Parents
- CEW 0213 Investing for Tax Advantages
- CEW 0214 Investments and Personal Financial Planning
- CEW 0222 Women Alone: Alive and Thriving
- CEW 0226 Equal Partnership: Legal Information for Married Women
- CEW 0228 Career Planning for Women Who Work
- IC 0417 Dealing with Job Stress
- IC 0452 Power Issues: Personal and Political
- IC 0542 Water Pollution from Agriculture Sources
- IC 0580 Spanish for Travelers
- IC 0590 Rapid Reading and Comprehension
Back to School Workshop

Writing and Literature

- IC 0177 World Literature: Dostoevsky and Camus
- CEW 0301 The British Empire Depicted in Pictures
- CEW 0302 Creative Writing
- CEW 0304 Growing Up Female in America
- CEW 0306 Introduction to Copy Editing
- CEW 0307 Journal Writing
- CEW 0310 Scandinavian Literature in Translation: From Kierkegaard to Lagerkvist
- CEW 0314 Writing for Women's Magazines
- CEW 0428 Introduction to Copy Editing
- IC 0436 Magazine Writing
- IC 0439 Creative Writing
- IC 0441 Newsletter Writing
- IC 0445 Layout and Pasteup for Beginners

Computers and Mathematics

- CEW 0400 Arithmetic and Elementary Algebra
- CEW 0401 Computers: A Practical Introduction
- CEW 0403 Taking the Sting Out of Statistics: Statistics for Non-statisticians
- CEW 0404 Technostress
- IC 0594 Computing: What Is It?
- IC 0596 Introduction to Word Processing
- CEW 0402 Math Anxiety Diagnostic Clinic/Math Anxiety Tutorial

Social and Historical Insights

- IC 0190 What Is an Archaeological Laboratory?
- IC 0197 The Promise of America: Why the Scandinavians Came to Minnesota
- CEW 0501 Practical Politics
- CEW 0502 Understanding Comparable Worth
- CEW 0503 Women: Activists and Volunteers
- CEW 0508 Energy, Technology, and the American Culture: A Historical Perspective
- IC 0602 The Ancient and Modern Maya: An Orientation to Mexico's Yucatan Peninsula
- IC 0603 The Soviet Union Today
- IC 0604 Buried Cities of the Ancient Romans: Pompeii, Herculaneum
- IC 0606 Contemporary Africa: Its Promise and Its Problems
- IC 0608 Austria: Variety in Unity
- CEW 0507 A Conference Celebrating Women's Education: How Far Have We Come?

Business and Professional Development

- CEW 0600 Assertiveness Skills for Women Re-entering the Job Market or Changing Jobs
- CEW 0601 Barriers to Risk Taking for Career Women
- CEW 0604 Clear Connections: Listening Strategies and Styles
- CEW 0607 Management Skills for Women
- CEW 0610 Starting a Successful Consulting Business
- CEW 0613 Women Supervising Men
- CEW 0614 Women Supervising Women
- CEW 0615 Developing and Managing Volunteer Programs in the 1980s

Winter 1986

Arts, Ideas, Perspectives

- CEW 0100 Arts and Cultures of India
- IC 0100 Creativity: The Person, The Process, The Product
- CEW 0104 Francesco Clemente and the Psychology of the Self-Portrait
- CEW 0108 American Art of the 1950s and 1960s
- IC 0111 Understanding Movies: Strategies for Criticism and Appreciation
- CEW 0113 Mothers of Invention
- IC 0113 Music: How To Listen to It
- IC 0125 Storytelling as an Art and a Skill: Why? What? How?
- IC 0156 Your Home: Its Design, Selection, and/or Construction

The Natural World

- IC 0219 Animal Ecology and Behavior: A Lecture Series
- IC 0220 Field Study of Winter Wildlife
- IC 0226 Ecology and Management of Minnesota Fish
- IC 0240 How Birds Work: An Introduction to Bird Biology
- IC 0265 Introduction to Coral Reefs
- IC 0277 Natural History Drawing
- IC 0290 Horses
- IC 0295 Sailing: The Art and Practice

Careers, Interests, Personal Growth

- CEW 0201 Aging Parents: Needs and Issues
- CEW 0203 Bridging Communication Gaps: How to Improve Relationships Among Women
- CEW 0204 Building Self-Esteem
- CEW 0208 Diet Dilemmas of Women
- CEW 0215 Investment Programs for People with Incomes of \$22,000 or Less
- CEW 0216 Managing Personal Stress
- CEW 0219 Relationship Communication
- CEW 0221 Tent to Townhome: Housing Options, Financing Sources
- CEW 0223 Women and Depression
- CEW 0224 Widowhood: Self-Discovery Through Loss
- IC 0416 Effective Time Management

- IC 0450 Career Decisions: Strategies for Change
- IC 0454 Developing Effective Listening Skills
- IC 0581 Spanish for Travelers II
- IC 0584 Italian for Travelers

Writing and Literature

- CEW 0300 Advanced Writing for Magazines
- CEW 0303 Fiction Writing
- CEW 0307 Journal Writing
- CEW 0310 Scandinavian Literature in Translation: From Kierkegaard to Lagerkvist
- CEW 0311 Words: Making Them Work for You — Part I
- CEW 0315 Friendship
- CEW 0317 Emily Dickinson's Poetry
- IC 0427 Creating an Effective Slide Show

Computers and Mathematics

- CEW 0400 Arithmetic and Elementary Algebra
- CEW 0402 Math Anxiety Diagnostic Clinic/Math Anxiety Tutorial
- IC 0596 Introduction to Word Processing

Social and Historical Insights

- CEW 0504 Women's Issues Worldwide: A Study Group
- CEW 0506 Urban Redevelopment: The Process and the Results

Business and Professional Development

- CEW 0602 Best Sellers: Careers in Sales
- CEW 0603 Careers at Home: The Entrepreneurial Woman
- CEW 0606 Finding the Fit: Matching Organization Characteristics with Your Values, Needs, and Styles
- CEW 0608 The New Woman Supervisor
- CEW 0616 Women and Management: Positive Political Skills in the Workplace

Spring 1986

Arts, Ideas, Perspectives

- CEW 0105 Music in the Spring: Listening and Enjoying
- IC 0106 Photo Workshop I
- CEW 0110 Feminist Perspective in Art
- CEW 0111 Royal Art from African Kingdoms
- IC 0112 Understanding Movies: Strategies for Criticism and Appreciation II
- CEW 0114 Recent Photojournalism: Color and Content
- IC 0115 The Making of America's Musical
- IC 0145 The Architecture of India
- IC 0164 Basic Creative Drawing
- IC 0165 Painting in Watercolor
- IC 0181 The Post Card as Collectable: History and Visual Image
- IC 0186 Introduction to Bookbinding

The Natural World

- IC 0212 Amphibians and Reptiles: An Introduction to Herpetology
- IC 0216 Minnesota Wild Flowers
- IC 0222 Identifying Birds: An Introduction to Ornithology
- IC 0228 Mushroom Identification and Ecology
- IC 0229 Identifying Birds: An Intermediate Course
- IC 0230 Lake Dynamics: Changing Glacial Relicts
- IC 0245 Landscaping the Minnesota Home Grounds
- IC 0247 How To Keep Your Yard Green and Healthy
- IC 0248 Hives and Honeybees: An Introduction to Beekeeping
- IC 0263 Minnesota Geology: An Introduction to Your Surroundings
- IC 0275 Advanced Field and Nature Photography
- IC 0296 Sailing: Marine Navigation — Coastal and Inland Piloting

Careers, Interests, Personal Growth

- CEW 0202 Assertiveness Training
- CEW 0205 Career Planning
- CEW 0210 Financial Planning for the Woman on Her Own
- CEW 0211 How To Prepare for Graduate Admissions Tests
- CEW 0215 Investment Programs for People with Incomes of \$22,000 or Less

- CEW 0217 Parenthood Options: A Contemporary Choice
- CEW 0218 Parenting the Grown Child: Transitions in Mothering
- CEW 0220 Taking Risks: A Woman's Dilemma
- CEW 0225 Noncustodial Parents: Issues and Conflicts
- CEW 0227 Psychology of Relationships
- IC 0411 Improving Your Memory: Remembering Names, Faces, and Information
- IC 0414 Advanced Arts Management: Decision Making and Conflict in the Arts Organization
- IC 0451 Resume Writing: Getting It All Together
- IC 0576 Farm Management for the Absentee Landowner
- IC 0577 Getting Started in Part-Time Farming
- IC 0582 French for Travelers
- IC 0583 German for Travelers
- IC 0600 Orientation for Travelers to Europe

Writing and Literature

- CEW 0305 Introduction to Children's Book Illustration
- CEW 0308 The Literature of Marriage: In Pursuit of Happiness
- CEW 0309 Mothers and Daughters
- CEW 0310 Scandinavian Literature in Translation: From Kierkegaard to Lagerkvist
- CEW 0312 Words: Making Them Work For You — Part II
- CEW 0313 Writing a Book Proposal
- CEW 0316 Poetry Writing
- IC 0441 Newsletter Writing
- IC 0443 Radio Publicity
- IC 0445 Layout and Pasteup for Beginners

Computers and Mathematics

- CEW 0400 Arithmetic and Elementary Algebra
- CEW 0402 Math Anxiety Diagnostic Clinic/Math Anxiety Tutorial
- CEW 0404 Technostress: Coping With Computers
- IC 0595 Putting Your Home Computer to Work for You

Social and Historical Insights

- IC 0192 Prehistoric Settlement and Land-Use Patterns in Minnesota
- CEW 0500 Community, Civic, and Social Groups: Organizing for Effectiveness
- CEW 0505 Development of Feminism in Minnesota: Women's Rights in Lake Wobegon
- CEW 0509 Becoming American in Minnesota: The Southeast Asian Refugee
- IC 0540 Nuclear Militarism and Its Critics
- IC 0605 Mysteries and Monuments of the Ancient Etruscans

Business/Professional Development

- CEW 0605 Exploring a Career as a Sales Representative
- CEW 0609 Professional Selling Skills for Women
- CEW 0611 Stress and the Career Woman
- CEW 0612 Team Building for Women
- CEW 0614 Women Supervising Women

Study and Travel Adventures

- STA 0906 A Festive Look at Southern Spain
- STA 0907 On the Trail of the Ancient Maya
- STA 0908 New York City Theatre Tour
- STA 0923 The Wildlife and Wild Lands of Alaska
- STA 0928 Spectacle of Wild Geese
- STA 0931 Deer and Wolf Research, Superior National Forest
- STA 0932 Minnesota Outdoors
- STA 0933 A Spring Wildflower Weekend
- STA 0934 Winter Photography on the North Shore
- STA 0935 Winter Wildlife in the North Woods
- STA 0936 Rocky Mountain Photography Workshop
- STA 0937 Exotic Thailand
- STA 0938 Gateway To Africa: Senegal and Gambia
- STA 0939 Natural History of the Swedish Countryside
- STA 0940 China in Transition
- STA 0941 White Water Challenge — Grand Canyon
- STA 0942 Northern New England and Eastern Canada: Sights and Sounds

Fall

their family's past. (Offered in cooperation with the Woman's Club of Minneapolis. Limited to 30)

Fall Spec Term Sec 1 **Th**—10 a.m.-12, Oct. 3-24 (4 meetings),
Woman's Club of Minneapolis,
410 Oak Grove St, Mpls, McLellan
No late fee through Sept. 26

(Marjorie McLellan has a master's degree in American folk culture and is currently a doctoral candidate in American studies at the University of Minnesota)

★CEW 0106 MUSIC THEORY FOR CONCERTGOERS. No credit, \$73 (age 62, \$63).

Minnesota composers explore the basic materials of music—melody, harmony, and rhythm—through the orchestral repertoire from the 18th century to the present day. Hosted by Libby Larsen and Stephen Paulus, Minnesota Orchestra Composers in Residence, and program annotator Mary Ann Feldman. (Offered in cooperation with The Minnesota Orchestra. Limited to 65)

Fall Spec Term Sec 1 **W**—9:30-11:30 a.m., Oct. 16-Nov. 20
(6 meetings), Orchestra Hall, Green Room,
1111 Nicollet Ave, Mpls, (enter through
Stage Door on Marquette Ave), Feldman
No late fee through Oct. 9

★CEW 0107 THREE PLAYS AT THE GUTHRIE. No credit, \$34 (age 62, \$24).

A study of three plays offered by the Guthrie Theater during its 1985-86 season: Shakespeare's *Midsummer Night's Dream*, Rostand's *Cyrano*, and Shaw's *Candida*. Participants consider basic principles of dramatic form and structure, identify different dramatic conventions and practices, view drama as literary form and as a public performance where the promise of the blueprint on the page is made tangible. Students deal with drama as a genre and with the play's historical and social contexts, but the focus is on the way each play works, challenges, delights, and entraps. The theater is, after all, a calculated trap for meditation and celebration. **Tuition does not include theater tickets.** (Offered in cooperation with the Guthrie Theater)

Fall Spec Term Sec 1 **W**—1-3, Oct. 30-Nov. 13 (3 meetings),
MacP, Leyasmeyer
No late fee through Oct. 23

(Archibald Leyasmeyer is an associate professor in the Department of English and has been a vice president and member of the board of directors for the Guthrie Theater)

IC 0108 INTRODUCTION TO COLOR PHOTOGRAPHY. No credit, \$94 (age 62, \$84).

A foundation course in the growing field of color photography, designed to provide the student with practical knowledge and experience in basic color work. Course includes (a) lecture-demonstrations of equipment, color processes, and techniques; and (b) supervised camera assignments in the studio and on outdoor field trips. Student must have camera.

Fall Spec Term Sec 1 **T**—6:30-9, Oct. 1-Nov. 19
(8 meetings), AgEng 102, StP
Campus, Webb
No late fee through Sept. 24

(Harry Webb is the director of the Audio Visual Center at the College of St. Thomas)

★CEW 0109 THE HUMAN FIGURE IN ART: THE EMBODIMENT OF CULTURE. No credit, \$36 (age 62, \$26).

An inquiry into the presentation of the human body in painting and sculpture of the 20th century, with consideration of images in Western art from the Renaissance to the present. It focuses on the changing representation of the body in relation to social forces (including class divisions, ethnic difference, gender roles) and cultural values. The course includes detailed discussion of the Jonathan Borofsky and Steven Campbell Viewpoints exhibitions at the Walker Art Center. (Offered in cooperation with the Walker Art Center. Limited to 35. *This course is part of the Art After 5:00 Series*)

Fall Spec Term Sec 1 **Th**—5:45-7:15, Oct. 10-31 (4 meetings),
Walker Art Center,
Vineland Pl, Mpls, Leppert
No late fee through Oct. 3

(Richard Leppert is professor and chair of the Humanities Program at the University of Minnesota)

★CEW 0112 COLLAGE: A REVOLUTIONARY CONCEPT IN PICTURE MAKING. No credit, \$53 (age 62, \$43).

The invention of collage by Brach and Picasso in 1912 was a logical outgrowth of Cubism's rupture with the conventions of Renaissance painting. By pasting nontraditional materials onto the surface of a picture, by incorporating actual mundane fragments from everyday life into their compositions, these artists challenged time-honored notions about the relationship between art and reality. The discards of modern society were placed in a new context allowing for unprecedented visual and verbal punning, metaphor, wit, the sardonic, and the absurd. Adopted by many important artists of the 20th century, collage became a major art form for expressing personal, political, and purely formal ideas. The history of collage will be traced through slides, lectures, gallery talks, a special exhibition of Robert Motherwell collages, and use of the McKnight Print Study Room. In the final session participants may experiment with a collage technique in a hands-on workshop in the Walker's art lab. (Offered in cooperation with the Walker Art Center. Limited to 40)

Fall Spec Term Sec 1 **Th**—1-3, Oct. 17-Nov. 14
(5 meetings), Walker Art Center,
Vineland Pl, Mpls, Geffen
No late fee through Oct. 10

(Binny Geffen is currently a gallery lecturer at the Walker Art Center and has taught art history classes at Metropolitan State University and Minnesota Museum of Art)

IC 0118 JAZZ BEGINNINGS. No credit, \$43 (age 62, \$33).

Ragtime, Dixieland, Swing, Be-Bop and Blues are some of the musical styles that are explored. Scott Joplin, Jelly Roll Morton, Louis Armstrong, Benny Goodman, Charlie Parker, Erroll Gardner, and Ella Fitzgerald are some of the artists to be studied. The course consists of listening, reading, attending live performances and lectures, and occasional guest musicians.

Fall Spec Term Sec 1 **W**—7-9, Oct. 2-30
(5 meetings), NichH 111, Boughton
No late fee through Sept. 25

(Barbara Parke Boughton is a doctoral candidate in Music Education)

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IC 0120 ACTING: THE CREATIVE PROCESS. No credit, \$35 (age 62, \$25).

Designed for the acting novice or prospective community theater volunteer, this course is a hands-on introduction to basic acting concepts: improvisations, theatre games, emotional memory, characterizations, scene work, and "method" versus "technique." Students learn through participating.

Fall Spec Term Sec 1 **T**—7-9, Oct. 8-29
(4 meetings), JonesH 1, Rowan
No late fee through Oct. 1

(Bruce Rowan, instructor in the General College, is a doctoral candidate in Theatre Arts)

★IC 0162 INTRODUCTION TO WEAVING. No credit, \$62 (age 62, \$52).

In this introduction to the gentle art of weaving, we explore basic weaving techniques and patterns while becoming familiar with table and floor looms and with different fibers. Expect to weave several samples. Attendance at the first meeting is mandatory. (Limited to 20)

Fall Spec Term Sec 1 **Sa**—9 a.m.-11:30, Oct 5-Nov. 23 (8 meetings),
WullH 340, Smits
No late fee through Sept. 27

(Anna Smits is an instructor in Art Education)

IC 0167 PRINTMAKING. No credit, \$34 (age 62, \$24).

The idea of creating a single image again and again is a very exciting process. This workshop is an introduction to printmaking. Emphasis is directed to a creative and individual approach to the basic techniques of designing, processing, and printing. Focus will be on adaptability to personal interests—such as designing greeting cards, invitations, nature prints, book-plates, and holiday items. Materials involve linoleum, cardboard for calligraphs or collage prints. Equipment and some supplies will be furnished.

Fall Spec Term Sec 1 **W**—6:30-8:30, Oct. 2-23
(4 meetings),
WullH 220, Olson
No late fee through Sept. 25

(George Olson is Professor Emeritus in Art Education)

★IC 0168 STUDIO ART PAINTING IN OILS AND ACRYLICS. No credit, \$79 (age 62, \$69).

For those interested in the enjoyment and technique of painting. Sessions are designed to encourage personal ideas and to improve skills to make them artistically satisfying. Painting can be in acrylics or oils. Demonstrations, critiques, and discussion will be included in class meetings. Instruction will be varied to benefit the more advanced student as well as the beginner. Students should bring sketch pad and pencil for the first meeting when a more detailed list of supplies will be given. (Limited to 25)

Fall Spec Term Sec 1 **T**—6:30-9, Oct. 8-Nov. 26
(8 meetings),
ArtB 151, Safer
No late fee through Oct. 1

(Louis Safer is emeritus professor of art in the General College. He has exhibited nationally and in Europe and his work is included in the collection at the Smithsonian portrait gallery and the national gallery in Finland)

Photography Courses Through Extension Classes at MacPhail Center

The following photography classes will be held at the MacPhail Center for the Arts in downtown Minneapolis, 1128 LaSalle Ave. Course instructor is David Husom, a lecturer in Photography for the Department of Studio Arts. His work has been featured in over 50 exhibits throughout the United States.

★Foto 0100 PHOTOGRAPHY: THE CAMERA. No credit, \$55.

A class for those with little or no experience in photography who wish to learn more about cameras, including film types, flash optics, lighting, buying cameras and equipment, and using cameras. The course also includes an introduction to darkroom procedures and a chance for students to try their hand at photographic printing. Bring camera to first class. (Limited to 24)

Fall Spec Term Sec 1 **W**—6:30-9:30, Oct. 16-Nov. 6
(4 meetings), MacP 5, Husom
No late fee through Oct. 9

★Foto 0101 BASIC PHOTOGRAPHY I. No credit, \$65 plus \$7 special fee. Total \$72.

A class using cameras and black and white darkroom techniques. Students develop and print their own photographs using the MacPhail Center darkroom. (Limited to 24)

Fall Spec Term Sec 1 **T**—6-9:45, Sept. 24-Oct. 22
(5 meetings), MacP 5, Husom
No late fee through Sept. 17

★Foto 0102 BASIC PHOTOGRAPHY II. No credit, \$65 plus \$7 special fee. Total \$72.

A class in advanced darkroom techniques including pushing film, dodging and burning, contrast control, kodalith, matting, and framing. Students have access to the MacPhail darkroom both in and outside of class. This is also a good refresher course for those who wish to get back into photography. (Prereq Foto 0101 or previous darkroom experience. Limited to 24)

Fall Spec Term Sec 1 **T**—6-9:45, Oct. 19-Nov. 26
(5 meetings), MacP 5, Husom
No late fee through Oct. 22

Free Library Course

Using the library efficiently is essential whether you are looking for a single fact or for many varied information sources. Learn to save time and effort in the library with the free, two-session library course offered each quarter. The instructor for this noncredit course is Assistant Professor Marcia Pankake of the University Libraries.

Everyone is welcome. No preregistration is necessary. Call 376-7500 for campus and parking maps.

Part I Everyone's Guide to the Whole Library

Characteristics of various types of libraries in the Twin Cities; different kinds of library services and materials; how libraries are organized; major types of information sources and access to them; how to use library catalogs; how to use periodical indexes.

Part II The Whole Library is More Than The Sum of Its Parts

Building on the principles presented the previous week, this session presents reference books and how to discover and use them; guides to reference literature; search strategy; using the library for research.

Fall Qtr	T—Oct. 1, 8, 6:30-9, Law 1, Pankake
Winter Qtr	W—Jan. 15, 22, 6:30-9, Law 1, Pankake
Spring Qtr	T—April 8, 15, 6:30-9, SocSci 628, Pankake



The Natural World

Members of the Bell Museum of Natural History may register for Bell Museum courses at reduced tuition.

★IC 0200 **FIELD ECOLOGY IN MINNESOTA.** No credit (3.3 CEUs available), \$73 (age 62, \$63). \$66 for Bell Museum members.



Minnesota has an astonishingly large array of habitats, from peatlands to drought-stressed prairies, oak savannahs, rich maple-basswood forests, pine woods, cattail marshes, cedar swamps, and thousands of lakes. This course gives you the tools to understand more about the interactions among plants, animals, soils, geology, and climate to add to your enjoyment of the outdoors. Classroom sessions involve lectures, slides, and discussion to introduce you to some of the fundamental concepts in ecology such as competition, nutrient cycling, species diversity, succession, and adaptation. There is a half-day field trip (**Oct. 12**) to Wolsfeld Woods, a full-day field trip (**Oct. 19**) to Cedar Creek Natural History Area, and an overnight field trip (**Oct. 26-27**) to Itasca State Park. Students visit various types of Minnesota environments, and stretch understanding of them by applying the concepts discussed in class. (Limited to 25)

Fall Spec Term Sec 1 **W**—7-9, Oct. 2-30
(5 meetings plus field trips),
BellMus 3 (use SW entrance), Allison
No late fee through Sept. 25

(Taber Allison is an experienced field ecologist, and a graduate student in Ecology and Behavioral Biology)

★IC 0207 **MINNESOTA PLANTS AND THEIR USES.** No credit, (1.8 CEUs available), \$60 (age 62, \$50). \$54 for Bell Museum members.



Learn some of the common plants, both native and introduced, that have provided people with a source of food, beverages, medicine, fibers for clothing and rope, dyes for skin and fabric, poisons, and folklore. Included in the course are discussions of basic plant identification and of the various plant groups—including mushrooms, lichens, ferns, conifers, and flowering plants. Material is presented as demonstrations and slide-illustrated lectures. Two Saturday field trips in the Twin Cities area (**Sept. 28** and **Oct. 12**). (Limited to 25)

Fall Spec Term Sec 1 **W**—7-9, Sept. 18-Oct. 16
(5 meetings plus field trips),
BioSci 12, StP Campus, Bergad
No late fee through Sept. 11

(Robert Bergad teaches Plants Useful to Man and Minnesota Plant Life in the University Extension division, and biology at Hamline University. Currently he is writing a book about the uses of Minnesota plants)

★IC 0209 **TREES AND SHRUBS OF MINNESOTA: WINTER IDENTIFICATION.** No credit (2.0 CEUs available), \$52 (age 62, \$42). \$46 for Bell Museum members.



Learn to identify trees and shrubs in a minicourse that introduces students to the great diversity of woody plants growing in Minnesota. Class sessions explore the ecology of Minnesota's trees and shrubs and identify unknown plants from leaves, twigs, and fruit. Saturday field trips to diverse habitats allow students to practice classroom skills and identify woody plants in their natural habitat. Course emphasizes identification of

Fall

winter trees and shrubs from twigs and bark. Two full-day field trips: **Nov. 2**, Welch Village, and **Nov. 9**, Cedar Creek Natural History Area. (Limited to 25)

Fall Spec Term Sec 1 **Th**—7-9, Oct. 31, Nov. 7 (2 meetings plus field trips), BellMus 311 (use SW Entrance), Allison
No late fee through Oct. 24

(Taber Allison is an advanced graduate student in ecology and an experienced field ecologist)

★**IC 0210 ANIMAL BEHAVIOR.** No credit, (2.4 CEUs available), \$60 (age 62, \$50). \$54 for Bell Museum members.



The behavior of animals, especially those living in groups, is much more complex than most people realize. This introductory course presents some current concepts of animal behavior, using lions, macaques, gibbons, mallards, insects, and many other animals as examples. Students observe the behavior of animals during field trips and explore the underlying reasons for those behaviors during lecture. Subjects include learning and conditioning, courtship and reproductive behavior, territoriality and dominance hierarchies, play, social vs. solitary living, and methods of studying animal behavior. Lectures are supplemented by films and slides. Four Saturday morning field trips (**Oct. 5, 12, 19, 26**) to the Minnesota Zoo, the Como Zoo, and the Wood Lake Nature Center. (Limited to 25)

Fall Spec Term Sec 1 **Th**—7-9, Oct. 3-24
(4 meetings plus field trips),
BellMus 311 (use SW entrance), Evarts
No late fee through Sept. 26

(Sue Evarts is a graduate student in Ecology and Behavioral Biology. Her research involves the reproductive biology of mallards)

★**IC 0215 MINNESOTA'S MAMMALS.** No credit (3.2 CEUs available), \$60 (age 62, \$50). \$53 for Bell Museum members.



Most mammals are secretive and rarely seen, yet are an important and fascinating component of many biological communities. Become acquainted with Minnesota's mammals and better appreciate their role as major elements of the state's fauna. The course introduces students to many of the 70-plus species of mammals in Minnesota and explores aspects of their natural history and methods of observing them in the field. Two field trips: **Sept. 21**, one full-day, Saturday trip to Sherburne National Wildlife Refuge; and **Sept. 27-30**, one weekend trip to Itasca State Park when autumn colors as well as mammal populations should be at a peak. (Limited to 25)

Fall Spec Term Sec 1 **M**—7-9, Sept. 16-Oct. 7 (4 meetings plus field trips), BellMus 311 (use SW entrance), Nordquist
No late fee through Sept. 9

(Gerda Nordquist is a graduate student in Ecology and Behavioral Biology, who has done field research on mammals in Minnesota and elsewhere)

★**IC 0217 MARSH, SWAMP, BOG, AND FEN—MINNESOTA'S WETLANDS.** No credit, (3.4 CEUs available), \$71 (age 62, \$61). \$64 for Bell Museum members.



Minnesota's wetlands are rarely visited except by scientists and naturalists. Students will explore them in bug-less, cool weather. Field trips to a bog with insectivorous plants, a dark and quiet black spruce swamp, an alkaline fen with showy flowers, a cattail marsh, and a peat mining area. Lectures cover wetland classification, typical

flora and fauna, hydrology and wetland values. Two Saturday morning field trips (**Sept. 14**, Minnesota River Valley; **Sept. 21**, Wood Lake Nature Center), and one weekend trip (**Sept. 28, 29**, to the Cloquet area; camping at Jay Cooke State Park or staying at a local motel.) (Limited to 25)

Fall Spec Term Sec 1 **T**—7-9, Sept. 3-Oct. 1
(5 meetings plus field trips),
BellMus 311 (use SW entrance), Sigford, Johnson
No late fee through Aug. 27

(Ann Sigford is the manager at Wood Lake Nature Center. David Johnson is a natural history photographer and exhibits designer. Both have extensive experience in wetland ecology)

★**IC 0222 IDENTIFYING BIRDS: AN INTRODUCTION TO ORNITHOLOGY.** No credit, (3.0 CEUs available), \$80 (age 62, \$70). \$72 for Bell Museum members.



By combining classroom time with Saturday field trips, this course provides an opportunity for lab study and observation of birds in their natural habitat. The course is designed to help those interested in birds learn the general principles of field identification, as well as teach them to recognize many of the common species of Minnesota birds. Bird behavior and ecology will also be discussed. There will be four **Saturday trips: Fall—Sept. 14** (all day) to Hawk Ridge, Duluth; **Sept. 21, 28** (morning) local; and **Oct. 5** (all day) to Crex Meadows Wildlife Area, Wisconsin. **Spring—Apr. 5** (all day) to Crex Meadows; and **Apr. 12, 19, 26** (morning) local. (Limited to 50)

Fall Spec Term Sec 1 **W**—7-9, Sept. 11-Oct. 16 (6 meetings plus field trips), BellMus 311 (use SW entrance), Eliason
No late fee through Sept. 4

(Bonita Eliason is a graduate student in Ecology and Behavioral Biology)

See **IC 0229** for an intermediate course in bird identification

★**IC 0227 MUSHROOM IDENTIFICATION.** No credit, (1.8 CEUs available), \$68 (age 62, \$58). \$62 for Bell Museum members.



Designed for persons seeking an introduction to the common fleshy fungi of Minnesota, including edible and poisonous mushrooms. The methods and resources for identifying and collecting mushrooms in the field are stressed. Reasons why mushrooms grow where and when they do are explored. Instruction includes lectures, informal laboratory study, and Saturday field trips to locations where mushrooms are fruiting. Class participants need a 10X to 15X hand lens and a container suitable for collecting mushrooms. **Three half-day Saturday field trips: Sept. 21** to Carlos Avery Wildlife Management Area, **Sept. 28** to Afton State Park, and **Oct. 5** (location dependent on availability of mushrooms). (Limited to 25)

Fall Spec Term Sec 1 **M**—7-8:30, Sept. 16-Oct. 7 (4 meetings plus field trips), BellMus 3 (use SW entrance), E Stewart, S Stewart
No late fee through Sept. 9

(Elwin Stewart is a mycologist, and teaches in the Department of Plant Pathology. Sara Stewart is an artist interested in the natural history of mushrooms)

Fall

IC 0243 BACKYARD WILDLIFE MANAGEMENT. No credit (1.0 CEUs available), \$45 (age 62, \$35). \$40 for Bell Museum members.



Learn ways to attract a variety of wildlife to your yard. Nesting birds, flying squirrels, tree frogs, and even deer and fox can become residents or regular visitors with proper landscaping and habitat management. The course discusses various nesting, feeding, and hiding requirements of wildlife, and methods of landscaping and shelter construction that will make your yard attractive to animals. Two half-day, Saturday field trips (Oct. 5 to Carlos Avery Wildlife Management Area, and Oct. 12 to the University Arboretum) provide opportunities to observe management techniques currently used to promote wildlife and to examine a variety of plants that are important to them. (Limited to 25)

Fall Spec Term Sec 1 **Th**—7-9, Oct. 3, 10 (2 meetings plus field trips), BellMus 3 (use SW entrance), Moriarty
No late fee through Sept. 26

(John Moriarty has a master's degree in forest wildlife ecology and has conducted research on nongame habitat management in several states)

★IC 0246 BEST PLANTS FOR MINNESOTA. No credit, \$39 (age 62, \$29). \$35 for Arboretum members.

Hundreds of varieties of woody landscape plants have been field tested at the University of Minnesota Landscape Arboretum since plantings began in 1958. This class covers the best performing trees and shrubs for this area based on on-going trials. The class plant list includes both deciduous and evergreen trees and shrubs. Students have the opportunity to observe plants in landscape settings and field collections. Mature size and form, fall color and other ornamental traits are discussed. Cultural requirements and out-of-season characteristics such as bloom and winter silhouettes are illustrated in slide lecture. (Limited to 30)

Fall Spec Term Sec 1 **T**—7-9, Sept. 10-Oct. 1 (4 meetings),
Minn Landscape Arboretum Learning Center,
3675 Arboretum Dr. Chanhassen, Zins
No late fee through Sept. 3

(Mike Zins is an area Extension Horticulturist stationed at the Arboretum for many years. He is especially interested in woody plants)

IC 0254 SUPER-INSULATED AND OTHER ENERGY EFFICIENT NEW CONSTRUCTION. No credit, \$53 (age 62, \$43).

An in-depth survey of new housing design concepts for homeowners and contractors. Includes discussions on environmental design, earth-sheltered and super-insulated housing, air/vapor barriers, air-to-air heat exchangers, efficient central and zone heating and cooling systems, energy-saving domestic hot water systems, energy conserving appliances, financing new construction, and energy costs projections. Guest speakers from private businesses, organizations, and state agencies.

Fall Spec Term Sec 1 **W**—7-9:30, Oct 2-30 (5 meetings)
Arch 20, Getty
No late fee through Sept. 25

(Scott Getty, former director of Ouroboros South, is president of Solatech, Inc., a supplier of low-energy housing products)

IC 0257 HOME AS AN ECOSYSTEM. No credit (1.0 CEUs available), \$42 (age 62, \$32). \$38 for Bell Museum members.



Our homes are our own private ecosystem, but they interact with the larger ecosystems around them. This course looks at the home from an environmental perspective and considers the impact of our activities within the home on the world as a whole. Topics include the use of limited resources, the flow of energy through the home, dealing with pollution and toxic wastes, and alternative practices to current family lifestyles. Class includes lecture and slides, and discussion is encouraged.

Fall Spec Term Sec 1 **W**—7-9, Oct. 23-Nov. 20 (5 meetings),
BellMus 311 (use SW entrance), Bormann
No late fee through Oct. 16

(Rebecca Bormann has a doctorate in environmental sciences and has worked as a Nader lobbyist on home energy issues)

★IC 0274 NATURE PHOTOGRAPHY: ART, AND TECHNIQUE. No credit, (2.4 CEUs available), \$75 (age 62, \$65). \$67 for Bell Museum Members.



Covers a wide variety of techniques used in photographing landscapes, flowers, birds, mammals, and insects. Those who enroll should own or have access to a 35 mm camera and have some experience using it. Methods discussed during lecture will be practiced during three Saturday morning field trips. Topics include telephoto and macro photography, "wet-belly" photography, effective composition, electronic flash, and film and equipment choice. A major theme is how understanding natural history can improve your chances of successfully photographing plants and animals. Designed for those with natural history or scientific interests who want to come home with striking, rather than ineffective, photographs. Class sessions include critiquing of students' slides. Course includes more than 70 pages of educational material designed for this class. There will be three Saturday morning field trips on **Sept. 28, Oct. 5, 12.** (Limited to 25)

Fall Spec Term Sec 1 **T**—7-9, Sept. 24-Oct. 29
(6 meetings plus field trips),
BellMus 3 (use SW entrance), Edinger
No late fee through Sept. 17

(Bruce Edinger is a graduate student in the Department of Ecology and Behavioral Biology and has published his photographs in national and state magazines)

IC 0294 SAILING: BASIC TECHNIQUES. No credit, \$68 (age 62, \$58).

If you've ever watched a sailboat breezing along a lake and thought, "I'd like to do that," this course is for you. Designed for the absolute novice, it helps students learn about the beginning techniques of sailing, different kinds of small boats, gear, boating safety, and what it would cost to buy your own sailboat.

Fall Spec Term Sec 1 **Th**—7-9, Oct. 3-Nov. 21 (8 meetings),
ClaOff B30, StP Campus, Bodley
No late fee through Sept. 26

SAM 0001 MINNESOTA: LOONS AND A WHOLE LOT MORE. No credit. \$8.50 special fee. Total \$8.50

A unique Friday night alternative. After a busy week, shift gears to a different pace and try something new. Sample a topic about Minnesota. Meet your friends here and enjoy a slide trip around magnificent Lake Superior; learn about Minnesota wines and sample the bouquet; hear about the migration patterns of the Minnesota Loon; experience the legacy of nature writer and

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philosopher Sigurd Olson; or hear about the unique peregrine falcon release project. Ten one-hour lectures will be presented by University of Minnesota faculty. Select two that interest you, and in between, get a conversation going over wine and cheese. **Call 376-7500 for a complete listing of lecture titles.**

Fall Spec Term Sec 1 **F**—7-9:30, Oct. 18 (one meeting), Law Building, Lower Level

No late fee through Oct. 11

Careers, Interests, Personal Growth

★CEW 0200 STUDY SKILLS. No credit, \$20 (age 62, \$10).

Thinking about returning to school? About to begin your first class? Already in school and having problems with your studies? This seminar offers techniques on budgeting your time, developing efficient study habits, getting the most from lectures and textbooks, taking and organizing notes, studying for exams, and taking exams. The seminar includes lecture, classroom discussion, and practical exercises. (Limited to 25)

Fall Spec Term Sec 1 **W**—9 a.m.-1, Sept. 11 (1 meeting), MacP, DeNoble

No late fee through Sept. 4

(Jan DeNoble is a teaching specialist in the Reading and Writing Skills Center)

★CEW 0202 ASSERTIVENESS TRAINING. No credit, \$49 (age 62, \$39).

Becoming assertive means not only standing up for one's rights in negative, confrontative situations, but also being able to express beliefs, feelings, and opinions in an honest, open, and appropriate way. This course helps you increase communication skills while reducing anxiety and feelings of resentment and guilt. Learn what distinguishes assertive behavior from both passive and aggressive behavior. Experiment with ways to deal with day-to-day situations, choosing and practicing options that are the most effective for you. (Limited to 20)

Fall Spec Term Sec 1 **M**—10 a.m.-12, Oct. 21-Nov. 18 (5 meetings), MacP, Cooper

No late fee through Oct. 14

(Robin King Cooper is a licensed psychologist in private practice with Psychological Associates, Inc. Jane Brodie is a licensed consulting psychologist in private practice with Psychological Associates, Inc.)

★CEW 0206 CAREER PLANNING FOR RE-ENTRY WOMEN. No credit, \$65 plus \$10 special fee. Total \$75 (age 62, \$55 plus \$10 special fee. Total \$65).

Designed to help women who are re-entering the job market critically evaluate career options and educational choices. Focus is on identifying skills and interests, using past experiences to discover vocational options, and investigating specific alternatives in the work world. Confidence is strengthened through classroom discussions of problems facing women who work and resolutions of these problems. Topics include developing action plans, identifying the "hidden" jobs available in the market, learning to interview effectively and creating an effective contact network. (Limited to 25)

Fall Spec Term Sec 1 **W**—9:30-11:30 a.m., Oct. 2-30 (5 meetings), MacP, Cooper

No late fee through Sept. 25

(Robin King Cooper is a licensed psychologist in private practice with Psychological Associates, Inc.)

★CEW 0207 CONFLICT OF PSYCHOLOGICAL DEPENDENCY. No credit, \$42 (age 62, \$32).

The conflict of psychological dependency is an ongoing struggle toward personal freedom in today's society. This course examines attitudes and behaviors that are dependency based. Original sources/persons for these dependencies (which can include dependency on others, work, or food) are discussed. Healthy and unhealthy patterns of dependency are identified. Emphasis is placed on developing strategies for wellness and on devising methods for ending or preventing unhealthy dependencies. (Limited to 20)

Fall Spec Term Sec 1 **M**—9:30-11:30 a.m., Oct. 28-Nov. 18 (4 meetings), MacP, Brodie

No late fee through Oct. 21

(Jane Brodie is a licensed consulting psychologist in private practice with Psychological Associates, Inc.)

CEW 0209 FINANCIAL PLANNING: COMFORT IN RETIREMENT. No credit, \$21 (age 62, \$11).

For women who have just retired, are about to retire, or who are beginning to plan for retirement. The class considers the situations of women who have and have not worked outside the home for pay. Topics include estimating your financial needs in retirement; selecting appropriate investments based on income needs and net worth; assessing special tax considerations; and evaluating pension annuity and IRA payout options.

Fall Spec Term Sec 1 **Th**—9 a.m.-12, Sept. 26 (1 meeting), MacP, Whittlinger

No late fee through Sept. 19

(Erica Whittlinger, MBA, is owner and consultant with Childs, Whittlinger Associates, Inc., a financial and investment planning firm, and an instructor in the graduate program in management at the College of St. Thomas)

★CEW 0211 HOW TO PREPARE FOR GRADUATE ADMISSIONS TESTS. No credit, \$42 plus \$7 special fee. Total \$49 (age 62, \$32 plus \$7 special fee. Total \$39).

Designed for students preparing to take the Graduate Record Examination (GRE), or the Graduate Management Admissions Test (GMAT). The first session covers general test-taking skills as well as a review of the various types of verbal questions presented on each of the tests. The second session includes a review of basic mathematics and quantitative reasoning skills, relaxation techniques, and ample opportunity to practice typical test problems. There is some small group work as well as a test simulation exercise. (Limited to 40)

Fall Spec Term Sec 1 **Sa**—8:30 a.m.-12:30, Sept. 21, 28 (2 meetings), NCCCE 140, Baldwin

No late fee through Sept. 13

(Annie Baldwin is an assistant professor in educational psychology at the University)

★CEW 0212 IMPACT OF CHILDREN ON YOUR LIFE AFTER 35: NEW PARENTS. No credit, \$40 (age 62, \$30).

What are the implications of adding a child to your relationship? What are some of the psychological, physical, leisure, and career adjustments you can anticipate will result from this addition? What measures can you take to make these adjustments most satisfactory for you and your child? Topics include how to deal with disruption in your schedule and sleep needs, time for oneself, day care, and parenting styles of more ma-

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ture parents. (Limited to 40)

Fall Spec Term Sec 1 **Sa**—9:30 a.m.-12:30, Oct. 5, 12 (2 meetings),
House of Hope Church, Assembly Room,
797 Summit Ave, StP, Budd
No late fee through Sept. 27

(Linda Budd, Ph.D., is an assistant professor in Family Social Science and a licensed consulting psychologist with Judson Family Center)

★**CEW 0213 INVESTING FOR TAX ADVANTAGES.** No credit, \$32 (age 62, \$16); \$16 for single session (age 62, \$8).

Learn how to use tax-advantaged investments to reduce your taxes and shelter your income. The first session covers basic tax-exempt and tax-deferred income sources including IRAs, tax-free money market funds, municipal bonds, exempt stock dividends, annuities, and company savings plans. Session two discusses how the most common tax-sheltered investments, such as real estate, oil, and gas work, with emphasis on evaluating the programs. Individuals may attend one or both sessions depending on their interest in and knowledge of the two areas of tax shelters. (Limited to 40. This course is part of Downtown St. Paul Series)

Fall Spec Term Sec 1 **T**—6-8:30, Oct. 15, 22 (2 meetings),
St. Paul's United Church of Christ
900 Summit Ave, StP, Whittlinger
No late fee through Oct. 8

(Erica Whittlinger, MBA, is owner and consultant with Childs, Whittlinger Associates, Inc., a financial and investment planning firm, and an instructor in the graduate program in management at the College of St. Thomas)

CEW 0214 INVESTMENTS AND PERSONAL FINANCIAL PLANNING. No credit, \$57 (age 62, \$47); \$15 for single session.

Designed especially for women, this seminar covers fundamental issues of sound financial management planning. Intended for both the novice and experienced investor, this series emphasizes concepts to help you better manage and control your financial future. You may register for the series or for individual sessions. (Specify session if registering on an individual basis.) **Oct. 3 (Whittlinger): Financial Management Process.** Taking your financial inventory, personal budgeting and planning, determining goals and objectives for investment, retirement, future expenditures, and cash control procedures. **Oct. 10 (Childs): Wills, Estates, Trusts.** The best way to preserve and protect your assets to minimize estate taxes and ensure that your wishes are fulfilled. **Oct. 17 (Whittlinger): Income-Oriented Investments.** Money-market funds, bonds, preferred stocks, municipal bonds, bond funds, GNMA trusts, and growth investment. **Oct. 24 (Whittlinger): Tax Management.** Tax-exempt and tax-deferred income sources. How tax-sheltered investments work, such as real estate, oil, and gas, with emphasis on evaluating the programs.

Fall Spec Term Sec 1 **Th**—9:30 a.m.-12, Oct. 3-24 (4 meetings),
MacP, Whittlinger, Childs
No late fee through Sept. 26

(Erica Whittlinger, MBA, and Andrea Childs, J.D., are instructors in the graduate program in management at the College of St. Thomas, registered investment advisors and principals of Childs, Whittlinger, Associates, Inc., a financial and investment planning firm)

★**CEW 0222 WOMEN ALONE: ALIVE AND THRIVING.** No credit, \$59 (age 62, \$49). Includes supper.

A supper seminar for women who are on their own: separated, divorced, never married, widowed, or living apart from their spouses because of dual-career work commitments. The aim of the program is to emphasize the positive aspects of being single and the many joys and opportunities available in today's society for single women. Discussion includes loneliness, networking, making friends, being comfortable with your own sexuality. There will be opportunity to interact with a panel of single role models. The seminar is designed as an educational experience, not a therapy group. (Limited to 35)

Fall Spec Term Sec 1 **Th**—5:30-9, Oct. 24-Nov. 7 (3 meetings),
StCen, Cherrywood Room, StP Campus, Thoen
No late fee through Oct. 17

(Gail Ann Thoen is assistant professor of psychology and family studies at the University of Minnesota, and a marriage and family therapist in private practice)

CEW 0226 EQUAL PARTNERSHIP: LEGAL INFORMATION FOR MARRIED WOMEN. No credit, \$19 (age 62, \$9).

The partnership of marriage alters an individual's legal as well as financial situation. Understanding your legal rights and responsibilities in marriage may help you establish a happier, safer future for yourself and your family. Topics covered in this informational session include: joint ownership of real estate and personal property; ante-nuptial (pre-nuptial) agreements; credit issues; establishment of financial assets in divorce or separation; pension rights and social security benefits; inheritance interests; estate planning and challenges.

Fall Spec Term Sec 1 **Sa**—9 a.m.-12, Oct. 12 (1 meeting),
NCCE Library, Roback
No late fee through Oct. 4

(Donna L. Roback is an attorney in private practice specializing in the areas of family law, employment law, real estate, and business)

★**CEW 0228 CAREER PLANNING FOR WOMEN WHO WORK.** No credit, \$65 plus \$10 special fee. Total \$75. (age 62, \$55 plus \$10 special fee. Total \$65).

Do you have a job or do you have a career? Is there something that stands in the way of fulfilling your career aspirations? This class is designed for women who want help defining career goals or need information and guidance in areas such as motivation, values clarification, dual careers, resources (educational counseling, networks, mentoring), assessing skills and interests, informational interviewing, and risk-taking for new behavior. Through self-assessment, testing, lectures, and group process, find and use skills to enhance your career satisfactions. (Limited to 25)

Fall Spec Term Sec 1 **M**—6-8, Oct. 21-Nov. 18 (5 meetings),
Walker Library, 2880 Hennepin Ave, Mpls,
Emerson
No late fee through Oct. 14

(Nadine Emerson, licensed psychologist, is a consultant and counselor in private practice)

Fall

IC 0417 DEALING WITH JOB STRESS. No credit, \$42 (age 62, \$32).

Turn boredom and discomfort into comfort and excitement. More than half of all stress and dissatisfaction on the job is related to nonproductive behaviors. Improving personal productivity is the single most effective method of dealing with job stress. Much of the remaining stress is related to poor lifestyle. Changing into a healthier lifestyle is another powerful tool for dealing with job stress. For the remaining, seemingly irreducible stresses, this course teaches participants to select and apply appropriate stress management or satisfaction enhancement techniques. A final plan for improving productivity, reducing stress, increasing job satisfaction, and reducing health risks is developed by each participant.

Fall Spec Term Sec 1 **Sa**—8 a.m.-12, Oct. 5-26 (4 meetings),
NCCE 229, Buckley
No late fee through Sept. 27

(Keith D. Buckley is a licensed, consulting psychologist and a counselor in Extension Counseling)

★IC 0452 POWER ISSUES: PERSONAL AND POLITICAL. No credit, \$42 (age 62, \$32).

Examines different power dimensions—types of power, power issues and struggles within a personal and public context, the differences between "power-over" and "power within." Breaking down personal power into stages of development and power quotient inventories allows individuals to discover and examine their own power stage, and to gain a perspective on power that is not threatening or oppressive. (Limited to 26)

Fall Spec Term Sec 1 **T**—7-9, Oct. 1-29 (5 meetings),
JonesH 2, Foster
No late fee through Sept. 24

(Scherrie Foster is a communication instructor in the General College)

IC 0542 WATER POLLUTION FROM AGRICULTURE SOURCES. No credit, \$45.

Round table discussions of readings in the subject matter. Specifically, the sources of nitrogen into groundwater, including: cultivation and the induced decay of humus with the concurrent mineralization of nitrogen, legumes, and other crop residues; animal wastes and sewage materials; and mineral fertilizers. Management to more efficiently utilize nitrogen sources and to reduce potential loss into water are also discussed. (Meets concurrently with Soil 3418)

Fall Spec Term Sec 1 **M**—4-5:30, Sept. 30-Dec. 2 (10 meetings),
Soils S145, StP Campus, Adams
No late fee through Sept. 23

(Russell S. Adams, Jr., is Professor of Soil Science)

IC 0580 SPANISH FOR TRAVELERS I. No credit, \$50 (age 62, \$40).

A survival course for those with no previous knowledge of Spanish. Will provide you with the basic Spanish vocabulary necessary for coping with everyday travel situations: changing money, obtaining train tickets and information, renting hotel rooms, shopping, ordering meals, asking directions, understanding telephones, post offices, and public transportation systems. Increased knowledge of Spain, Latin American, and of Hispanic culture will help you travel more adventurously and more economically. Emphasis will vary from area to area within the Hispanic world.

Fall Spec Term Sec 1 **M**—7-8:40, Oct 7-Nov. 11 (6 meetings),
JonesH 1
No late fee through Sept. 30

★IC 0590 RAPID READING AND COMPREHENSION. No credit, \$55 plus \$5 course fee. Total \$60. (Age 62, \$45 plus \$5 course fee. Total \$50).

For people with average to good comprehension who want to improve their reading rate (generally, the minimal gain is a doubling of their original reading speed) without loss of comprehension. The course emphasizes long-term gains and is therefore both academically oriented with lectures that provide insight into the underlying mechanism at work in rapid reading, and practically oriented with readings, drills, and exercises that enable participants to continue the development of their reading skills on their own after the course is finished. (Limited to 20)

Fall Spec Term Sec 1 **W**—6-9, Oct. 2-23 (4 meetings),
NichH 201, Rosenberg
No late fee through Sept. 25

(Elisabeth Rosenberg has taught reading in the General College and is at present doing doctoral work in education with reading as her specialty)

Free

Back-to-School Workshops August 15, November 16, or March 8

If you have been thinking about going back to school and don't know where to begin, plan to attend one of these informal workshops to be held at the Earle Brown Center on the St. Paul campus. Whether you have had some college or none at all or if you are thinking about exploring a career change, you will find answers to questions about courses, degrees, certificates, financial aids, and other student services. Find out how vocational testing can help you get started. A tour of campus and Wilson Library will help acquaint you with the University.

If you are not confident about how to study, find out what kind of help you need. You'll learn about free tutoring in note taking, outlining, theme writing, reading, grammar, or whatever help you need to complete a course.

The workshop is informal with plenty of time for questions and answers. Free parking is available in the lot adjacent to the Earle Brown Center.

The August workshop will be held Thursday, August 15, 6-9:30 p.m. Saturday, November 16 and Saturday, March 8 workshops are scheduled to meet from 8:30 a.m. to 1 p.m.

A Continuing Education and Extension counselor will be there to tell you about opportunities in Extension Classes, Independent Study correspondence and media courses, Continuing Education for Women programs, and a host of other Continuing Education opportunities at the University.

The director of the Reading/Writing Skills Center will answer questions about study skills help and demonstrate in small groups the tutoring program available.

To add your name to the registration list for this free workshop and to receive a schedule and map, just give us a call at:

373-1536

Writing and Literature

IC 0177 WORLD LITERATURE: DOSTOEVSKY AND CAMUS. No credit, \$49 (age 62, \$39)

Dostoevsky's *The Brothers Karamazov* demonstrates his profound insight into the human psyche—and he deals with the essential ethical questions that are the very fabric of human life. What he writes about is just as relevant here and now as it was a century ago. Camus shares some of Dostoevsky's concerns but deals with them differently. In *The Plague* he is looking at the human problems of alienation, lack of meaning, and other such ills. As the novel reaches its end, Camus reveals his affirmation of life. Through discussion of both the works of both authors, students discover their relevance for today.

Fall Spec Term Sec 1 M—7-9, Oct. 7-Nov. 11
(6 meetings), FolH 52, Livingston
No late fee through Sept. 30

(Claire Livingston has taught literature courses at Macalester College, and at North Hennepin and Anoka-Ramsey Community Colleges)

CEW 0301 THE BRITISH EMPIRE DEPICTED IN PICTURES. No credit, \$51 (age 62, \$41).

European hunger for the exotic and romantic began in the 18th century and intensified in the 19th century paintings of oriental themes, decorative articles and literature. The British public in particular sought images of the distant parts of their empire. This fascination increased with the advent of photography. Photographs such as those in the Minneapolis Institute of Arts' fall exhibit, "The Golden Age of British Photography 1839-1900," allowed realistic visions of far-away lands. Verbal descriptions in fiction and nonfiction provided another dimension to understanding the very different life led in those distant regions. Class members will read and discuss works by Kipling and others who describe life and locale in the Middle East and Africa. Students study the power of the written word to describe and evoke mood, atmosphere, and feeling.

Fall Spec Term Sec 1 F—10:15 a.m.-12:15, Oct. 4-Nov. 8
(6 meetings), Mpls. Institute of Arts,
2400 3rd Ave S, Mpls, Kheim
No late fee through Sept. 27

(Johanna Kheim has taught French and humanities at the University)

★CEW 0302 CREATIVE WRITING. No credit, \$66 (age 62, \$56).

A workshop for both new and experienced writers of prose: fiction, journal writing, memoir, and creative essay. The class encourages students to discover how to best write about their life, feelings, and thoughts. Exercises are given to generate raw material, experiment with different voices, and polish and play with language. Students' writing will be read and discussed in class, as well as selected prose by contemporary writers. The aim is to enjoy the satisfaction of writing while developing style and technique. (Limited to 20)

Fall Spec Term Sec 1 T—1-3, Oct. 1-Nov. 12 (7 meetings),
MacP, Westrum
No late fee through Sept. 24

(Dexter Westrum has published short stories, essays, radio plays, and educational films in a variety of markets)

★CEW 0304 GROWING UP FEMALE IN AMERICA. No credit, \$51 (age 62, \$41).

A look at the fictional and nonfictional life histories of women coming of age in contemporary America. Students use these stories to better understand the process of adult development, how resources or constraints affect the way women grow and change with adulthood, and what it means to grow up female in America. Emphasis on the contextual nature of biography, how women's sense of self is influenced not only by gender roles and life experiences unique to women, but also by the cultural-historical circumstances of their lives. Class members' own life experiences and ways of understanding the world will be primary tools in our analyses of women's maturity. (Limited to 30)

Fall Spec Term Sec 1 T—10 a.m.-12, Oct. 15-Nov. 19
(6 meetings), MacP, Kaplan
No late fee through Oct. 8

(Sylvia Chessen Kaplan is a doctoral candidate in American studies at the University)

★CEW 0306 INTRODUCTION TO COPY-EDITING. No credit, \$78 (age 62, \$68).

A practical, intensive introduction to basic editorial skills. Extensive weekly homework assignments are designed to help class members master editing marks, word usage, consistency, fine points of grammar, and other copy-editing problems. Recommended for writers and for people whose jobs require editing skills, and for others who enjoy language and words. Text: *The Chicago Manual of Style*. (Limited to 25)

Fall Spec Term Sec 1 F—1-3, Oct. 4-Nov. 22 (8 meetings),
MacP, Perry
No late fee through Sept. 27

(Susan Perry is a former writer/editor for Time-Life Books who now works full-time as a free-lance writer and editor)

★CEW 0307 JOURNAL WRITING. No credit, \$54 (age 62, \$44).

Journal writing is an expressive form that is free from conventions and rules. You cannot do it wrong. Students write about their lives and what they are thinking and, when they choose, share their work with others in the class. For those who love the journal form and have had no experience writing journals, or for those who have taken previous classes. Students read selections from noted writer's journals and diaries. Suggested text: Tristine Ranier's *The New Diary*. (Sec 2 offered in cooperation with the Woman's Club of Minneapolis. Limited to 20)

Fall Spec Term Sec 1 T—10 a.m.-12, Oct. 15-Nov. 19
(6 meetings), MacP, Mucke
No late fee through Oct. 8

(Edith Mucke, assistant professor, is a former director of Continuing Education for Women)

Fall

CEW 0310 SCANDINAVIAN LITERATURE IN TRANSLATION: FROM KIERKEGAARD TO LAGERKVIST. No credit, \$85 (age 62, \$75).

With 1870 begins a period of flowering in Scandinavian literature. Dramatists like Ibsen and Strindberg are pioneers of new trends on stage and novelists like Hamsun, Lagerlof, and Jensen are part of world literature. During fall quarter the class reads *Fear and Trembling* by the Danish philosopher Søren Kierkegaard whose influence is pervasive, and proceeds to examine the social, cultural, and political contexts as well as stylistic trends of Ibsen's dramas and the short stories of Jens Peter Jacobsen.

Fall Spec Term Sec 1 **W**—10 a.m.-12, Oct. 2-Dec. 11
(10 meetings—no class Nov. 27)
MacP, Kheim
No late fee through Sept. 25

Sec 2 **Th**—7-9 p.m., Oct. 3-Dec. 12
(10 meetings—no class Nov. 28)
FolH 203, Kheim
No late fee through Sept. 26

(Johanna Kheim has taught French and humanities at the University of Minnesota)

★CEW 0314 WRITING FOR WOMEN'S MAGAZINES. No credit, \$64 (age 62, \$54).

A practical course designed to help writers sell their nonfiction work to magazines—primarily women's magazines. In a workshop atmosphere, students learn how to analyze markets, write query letters, conduct interviews, research, organize, and write articles. (Limited to 15)

Fall Spec Term Sec 1 **T**—1-3, Oct. 1-Nov. 5 (6 meetings),
Washburn Library, 5244 Lyndale Ave. S, Mpls, Perry
No late fee through Sept. 24

(Susan Perry is a full-time free-lance writer who has written articles for more than 100 magazines and newspapers, including Ms., USAir, Lady's Circle, Twin Cities, and the Washington Post)

★IC 0428 INTRODUCTION TO COPY-EDITING. No credit, \$53 (age 62, \$43)

A practical, intensive introduction to basic editorial skills. Extensive weekly homework assignments are designed to help class members master copy-editing marks, word usage, consistency, fine points of grammar, proofreading, and other copy-editing problems. Recommended for writers and for people whose jobs require editing skills, and for others who enjoy language and words. Text: *The Chicago Manual of Style*. (Limited to 25)

Fall Spec Term Sec 1 **M**—7-9, Oct. 7-Nov. 25 (8 meetings),
LindH 229, Saetre
No late fee through Sept. 30

(Sara Saetre is an M.A. student in journalism and mass communication at the University of Minnesota. She has ten years experience in writing and copy-editing, and was assistant editor of the magazine A Silence Too Loud: Family Violence published by the School of Journalism)

IC 0436 MAGAZINE WRITING. No credit, \$53 (age 62, \$43).

The rapidly growing world of magazines provides many opportunities for the freelance writer. This practical course helps you get started by treating topics such as how to get article ideas; types of articles; information search strategies; interviewing skills; writing techniques; how to query an editor; writing ethics and etiquette; manuscript submission. Class format consists of lecture, discussion, and critiques of students' work.

Fall Spec Term Sec 1 **Th**—7-9, Oct. 3-Nov. 21 (8 meetings),
FordH 60, Saetre
No late fee through Sept. 26

(Sara Saetre is an M.A. student in journalism and mass communication at the University with an emphasis in magazine writing. She has published feature articles in Mpls/St. Paul magazine, Minnesota magazine, Wisconsin Trails magazine, and other regional publications)

IC 0439 CREATIVE WRITING. No credit, \$45 (age 62, \$35).

A course for those interested in writing plays, poetry, novels, or other forms of fiction. It deals with methods to tap the creative process, imagination, and ways to surround ourselves with an environment to enhance our writing.

Fall Spec Term Sec 1 **T**—7-9, Oct. 8-Nov. 12 (6 meetings),
FordH 150, Balfour
No late fee through Oct. 1

(Conrad Balfour is an instructor in the General College)

★IC 0441 NEWSLETTER WRITING. No credit, \$41 (age 62, \$31).

Does your association, business, club, or organization issue a newsletter? Gain or improve your newsletter skills with this course. Class sessions include lectures and discussions on how to write articles for your newsletters, how to develop skills and techniques to write informative and interesting material for your publication, how to set up a schedule, and the importance of lead sentences and paragraphs. Sources of information for articles, writing good headlines, and the kinds of information best suited for your readership. (Limited to 25)

Fall Spec Term Sec 1 **M**—7-9, Oct. 7-28 (4 meetings),
FordH 70
No late fee through Sept. 30

★IC 0445 LAYOUT AND PASTEUP FOR BEGINNERS. No credit, \$44 (age 62, \$34).

How to create an effective and attractive newsletter, poster or brochure for your organization, business, or club. Techniques of layout including various formats; papers; printing processes; instant lettering and photo typesetting; art and photography; selecting type sizes and styles for legibility and readability; pasteup for camera-ready copy; postal regulations; and working with your printer. (Limited to 25)

Fall Spec Term Sec 1 **T**—7-9, Oct. 8-Nov. 5
(5 meetings), Arch 55, Anderson
No late fee through Oct. 1

(Janice Anderson, a commercial artist, is a teaching specialist in the Department of Design)

IC means *Informal Courses*

19 CEW means *Continuing Education for Women*

Computers and Mathematics

★CEW 0400 ARITHMETIC AND ELEMENTARY ALGEBRA. No credit, \$105 (age 62, \$95).

Arithmetic Part of the Course: Individualized instruction and group lecture in basic mathematics including fractions, decimals, ratio and proportion, percentages, the Metric System, and word problems from these areas. Students proceed at their own rate. Students may listen to lectures or work on an independent basis with the supervision of one of two instructors. No math background necessary. *Elementary Algebra Part of the Course:* Individualized instruction and group lecture in elementary algebra including signed numbers, solving equations, graphing, factoring, rational expressions, and roots and radicals. Students proceed at their own rate. Students listen to lectures or work on an independent basis with the supervision of one of two instructors. Students must have a strong background in arithmetic to do this part of the course. Elementary algebra students who want to review specific topics in arithmetic may sit in on the arithmetic lectures. (Limited to 50)

Fall Spec Term Sec 1 **W**—9:30 a.m.-12, Oct. 2-Dec. 11
 (11 meetings), MacP, McMorrow, Beste
 No late fee through Sept. 25
 Sec 2 **W**—5:30-8:30, Oct. 2-Dec. 11
 (11 meetings), JonesH 2, Robertson
 No late fee through Sept. 25

(Douglas Robertson is an associate professor in the Division of Science, Business, and Mathematics of the General College. Vivian McMorrow has been an instructor in the CEW Math Anxiety Program since 1975. Carol Beste has been with the CEW Math Anxiety Program since 1982 and has taught previously for St. Catherine's Weekend College)

★CEW 0401 COMPUTERS: A PRACTICAL INTRODUCTION. No credit, \$77 plus \$6 special fee. Total \$83 (age 62, \$67 plus \$6 special fee. Total \$73). *Includes computer time.*

Designed for the woman who would like to develop an understanding of computers. Students learn how to communicate effectively with people in the computer science field and obtain a general knowledge of what the computer can do and how it will affect our lives. Explore how the computer is used as a problem-solving tool and why it seems to be a problem-creating tool. Topics covered include equipment, personnel, applications, history, future uses, the mathematics of computers, and programming. The programming language BASIC, used in most home computers, is presented. Participants have the opportunity to run simple programs in BASIC for approximately two hours. (Limited to 26)

Fall Spec Term Sec 1 **MW**—5:45-8:45, Sept. 25, 30, Oct. 2
 (3 meetings), ElectE 115, Ressler
 No late fee through Sept. 18

(Tom Ressler is an instructor in the School of Mathematics)

CEW 0403 TAKING THE STING OUT OF STATISTICS: STATISTICS FOR NONSTATISTICIANS. No credit, \$80 (age 62, \$70).

A preparatory course for DSci 1050 or undergraduate or graduate-level statistics in psychology or sociology, designed especially for people who are afraid of taking statistics or who want a basic understanding of statistical concepts. The class familiarizes students with statistical vocabulary and notation, descriptive statistics, probability distributions, and hypothesis testing. Students who lack sufficient background in

arithmetic or algebra should consider taking CEW 0400 prior to taking this course.

Fall Spec Term Sec 1 **T**—6-8 p.m., Oct. 1-Dec. 3 (10 meetings),
 NCCE 235, Broch
 No late fee through Sept. 24

(Elena Broch is a graduate student in psychometrics)

★CEW 0404 TECHNOSTRESS: COPING WITH COMPUTERS. No credit, \$48 (age 62, \$38). *Includes box lunch.*

Computer literacy has become an important vocational skill, and in an increasing number of homes, a desirable domestic or recreational skill. New automation in the workplace has substantially altered office operations, job requirements, and co-worker relationships. The pressure to cope with this change can result in feelings of anger, frustration, discomfort, and fear. Women, who traditionally have not had much experience with mechanics/technology, but who often have experience with keyboards and clerical operations, are at both a disadvantage and an advantage working with computers. This experiential workshop is designed to help you discover the skills and resources you have to cope with on the impact of automation in your life and career. The session is team-taught by a data processing professional and personnel practitioner to better deal with both the technical and people issues automation raises. Lecture, individual exercises, and group experiences help you identify your goals related to automation and strategies you can use in dealing with computers at work and at home. (Limited to 35)

Fall Spec Term Sec 1 **Sa**—9 a.m.-4, Oct. 5 (1 meeting),
 NCCE 140, P McGlynn, M McGlynn
 No late fee through Sept. 27

(Patsy McGlynn is an executive assistant in the Administrative Data Processing Department of the University. Mike McGlynn is an organization development specialist for University of Minnesota Personnel Department)

IC 0594 COMPUTING: WHAT IS IT? No credit, \$45 plus \$5 course fee. Total \$50 (age 62, \$35 plus \$5 course fee. Total \$40).

Using plain English, the basic concepts of computing are explored. Introduces computing terminology; shows you what computers look like; explains how and why they work; tells what computers are and are not capable of doing; describes what you must know to use a computer. Provides a first opportunity to use a computer; discusses the impact and ethics of computing; encourages you to think of ways you could use computers more. Designed for anyone who knows little or nothing about computers.

Fall Spec Term Sec 1 **W**—6:15-8:30, Oct. 9-30
 (4 meetings), FordH 55, Giese
 No late fee through Oct. 2

(David Giese is a professor in the General College and division head in the Department of Science, Business, and Mathematics)

★IC 0596 INTRODUCTION TO WORD PROCESSING. No credit, \$44 tuition plus \$11 special fee. Total \$55 (age 62, \$34 plus \$11 special fee. Total \$45).

A word processor is like an electronic typewriter with a screen. It enables you to enter letters, memos, papers, and reports, make corrections on them, and print them on paper. The information you type on a word processor is stored on a magnetic disk instead of on paper. This system gives you flexibility in making changes without having to retype entire pages. Word processors are used by secretaries, writers, educators, or anyone who has to prepare written documents. This course provides 10 hours of hands-on experience with word processing and teaching you the basics of operating

Fall

and using the system. All students must attend the two introductory lectures (Mon., Sept. 30 and Oct. 7 in the fall or Mon., Jan. 13 and 20 in the winter, HckrH 329, StP Campus, 6-8). Thereafter, register for one lab section. (Each section limited to 7)

Fall Spec Term	Sec 1	T —6-8, Oct. 8-Nov. 4 (5 lab sessions), HckrH 329, StP Campus, Winkler <i>No late fee through Sept. 23</i>
	Sec 2	W —6-8, Oct. 9-Nov. 5 (5 lab sessions), HckrH 329, StP Campus, Winkler <i>No late fee through Sept. 23</i>
	Sec 3	Th —6-8, Oct. 10-Nov. 6 (5 lab sessions), HckrH 329, StP Campus, Winkler <i>No late fee through Sept. 23</i>

(Victoria Winkler is an associate professor in Rhetoric at the University)

Math Anxiety Program

The Math Anxiety Program is designed especially for people who are afraid of mathematics or who encounter blocks in mathematics. Through a combination of course work and supportive services, students can overcome their fear of mathematics and master the level of mathematics they need or want. The program helps students deal with their attitudes and feelings about math at the same time they are working on their math skills. **Classes in the Math Anxiety Program include Math Anxiety Diagnostic Clinic, Arithmetic and Elementary Algebra, Math Anxiety Tutorial, and Taking the Sting Out of Stat: Statistics for Non-Statisticians.**

CEW 0402 MATH ANXIETY DIAGNOSTIC CLINIC. No credit, \$20 (age 62, \$10).

The Diagnostic Clinic is the introductory step in the Math Anxiety Program. The clinic explores mathematics as a problem-solving tool and the nature of math anxiety—how it develops and how it affects math performance. Tests and questionnaires are used to help participants identify math skills and level of math anxiety. An overview of the math program and supportive services is given.

Fall Spec Term	Sec 1	T —9 a.m.-12, Sept. 10 (1 meeting) MacP, Robertson, Claesgens <i>No late fee through Sept. 3</i>
	Sec 2	T —5:30-8:30, Sept. 10 (1 meeting) NCCE 140, Robertson, Claesgens <i>No late fee through Sept. 3</i>

(Douglas Robertson is an associate professor in the Division of Science, Business, and Mathematics of the General College. Joan Claesgens is program coordinator of the Math Anxiety Program in CEW)

MATH ANXIETY TUTORIAL. No charge.

Free tutorial services for students enrolled in CEW math classes are available one hour prior to the evening Arithmetic and Elementary Algebra (CEW 0400) classes beginning with the second class session. Complete information available at the first class session of CEW 0400.

Social and Historical Insights

IC 0190 WHAT IS AN ARCHAEOLOGICAL LABORATORY? No credit, \$42 (age 62, \$32).

Each summer, thousands of people throughout the United States are involved in excavating a variety of archaeological sites. However, the excavation of a site is only the first step in studying the life of a people at any given place. It is in the archaeological laboratory that many of the questions that intrigue archaeologists are finally answered. This course introduces many of the methods used in archaeological lab work to those with no previous involvement in archaeology. Half of the class is spent in lecture and discussion while the remainder is spent in hands-on experience with archaeological materials from several sites in Minnesota.

Fall Spec Term	Sec 1	T —7-9, Oct. 8-Nov. 5 (5 meetings), Institute for Minn Archaeology, 1313 5 St SE, Mpls, Dobbs <i>No late fee through Oct. 1</i>
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(Clark Dobbs, research associate at the Institute for Minnesota Archaeology, has worked on a variety of archaeological projects throughout eastern North America. Since 1978, he has specialized in the late prehistory of southern Minnesota. Most recently, he directed the excavation of the Bryan site near Red Wing)

IC 0197 THE PROMISE OF AMERICA: WHY THE SCANDINAVIANS CAME TO MINNESOTA. No credit, \$32 (age 62, \$22)

Between 1825 and 1925 three million people left their homes in Scandinavia in order to start lives in America—most of them in Minnesota and other states in the Upper Midwest. Where did these immigrants come from? Why did they leave their homelands? Why did they settle where they did? This course answers these questions and more. Also included is a visit (Oct. 19) to the Promise of America exhibit at the Minnesota Historical Society. This exhibit, organized in Norway, tells the saga of immigration through the experiences of a typical brother and sister, Ole and Sigrid.

Fall Spec Term	Sec 1	T —7-8, Oct. 8-22 (3 meetings plus field trip), NCCE 229, Dion <i>No late fee through Oct. 1</i>
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(Mathew Dion, Assistant Director of the College of Liberal Arts Honors Program at the University is completing his Ph.D. in Scandinavian Studies. He has taught Scandinavian immigration courses for several years)

CEW 0501 PRACTICAL POLITICS. No credit, \$45 (age 62, \$35).

Develop the knowledge, skills, and confidence to become an involved and effective citizen. You will learn about the operations of your national, state and local governments. Using three current issues (equal opportunity for women, preserving natural resources, and national security), you will learn how to communicate your concerns effectively. In each area, participants become familiar with the issue and learn specific ways to affect policies such as observing, letter writing, giving testimony, joining with others in organizations, and developing coalitions. *Citizens in Action*, the League of Women Voters-Minnesota lobbyist handbook, will be available for purchase at the first meeting (\$5).

Fall Spec Term	Sec 1	W —9:30 a.m.-11:30, Oct. 2-23 (4 meetings), MacP, Buffington <i>No late fee through Sept. 25</i>
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(Erica Buffington is vice president and director of lobbying for the League of Women Voters of Minnesota)

IC means Informal Courses

CEW means Continuing Education for Women

★CEW 0502 UNDERSTANDING COMPARABLE WORTH. No credit, \$36 (age 62, \$26).

Today, more than 20 years after the Equal Pay and Civil Rights Acts, most men and women work at different jobs. Working women generally earn less than working men, and women are increasingly becoming the poor in our country. Minnesota is the first state to mandate a wage system for state employees that is adjusted for comparable worth. Proponents of comparable worth (pay equity) say only a policy of "equal pay for work of equal value" will change salary inequities caused by deeply ingrained attitudes about women and women's work. Opponents say that it is too costly and that a better solution is to urge women to move into higher paying male jobs. This course examines arguments for and against comparable worth, and the implications of Minnesota's comparable worth laws for you and the state. (Limited to 40)

Fall Spec Term Sec 1 **T**—5:45-7:45, Oct. 15-29 (3 meetings),
Humphrey Institute of Public Affairs
Living Room, 2610 University Ave, StP,
Sugnet
No late fee through Oct. 8

(Regina Strauchon Sugnet is Personnel Services Manager, Civil Service Personnel, University of Minnesota)

★CEW 0503 WOMEN: ACTIVISTS AND VOLUNTEERS. No credit, \$36 (age 62, \$26).

National groups like WAMM (Women Against Military Madness) and MADD (Mothers Against Drunk Drivers) illustrate the importance of women in current activist movements. Concern for political and moral matters has long been part of women's role. This course examines the history and current status of women in volunteer and activist groups. Topics include how women's roles influence their forms of activism; major activist movements in which women were involved; how being a volunteer can lead to activism; and implications of women's involvement in activism for women, their communities, and the world. (Limited to 40)

Fall Spec Term Sec 1 **T**—5:45-7:45, Nov. 12-26 (3 meetings),
Humphrey Institute of Public Affairs,
Living Room, 2610 University Ave, StP, Truax
No late fee through Nov. 5

(Anne Truax is director of the Minnesota Women's Center, University of Minnesota)

CEW 0508 ENERGY, TECHNOLOGY, AND AMERICAN CULTURE: A HISTORICAL PERSPECTIVE. No credit, \$52 (age 62, \$42).

The energy crisis of the 1970s and the conflict between energy needs and environmental interests, focused national attention on our dependence on energy sources. This course provides a historical perspective of the role that our energy needs and technology play in shaping our culture. Topics include the first industrial revolution (change from wood to coal and steam); the railroad, telegraph, and telephone's contribution to nationalized culture; the second industrial revolution (oil, electricity, and mass production of goods); mass consumption and the crisis of urban culture; nuclear and renewable energy, environmental crises, and choices for our future.

Fall Spec Term Sec 1 **Th**—10 a.m.-12, Oct. 3-31 (5 meetings),
MacP, Green
No late fee through Sept. 26

(George Green is an associate professor in the Department of History)

IC 0602 THE ANCIENT AND MODERN MAYA: AN ORIENTATION TO MEXICO'S YUCATAN PENINSULA. No credit, \$47 (age 62, \$37).

An introduction to the rich cultural heritage of the southeastern area of Mexico from 1000 B.C. to the present. Explore both well-known and virtually unexplored archaeological sites through extensive slide lectures. The course presents current theories of the collapse of a civilization that once populated the forests more densely than the current population density of the Twin Cities area. This course should help any traveler—whether armchair or intrepid explorer—feel more at home in the archaeological zones, thatch-roofed villages, markets, museums, and colonial churches of Yucatan.

Fall Spec Term Sec 1 **W**—7-9, Oct. 2-Nov. 6 (6 meetings), FordH 447,
P Messenger, S Messenger
No late fee through Sept. 25

(Phyllis and Skip Messenger have worked on archaeological projects in Mexico, Honduras, and Belize. Phyllis is a graduate student in anthropology, and Skip teaches anthropology at Hamline University)

IC 0603 THE SOVIET UNION TODAY. No credit, \$55 (age 62, \$45).

The Soviet Union looms larger than ever before on the American horizon as we look into the 1980s. Yet while our judgments about the internal and foreign affairs of that country have an influence on U.S. policies, we remain insufficiently informed about its history and the complexity of its current situation. This course offers an overview of key problems of recent Soviet history and affairs and, in the process, introduces the student to the diversity of opinions and interpretations about the nature of the Soviet Union. Each session presents a lecture followed by a question-and-answer period on a main problem in today's Soviet Union. Topics covered include recent trends and directions in Soviet politics; Soviet policy and the West; the military in Soviet life and politics; the Soviet economy; culture and the arts; and social, ethnic, and intellectual ferment in the 80s.

Fall Spec Term Sec 1 **Th**—7-9, Oct 10-Nov. 14 (6 meetings)
FordH 130, Hayes
No late fee through Oct. 3

(Nicholas Hayes is the executive director of the Associated Colleges of the Twin Cities and a specialist in the history of the Soviet Union)

IC 0604 BURIED CITIES OF THE ANCIENT ROMANS: POMPEII, HERCULANEUM. No credit, \$48 (age 62, \$38).

The catastrophic events of August 24, 79 A.D., that submerged Pompeii and Herculaneum (as well as many pleasure villas and working farms along the Bay of Naples) in an avalanche of ashes, pumice, and volcanic mud, brought life in these prosperous centers to a sudden and total stop. Unearthed by archaeologists over the centuries, these once-buried cities have revealed a wealth of information about daily life during the early Roman Empire. In this course students explore through slide lectures and discussion the activities, interests, and beliefs of the ancients as evidenced from the primary sources: archaeology, art, inscriptions, including graffiti and literature. In addition, various aspects of modern Italian life will be considered for providing possible interpretations of the archaeological record.

Fall Spec Term Sec 1 **W**—7-9, Oct. 9-Nov. 13
(6 meetings), FolH 50 Gulino
No late fee through Oct. 2

(Rosanne Gulino, an advanced graduate student in the Department of Classical Studies, has done extensive research on Pompeii)

IC 0606 CONTEMPORARY AFRICA: ITS PROMISE AND ITS PROBLEMS. No credit, \$48 (age 62, \$38).

Africa viewed within a global context; its role in international relations, in the development of the arts and humanities, and in the specific context of relations between Africa and the major world powers. A special focus on the critical problems of race and politics in the Republic of South Africa and the growing fear of continent-wide famine make the course especially important for those interested in the present and future role of the world's second largest continent and the cradle of humankind.

Fall Spec Term Sec 1 T—7-9, Oct. 8-Nov. 5 (5 meetings),
FordH 160, O'Toole
No late fee through Oct. 1

(Thomas O'Toole is an adjunct professor in the General College. He has lived in West Africa)

IC 0608 AUSTRIA: VARIETY IN UNITY. No credit, \$30. \$25 for Volksfest members.

Austria's geographical location has destined that a variety of influences mold its character. Though each of its nine provinces has its own ethnic and cultural flavor, the country is, nevertheless, a unified one. As the federal capital, Vienna represents all of Austria, but it has its own international flair because of its former role as the capital of a multi-national European empire. This series consists of illustrations, discussions, and performance. It points out fascinating contrasts and contradictions, relates personal experiences, and recounts day-to-day events in the Federal Chancellor's office and in the presentation of Austria to other nations.

Fall Spec Term Sec 1 T—7-9, Nov. 5-26 (4 meetings),
Volksfest Kulturhaus,
301 Summit Ave, StP, Forner
Greinert, Petritsch, Wright
No late fee through Oct. 29

(Edouard Forner, a graduate of the Vienna Academy of Music, is professor of music at Macalester College and conductor of the St. Paul Civic Symphony. Walter Greinert is press officer of the Austrian Embassy in Washington and was formerly the attaché in Paris and in the Federal Chancellor's office in Vienna. Wolfgang Petritsch is the director of Austrian Information in New York and was in the Federal Chancellor's office in Vienna. William E. Wright is the director of the Center of Austrian Studies and a professor of Modern European and Austrian History at the University of Minnesota)

A Fall 1985 Celebration Conference

CEW 0507 A CONFERENCE CELEBRATING WOMEN'S EDUCATION: HOW FAR HAVE WE COME? No credit.

The year 1985 marks the 25th anniversary of Continuing Education for Women at the University of Minnesota. As the first program in the United States to consider women's continuing educational needs, we are celebrating our 25th year with a conference on women's education. How has education contributed to women's changing life-styles? How is the women's movement changing higher education? What effects are women's studies programs having on students and on the academic system? What will be the future impact of women and feminism on higher education? These topics and others are explored in this fall quarter conference. For further information, or to request a brochure, call 373-9743 or write to CEW, 200 Westbrook Hall, 77 Pleasant St. S.E., Minneapolis, MN 55455.

Business and Professional Development

★CEW 0600 ASSERTIVENESS SKILLS FOR WOMEN RE-ENTERING THE JOB MARKET OR CHANGING JOBS. No credit, \$72 (age 62, \$62).

In any new job it is critical that you be able to convey clearly and appropriately your needs and obtain necessary job-related information. Course focus is on the assertiveness skills you need to achieve early job satisfaction. Topics include how to develop and state objectives, determine assertive strategies, set realistic limits, express both positive and negative opinions, take the initiative, and project a positive self-image. These skills help in the work setting, in relationships at home, and in social situations. Includes lecture, self-assessment inventories, worksheets, and simulation exercises. Coaching in a small-group supportive atmosphere is a major focus. (Limited to 35. This course is part of the Downtown Minneapolis Series)

Fall Spec Term Sec 1 Th—6:15-8:15, Sept. 26-Oct. 24
(5 meetings), YWCA Urban Center,
1130 Nicollet Ave, Mpls, Loeffler
No late fee through Sept. 19

(Dorothy Loeffler, Ph.D., is a licensed consulting psychologist, president of Psyche, Inc., and professor in the Departments of Educational Psychology and Women's Studies at the University)

CEW 0601 BARRIERS FOR RISK-TAKING FOR CAREER WOMEN. No credit, \$24 (age 62, \$14).

For career women who find themselves "playing it safe," and who may be stalled in their careers as a result, this course explores the inculturated barriers which may prevent women from seeking challenges and taking the initiative. Includes an assessment of participants' level of risk-taking and opportunities to set goals in this area.

Fall Spec Term Sec 1 M—5:30-7, Oct. 7, 14 (2 meetings),
Walker Library, 2880 Hennepin Ave, Mpls,
Emerson
No late fee through Sept. 30

(Nadine Emerson, licensed psychologist, is a consultant and counselor in private practice)

★CEW 0604 CLEAR CONNECTIONS: LISTENING STRATEGIES AND STYLES. No credit, \$56 plus \$15 special fee. Total \$71 (age 62, \$46 plus \$15 special fee. Total \$61).

For women who want to establish effective communication in the business world and in their personal relationships. Through lecture, exercises, and practice sessions, class members learn how to listen skillfully in task-oriented situations and human relationships. Listening and speaking styles are investigated, including the power of nonverbal language. Touch, ego, silence, and dominance are also examined to discover how to correctly interpret messages as an effective and efficient listener. Participants use tests to help identify their listening skills and preferences. (Limited to 20)

Fall Spec Term Sec 1 M—6:30-8:30 p.m., Oct. 7-28
(4 meetings), NCCE 235, Schendel
No late fee through Sept. 30

(Catherine B. Schendel owns her own communications company and is a training director for business and education)

CEW 0607 MANAGEMENT SKILLS FOR WOMEN. No credit, \$72 (age 62, \$62).

For women new to management who are interested in learning the basic skills of supervision and management. The focus is on the role of the manager and the major functions of management, including planning, setting objectives, organizing, communication, motivation, and performance appraisal. Discussions center on the application of these concepts to the daily work setting. Special concerns of women moving into management are discussed.

Fall Spec Term Sec 1 **T**—6:30-8:30, Oct. 1-22 (4 meetings),
NCCE Library, Reed
No late fee through Sept. 24

(Debra Reed is the former manager of manpower development and training for Economics Laboratory, and a private management consultant)

★CEW 0610 STARTING A SUCCESSFUL CONSULTING BUSINESS. No credit, \$53 plus \$2 special fee. Total \$55 (age 62, \$43 plus \$2 special fee. Total \$45). Includes box lunch.

A practical seminar for people who want to be consultants, either part time or full time. This program provides an overview of the consulting field, including an evaluation of the risks and rewards, and resources to help you get started. Specific topics focus on identifying a market, starting with minimal expense, pricing your services, building a professional image, and avoiding costly mistakes. (Limited to 40)

Fall Spec Term Sec 1 **Sa**—9 a.m.-4, Nov. 9 (1 meeting),
NCCE 140, Moen
No late fee through Nov. 1

(Marilyn Moen has been a consultant for 16 years, and is owner and director of Moen/Zitzloff Training, Minneapolis)

★CEW 0613 WOMEN SUPERVISING MEN. No credit, \$35 (age 62, \$25).

Addresses the special problems that may develop in work situations where women supervise men. Designed especially for women who are (or may be) supervising men as well as for women who work for a male manager. The workshop deals with the differences in male and female socialization and how this intricately affects the workplace. Topics include team building, mentorship, symbols of power, dress, and the trust factor. (Limited to 40)

Fall Spec Term Sec 1 **Sa**—9 a.m.-12:30, Nov. 16 (1 meeting),
NCCE Library, Sonnack
No late fee through Nov. 8

(Mary D. Sonnack is a laboratory manager working in new product research and development for the 3M Company)

★CEW 0614 WOMEN SUPERVISING WOMEN. No credit, \$35 (age 62, \$25).

For women who are (or may be) supervising women, as well as for women who work for a woman supervisor. This workshop explores the unique problems that may arise in situations where women supervise women. Issues discussed include understanding the impact of guilt, jealousy, and dependency; resolving conflicts; delegating effectively; learning to recognize the difference between operating and managing; and handling issues of power and authority. (Limited to 50)

Fall Spec Term Sec 1 **Sa**—9 a.m.-12:30, Oct. 19
(1 meeting), NCCE 140, Bjorgen
No late fee through Oct. 11

(Jean Bjorgen is a producer at KSTP-AM Radio and does private consulting in management and communication)

★CEW 0615 DEVELOPING AND MANAGING VOLUNTEER PROGRAMS IN THE 1980s.

No credit, \$40 (age 62, \$30).

Volunteers are one of the most productive groups in our society. The value of their contributions to the many types of nonprofit organizations they work in is enormous. However, the traditional pool of volunteers, women who are full-time homemakers, is shrinking. Organizations seeking to recruit new groups of people must be attuned to the interests and expectations of potential volunteers as well as to the organization's needs. This workshop helps you develop strategies and a process to recruit, manage, and motivate volunteers to help you with your tasks. You also get experience in solving the types of problems that may occur in volunteer programs. (Limited to 30)

Fall Spec Term Sec 1 **M**—6-8:30 p.m., Sept. 30, Oct. 7
(2 meetings), NCCE Library, Soderberg
No late fee through Sept. 23

(Judy Soderberg is an MSW in Administration, Planning, and Organization, and is director of Community Campaigns, Multiple-Sclerosis Society—Minnesota North Star Chapter)





Arts, Ideas, Perspectives

CEW 0100 ARTS AND CULTURES OF INDIA. No credit, \$53 (age 62, \$43).

From the Marabar caves of *A Passage to India* to the Taj Mahal, India's great monuments have fascinated and puzzled generations of travelers and students. This survey (lectures, slides, film) presents Indian culture as reflected in Buddhist sanctuaries, Hindu temples, Moghul palaces and paintings. A slide-tour of Banaras explores India's holiest city. Another "tour" explores the extraordinary rock-cut cave temples of western India. The kaleidoscopic interplay of religion, culture, and geography in this complex country, as revealed in myth, literature, and art, are illustrated and discussed.

Winter Spec Term Sec 1 **M**—10 a.m.-12, Jan. 27-Feb. 24 (5 meetings),
MacP, Malandra
No late fee through Jan. 20

(Geri Malandra received her doctorate in ancient studies from University of Minnesota; she has traveled and studied in India)

★IC 0100 CREATIVITY: THE PERSON, THE PROCESS, THE PRODUCT. No credit, \$47 (age 62, \$37)

Creativity is the thinking energy behind all levels of thought and work. In music, science, art, mathematics, business, or invention, creativity is at the center of thought. Super intelligence has often been considered the only talent in creative thinking, but this exclusive point of view disregards varied levels of intelligence and the importance of personal experience in creativity. There is an ever-increasing interest by leaders in

many fields about how to develop the creative process in more concrete ways. In these sessions we will examine the thought process of outstanding leaders in their fields (arts, sciences, invention, psychology) to discover the way they have created their new and original products. We will also develop in each member the techniques of improvement of not only more ideas but better ideas through readings, lectures, slides, puzzles, tapes, and discussions. (Limited to 40)

Winter Spec Term Sec 1 **Th**—6-8, Feb. 6-27
(4 meetings), FolH 303, Nelson
No late fee through Jan. 30

(Robert Clark Nelson is associate professor of art at the College of St. Catherine)

★CEW 0104 FRANCESCO CLEMENTE AND THE PSYCHOLOGY OF THE SELF-PORTRAIT. No credit, \$64 (age 62, \$54).

Francesco Clemente (b. 1952) is one of the so-called Neo-Expressionists, a group of contemporary artists known for their uninhibited, emotionally charged imagery. Much of Clemente's work is cast as a self-portrait, a form that in his hands becomes a psychological self-investigation. Through it he juxtaposes visual history from his native Italy with personal experience and fantasy. This course contrasts Clemente's use of the self-portrait to the ways other artists have seen and recorded themselves, and more broadly, how the self-portrait may reflect the self-image of a larger cultural milieu. (Offered in cooperation with the Walker Art Center. Limited to 40)

Winter Spec Term Sec 1 **Th**—1-3, Feb. 6-Mar. 13 (6 meetings),
Walker Art Center,
Vineland Place, Mpls, Roth
No late fee through Jan. 30

(Nancy Roth, M.A., art history, University of Minnesota, is a free-lance visual arts critic and former curatorial intern at the Walker Art Center)

★CEW 0108 AMERICAN ART OF THE 1950s AND 1960s. No credit, \$36 (age 62, \$26).

Transformation and exploration distinguished American arts as well as society in the 1950s and 1960s. During these years the first satellite was launched, minority groups demanded civil rights, moral attitudes changed, computers invaded business, and the electronics industry penetrated the arts. The leading arts movements embraced polar opposites: Abstract Expressionism examined the inner world of reality while Pop Art, Hard Edge, and Minimalism embraced the industrial and commercial scene. American painting "triumphed" as New York became the center of the art world. This class examines pioneer artists of the period who created a unique way of seeing shaped by the peculiar circumstances of the time. Included are a special showing of the Sonabend Collection and the artists Rauschenburg, Stella, Dine, Johns, Warhol, Cristo, and Lichtenstein. (Offered in cooperation with the Walker Art Center. Limited to 40. *This course is part of the Art After 5:00 Series*)

Winter Spec Term Sec 1 **Th**—5:45-7:15, Jan. 30-Feb. 20 (4 meetings),
Walker Art Center
Vineland Pl, Mpls, Ultan
No late fee through Jan. 23

(Roslye B. Ultan is director of C.G. Rein Galleries of Minneapolis, supervisor of the Docent Credit Project at the Minneapolis Institute of Arts, and adjunct professor at Hamline University)

IC 0111 UNDERSTANDING MOVIES: STRATEGIES FOR CRITICISM AND APPRECIATION I. No credit, \$53 (age 62, \$43).

This course is an attempt to understand movies through an awareness of cinematic forms—those aspects of movies which make the film medium special and different from other art forms. Our ability to appreciate and understand movies depends on our knowledge of how movies are constructed, our ability to recognize what the filmmaker is up to. To this end we will view and discuss several exceptional films with an eye towards how they employ the special capacities of the visual media. This will include comparisons of films which rely on dialogue to those which are primarily visual, as well as comparisons of films which emphasize editing to those which rely most heavily on casting and sets. Classes will include short lectures, film screenings and discussions.

Winter Spec Term Sec 1 **T**—6:30-9, Jan. 14-Feb. 18
(6 sessions),
EBCEC 155, StP Campus, Griffin
No late fee through Jan. 7

(Michael Griffin, lecturer at the University, has studied and taught with Amos Vogel, foremost critic of independent film. He has also written articles on film and other visual media and has worked as a documentary filmmaker)

CEW 0113 MOTHERS OF INVENTION. No credit, \$34 (age 62, \$24).

When you hear the term "inventor" whose image comes to mind? It is probably not a woman's image, yet women have played a significant role in technological innovation. This course looks at the historical record of women inventors, their inventions, and the social and cultural environments which encourage or impair their creative work. Topics include personality and characteristics of inventors, innovative contributions and inventions of women, and how to apply for a patent and enter the competitive marketplace.

Winter Spec Term Sec 1 **F**—10 a.m.-12, Feb. 7-21
(3 meetings), MacP, Amram
No late fee through Jan. 31

(Fred M. Amram is a professor of speech/communication in the General College at the University of Minnesota)

IC 0113 MUSIC: HOW TO LISTEN TO IT. No credit, \$53 (age 62, \$43).

An introduction to basic musical elements and trends through listening to the music of great composers, such as Bach, Mozart, and Stravinsky. Various musical concepts, including notational symbols, structure, form, and style will be discussed. The development of music from a simple to a complex art form will be demonstrated by classroom performance and recordings.

Winter Spec Term Sec 1 **M**—7-9, Jan. 13-Feb. 24
(7 meetings),
NichH 111, Byrne
No late fee through Jan. 6

(Richard Byrne, associate professor in the General College, is the director of music at the Cathedral of St. Paul)

IC 0125 STORYTELLING AS AN ART AND A SKILL: WHY? WHAT? HOW? No credit, \$38 (age 62, \$28).

Practical introduction to the art and practice of storytelling. The course is designed to acquaint students not only with the traditional values of storytelling as a way of articu-

lating and preserving culture, but with its contemporary usefulness as a means of engaging listeners.

Winter Spec Term Sec 1 **T**—7-9, Jan. 14-Feb. 4
(4 meetings), JonesH 2, Miller
No late fee through Jan. 7

(Carol Miller is an assistant professor in the Division of Arts, Communication, and Philosophy of the General College at the University)

IC 0156 YOUR HOME: ITS DESIGN, SELECTION AND/OR CONSTRUCTION. No credit, \$39 (age 62, \$29).

Introduces participants to the many issues and concerns involved in the design or selection of a home. Topics include the process of defining needs, designing to satisfy those needs (individual "hands-on" participation), lifestyle and energy considerations, and the many options available to the home buyer. Throughout the course students will collect ideas and information for their own home-planning packages.

Winter Spec Term Sec 1 **Sa**—8:30 a.m.-12:30, Feb. 22-Mar. 1
(2 meetings), EBCEC 155, STP Campus, Susanka
No late fee through Feb. 14

(Sarah Susanka is a registered architect, lecturer in Architecture, and a partner in the firm Mulfinger-Susanka)

Photography courses also are offered this term at MacPhail Center. See the listing for the **Foto** course series in the arts and humanities section for fall term.

The Natural World

★IC 0219 ANIMAL ECOLOGY AND BEHAVIOR: A LECTURE SERIES. No credit, (1.6 CEUs available), \$45 (age 62, \$35). \$41 for Bell Museum members.



Wolves, eagles, lions, moose, seals, ravens, tigers, deer, and more. Such diverse animals span the globe, from the Arctic to Africa to Antarctica. Learn about the biology of these animals from experts who have spent years studying them in the wild. A series of guest lectures by University faculty, graduate students, and others explores the ecology and behavior of a number of animal species, both familiar and exotic, and provides students a unique opportunity to meet with the authorities on them. (Limited to 50)

Winter Spec Term Sec 1 **Th**—7-9, Jan. 9-Feb. 27
(8 meetings plus optional field trip),
BellMus 311 (use SW entrance), Brewer
No late fee through Jan. 2

(Gwen Brewer, course coordinator, is a graduate student in Ecology and Behavioral Biology)

★IC 0220 FIELD STUDY OF WINTER WILDLIFE. No credit, (2.6 CEUs available), \$56 (age 62, \$46). \$51 for Bell Museum members.



Designed to provide an opportunity to learn about habits and adaptations of Minnesota plants and animals which make them suited to the harsh requirements of our winters. Following an organizational lecture, participants will be able to observe birds, animal tracks, and plants in their winter condition during field trips to two ecologically special places in the state: Cedar Creek Natural History Area (**Jan. 25**) and Itasca State Park (**Feb. 15, 16**). These locations offer a diversity of wildlife and landscape that

Winter

should enhance your enjoyment of Minnesota winters for years to come. (Limited to 25)

Winter Spec Term Sec 1 T—7-9, Jan. 14
(1 meeting plus field trips),
BellMus 311, Miller
No late fee through Jan. 7

(Jake Miller is a graduate student in the Department of Ecology and Behavioral Biology at the University)

★**IC 0226 ECOLOGY AND MANAGEMENT OF MINNESOTA FISH.** No credit, (1.7 CEUs available), \$54 (age 62, \$44). \$49 for Bell Museum members.



Minnesota, with its thousands of lakes and rivers, supports many different fishes and provides a diversity of fishing experiences. This course examines the biology and ecology of Minnesota sport fishes such as walleye, northern pike, and brook trout, and relates fish natural history to management practice. Learn how general ecological and limnological principles also guide management philosophy. Additional topics include food preferences, population dynamics, habitat preferences, and competition between species. Lectures will be supplemented with slides and films. One Saturday morning field trip (Feb. 8) to the St. Paul Fish Hatchery. (Limited to 25)

Winter Spec Term Sec 1 T—7-9, Jan. 7-Feb. 18
(7 meetings plus field trip)
HodsonH 490, StP Campus, Busacker
No late fee through Dec. 31

(Greg Busacker is a research associate in the Department of Fisheries and Wildlife and teaches fisheries management)

★**IC 0240 HOW BIRDS WORK: AN INTRODUCTION TO BIRD BIOLOGY.** No credit, (1.4 CEUs available), \$47 (age 62, \$37). \$42 for Bell Museum members.



In addition to being lovely to watch, birds are fascinating animals with many interesting and sometimes unique biological adaptations for surviving and thriving in the world around them. Designed for students with a basic knowledge of birds (IC 0222 or equivalent), this course will explore a number of these adaptations, including the physiological basis for many common behaviors of birds. Topics include basic anatomy, flight and diving, reproduction, daily and annual rhythms, migration and navigation, and survival in a variety of climates. There will be one Saturday morning field trip to the University Raptor Center, St. Paul campus (date to be arranged). (Limited to 25)

Winter Spec Term Sec 1 M—7-9, Jan. 20-Feb. 24
(6 meetings plus field trip),
BellMus 311 (use SW entrance), Lawler
No late fee through Jan. 13

(Ellen Lawler is a research associate in the Department of Veterinary Biology, and has conducted research in poultry and raptors)

IC 0265 INTRODUCTION TO CORAL REEFS. \$56 (age 62, \$46).

Discussion of coral reefs, understanding their structure, function, and management. Geological and biological definitions of reefs, classifications, and differences. Coral reef ecosystem, and community of sponges, corals, mollusks, and fishes. Human impact on coral reefs. Extensive use of color slides brings to life these spectacular tropical marine ecosystems. Offers good background information for individuals

interested in snorkeling or scuba diving.

Winter Spec Term Sec 1 M—7-9:30, Jan. 13-Feb. 10 (5 meetings),
Zoology 102, Barnwell
No late fee through Jan. 6

(Frank Barnwell is a professor in the Department of Ecology and Behavioral Biology)

★**IC 0277 NATURAL HISTORY DRAWING.** No credit, (2.2 CEUs available), \$74 (age 62, \$64). \$66 for Bell Museum members.



Designed to increase the student's understanding and appreciation of nature and art through the drawing of natural objects. Each session begins with a brief introductory lecture followed by a drawing session with informal discussion and critique. Natural history specimens will be the subjects of a series of classically oriented drawing exercises. The museum's exhibits and collections will serve as a rich source of subject material. At every opportunity, the natural history of the specimen at hand will be discussed. Drawings will be presented as a means of both exploring and describing nature. Students will need to purchase some simple and relatively inexpensive drawing materials. Two Saturday morning field trips to the Como Park conservatory and the Minnesota Zoo. (Limited to 25)

Winter Spec Term Sec 1 T—7-9, Jan. 21-Mar. 11
(8 meetings plus field trips),
BellMus 311 (use SW entrance), Luce
No late fee through Jan. 14

(Don Luce is a scientific illustrator and exhibit designer at the Bell Museum of Natural History)

IC 0290 HORSES. No credit, \$68 (age 62, \$58) each section.

Lectures and demonstrations by faculty members of the College of Veterinary Medicine and qualified, well-known authorities on horses and horsemanship from the metropolitan area. Lectures in Sec. 1 cover health, care, and diseases of horses. Sec. 2 lectures cover management, training, and showing of horses. Choose one, or take the two as a package. (Meets concurrently with CVM 1100)

Winter Spec Term Sec 1 Th—7:30-9:30, Jan. 9-Feb. 27
(8 meetings), AnScVM 135, StP Campus
No late fee through Jan. 2

Winter Spec Term Sec 2 Th—7:30-9:30, Mar. 6-May 1
(8 meetings—no meeting Mar. 28),
AnScVM 135, StP Campus
No late fee through Feb. 27

IC 0295 SAILING: THE ART AND PRACTICE OF SAILBOAT CRUISING. No credit, \$68 (age 62, \$58).

Designed to acquaint the small boat sailor with the special challenges and opportunities of chartering or owning a cruising sailboat. Will emphasize the "how to" aspects of boat handling and safety, charts and piloting, weather and storms, gear and provisioning, and the differences between small boats and those suitable for cruising on the Great Lakes or coastal waters.

Winter Spec Term Sec 1 Th—7-9, Jan. 16-Mar. 6 (8 meetings),
ClaOff B36, StP Campus, Bodley
No late fee through Jan. 9

(James W. Bodley, Professor of Biochemistry, is a Coast Guard-licensed captain with more than 20 years of sailing experience)

IC means Informal Courses

CEW means Continuing Education for Women

Careers, Interests, Personal Growth

CEW 0201 AGING PARENTS: NEEDS AND ISSUES. No credit, \$24 (age 62, \$14).

Examines attitudes toward aging and common health problems of older adults, including Alzheimer's disease. Topics include the losses experienced by the elderly in autonomy, physical strength and mobility; reasons for intergenerational conflict; rights of older adults; housing, financial, and health care arrangements for the elderly. A social worker will join the instructor to discuss health care options.

Winter Spec Term Sec 1 **Th**—10 a.m.-11:30, Jan. 16-30
(3 meetings), MacP, Johnson
No late fee through Jan. 9

(Carol Johnson is the education director of the Ebenezer Caroline Center in Minneapolis)

★CEW 0203 BRIDGING COMMUNICATION GAPS: HOW TO IMPROVE RELATIONSHIPS AMONG WOMEN. No credit, \$32 (age 62, \$22).

Explore common communication barriers among women of varying ages and learn skills for lowering these barriers. Discussion includes how different life experiences and factors such as money, marital and family choices and responsibilities, employment and political issues can shape divergent values and attitudes toward policy, people, and ideas. Participants are invited to share their own communication and relationship problems, successes, and goals. (Limited to 24)

Winter Spec Term Sec 1 **Sa**—10 a.m.-1, Mar. 15, 22 (2 meetings),
Washburn Library, 5244 Lyndale Ave
S, Mpls, Foster
No late fee through Mar. 7

(Scherrie Foster is an instructor of communication in the General College)

★CEW 0204 BUILDING SELF-ESTEEM. No credit, \$42 (age 62, \$32).

Self-esteem derives from a sense of personal efficacy and personal worth. The nature of this self-evaluation has profound effects on your cognitions, feelings, motivations, goals, and behavior. Low self-esteem may manifest itself in depression, self-derision, self-denial, destructive relationships, excessive guilt and worry, or addictive behaviors. The aim of this course is to help you identify and break harmful patterns that stifle your capacity for achieving a productive life. Through lectures, discussions, group support, and activities you learn specific steps for increasing self-acceptance, developing confidence, setting and achieving realistic goals, and overcoming barriers to change. (Limited to 20)

Winter Spec Term Sec 1 **M**—10 a.m.-12, Feb. 17-Mar. 10
(4 meetings), MacP, Brodie
No late fee through Feb. 10

(Jane Brodie is a licensed consulting psychologist in private practice with Psychological Associates, Inc.)

★CEW 0208 DIET DILEMMAS OF WOMEN. No credit, \$19 (age 62, \$9).

The "diet mentality" is an attitudinal focus on diet and weight loss. It operates in such a way that not only does it usually fail, but it also perpetuates itself. Learn how the diet mentality operates, why it frequently fails, and ways to reframe the way you think about and approach weight loss. Participants have an opportunity to talk with each other about weight issues. (Limited to 30. *This course is part of Downtown Minneapolis Series*)

Winter Spec Term Sec 1 **M**—5:30-8:30, Feb. 24 (1 meeting),
Westminster Presbyterian Church,
Nicollet Mall at 12th, S, Mpls, Emerson
No late fee through Feb. 17

(Nadine Emerson, licensed psychologist, is a consultant and counselor in private practice)

★CEW 0215 INVESTMENT PROGRAMS FOR PEOPLE WITH INCOMES OF \$22,000 OR LESS. No credit, \$20 (age 62, \$10).

If it takes money to make money, how can smaller investors get the most for their investments? This course is for the novice and covers the basics of saving and investing for middle income people. It includes pre-investment planning, tax strategies, and how to select IRAs, company benefit plans, and tax-deferred plans through your employer. In addition, the advantages and disadvantages of money market funds, trusts, stocks, and limited partnerships are reviewed. (Limited to 40. *Sec 2 is part of Downtown Minneapolis Series*)

Winter Spec Term Sec 1 **Sa**—10 a.m.-1, Feb. 8 (1 meeting),
Highland Park Library, 1974 Ford Pkwy,
StP, Whittlinger
No late fee through Jan. 31

(Erica Whittlinger, MBA, is owner and consultant with Childs, Whittlinger Associates, Inc., a financial and investment planning firm, and an instructor in the graduate program in management at the College of St. Thomas)

★CEW 0216 MANAGING PERSONAL STRESS. No credit, \$20 (age 62, \$10).

A workshop to help participants identify and define the stressful aspects of their personal lives including pressure, frustration, and conflict. Students examine factors that influence the intensity of stress, negative responses to stress and why people resort to them, and discuss the physical and emotional aspects of stress. Two major techniques for altering response to stress are presented. (Limited to 30)

Winter Spec Term Sec 1 **M**—9 a.m.-12, Feb. 3 (1 meeting),
MacP, Emerson
No late fee through Jan. 27

(Nadine Emerson, licensed psychologist, is a consultant and counselor in private practice)

Winter

★**CEW 0219 RELATIONSHIP COMMUNICATION.** No credit, \$23 (age 62, \$13).

One of the most important aspects of any relationship—with spouse, child, friend, or co-worker—is communication. This workshop helps participants understand the role of communication in relationships and become more aware of their own communication styles. The focus is on clear and open communication, how different life experiences may contribute to communication barriers, male and female communication styles, and the role of conflict in relationship communication. Participants have the opportunity to practice some communication styles. (Limited to 30)

Winter Spec Term Sec 1 **W**—6-8, Feb. 26, Mar. 5 (2 meetings)
NCCE 235, Palmerton
No late fee through Feb. 19

(Patricia Palmerton, communication specialist and consultant, has a Ph.D. in speech-communication)

★**CEW 0221 TENT TO TOWNHOME: HOUSING OPTIONS, FINANCING SOURCES.** No credit, \$24 (age 62, \$14).

Condominiums, apartments, contract for deed, balloon payments. As housing becomes more expensive, financing more complex, and housing options more varied, decisions about housing become more difficult. This course examines trends in housing styles and life-styles, advantages and pitfalls of housing alternatives, investing in housing versus alternative investments. You learn about types of mortgages, mortgage costs, risks, and discrimination, the questions to ask, and what the answers mean. (Limited to 35. This course is part of *Downtown St. Paul Series*)

Winter Spec Term Sec 1 **TTh**—12-1, Mar. 4, 6, 11, 13 (4 meetings),
Landmark Center, 75 W 5th St, StP, Kinsey
No late fee through Feb. 25

(Jean Kinsey is an associate professor in Agricultural and Applied Economics at the University)

★**CEW 0223 WOMEN AND DEPRESSION.** No credit, \$44 (age 62, \$34).

From the popular press to scholarly journals, the widespread problem of depression in women is increasingly a topic of attention and controversy. Drawing from the disciplines of psychology, psychiatry, biology, and sociology, this course explores interpersonal, cognitive, and biological theories which have been put forward to explain the greater vulnerability women appear to have to depression relative to men. Discussion includes what depression is in the context of other mood states, and examine current treatment approaches. This course is designed as an educational experience, not a therapy group. (Limited to 20)

Winter Spec Term Sec 1 **W**—10 a.m.-12, Jan. 8-29 (4 meetings),
Highland Park Library, 1974 Ford Pkwy,
StP, Lumry
No late fee through Jan. 2

(Ann E. Lumry, Ph.D., is a licensed consulting psychologist in private practice with Psychological Associates, Inc.)

CEW 0224 WIDOWHOOD: SELF-DISCOVERY THROUGH LOSS. No credit, \$48 (age 62, \$38).

According to psychological research the loss of a spouse represents life's most stress-producing event. Throughout her grieving, the widow makes choices that either facilitate or impede her own physical, psychological, and spiritual growth. The perception she has of herself, her spouse, the death experience, and the future are instrumental to her "rebirth as a new single." During the course, participants explore who they were

prior to the death experience; what constitutes the grief process; and how they might best approach the multitude of practical/personal matters that confront them as widows. These include finances, adult relationships, children, employment, and self-esteem. An attempt will be made to address issues of young and elderly widows.

Winter Spec Term Sec 1 **T**—10 a.m.-12, Feb. 18-Mar. 18
(5 meetings), MacP, Lundquist
No late fee through Feb. 11

(Kathleen J. Lundquist, Ph.D., is an educator and counselor in the areas of death, grief, and transition)

★**IC 0416 EFFECTIVE TIME MANAGEMENT.** No credit, \$46 (age 62, \$36).

There is an old saying, "If you want something done, ask a busy person to do it." That busiest person is an efficient manager of time. Learn the time management "tricks" that work for busy people. Discover new freedom through management of your total personal-work time. (Limited to 30)

Winter Spec Term Sec 1 **M**—6:30-8:30, Jan. 13-Feb. 3 (4 meetings),
FordH 130, Kroll
No late fee through Jan. 6

(Patrick Kroll is an associate professor in the Science, Business, and Mathematics division of the General College)

★**IC 0450 CAREER DECISIONS: STRATEGIES FOR CHANGE.** No credit, \$55 (age 62, \$45).

Take the first step toward assessing your career, your goals, and yourself in relation to your career. This course focuses on values, job satisfaction, job stress, skills analysis, and person-environment fit as key elements of the decision to stay where you are or make a change. Explores educational and training opportunities that are available. Interest testing included. Attention directed to learning ways to explore career alternatives and to "creative job-search" techniques. (Limited to 30)

Winter Spec Term Sec 1 **W**—6:30-8:30, Jan. 8-Feb. 12 (6 meetings),
NCCE 229, Peterson
No late fee through Jan. 2

(Susanne Peterson is a licensed psychologist on the staff of Extension Counseling)

★**IC 0454 DEVELOPING EFFECTIVE LISTENING SKILLS.** No credit, \$34 (age 62, \$24).

"I heard what you said, I just wasn't listening!" This course examines the many types of non-listening styles and the reasons why people don't listen. It includes exercises and activities that help to develop good listening skills, and the means to apply these skills practically to one's everyday interpersonal communication. (Limited to 26)

Winter Spec Term Sec 1 **W**—7-9, Jan. 15-Feb. 5 (4 meetings),
JonesH 1, Foster
No late fee through Jan. 8

(Scherrie Foster is a communication instructor in the General College)

IC 0581 SPANISH FOR TRAVELERS II. No credit, \$50 (age 62, \$40).

Designed as a continuation of IC 0580, this course provides another opportunity to increase your Spanish vocabulary, improve your pronunciation, and enhance your language skills.

Winter Spec Term Sec 1 **M**—7-8:40, Jan. 20-Feb. 24 (6 meetings),
FolH 208
No late fee through Jan. 13

Winter

IC 0584 ITALIAN FOR TRAVELERS. No credit, \$50 (age 62, \$40).

A survival course for those with no previous knowledge of Italian. Will provide you with the basic Italian vocabulary necessary for coping with everyday travel situations: changing money, obtaining train tickets and information, renting hotel rooms, shopping, ordering meals, asking directions, understanding telephones, post offices, and public transportation systems. Increased knowledge of Italian and of Italian culture will help you to travel more adventurously and more economically.

Winter Spec Term Sec 1 **W**—7-9, Jan. 15-Feb. 19
(6 meetings), FolH 208, Gulino
No late fee through Jan. 8

(Rosanne Gulino, an advanced graduate student in the Department of Classics, has lived in Italy and is fluent in the language)

Writing and Literature

★CEW 0300 ADVANCED WRITING FOR MAGAZINES. No credit, \$64 (age 62, \$54).

For writers who have taken *Writing for Women's Magazines* or an equivalent course on nonfiction magazine writing. This course explores in more detail the problems of researching, organizing, and writing magazine articles. Students are expected to complete one 3000-word article. (Limited to 15)

Winter Spec Term Sec 1 **T**—1-3, Jan. 7-Feb. 11 (6 meetings)
Washburn Library,
5244 Lyndale Ave S, Mpls, Perry
No late fee through Dec. 31

(Susan Perry is a full-time free-lance writer who has written articles for more than 100 magazines and newspapers, including Ms., USAir, Lady's Circle, Twin Cities and the Washington Post)

★CEW 0303 FICTION WRITING. No credit, \$73 (age 62, \$63).

A class for beginning or experienced writers to explore some techniques for tapping the creative source in all of us, as well as to discuss the key elements in the writing and telling of stories. A workshop format provides stimulation, motivation, and inspiration. Completed works and works-in-progress are read and commented on in the workshop. (Limited to 15)

Winter Spec Term Sec 1 **T**-1-3, Jan. 21-Mar. 11 (8 meetings)
MacP, King
No late fee through Jan. 14

(Shannon King, a free-lance writer, teaches fiction writing at the Loft and has published fiction and poetry)

★CEW 0307 JOURNAL WRITING. No credit, \$54 (age 62, \$44).

Journal writing is an expressive form that is free from conventions and rules. You cannot do it wrong. Students write about their lives and what they are thinking and, when they choose, share their work with others in the class. For those who love the journal form and have had no experience writing journals, or for those who have taken previous classes. Students read selections from noted writer's journals and diaries. Sug-

gested text: Tristine Ranier's *The New Diary*. (Sec 2 offered in cooperation with the Woman's Club of Minneapolis. Limited to 20)

Winter Spec Term Sec 2 **Th**—10 a.m.-12, Jan. 23-Feb. 27
(6 meetings), Woman's Club of Mpls.,
410 Oak Grove, Mpls, Mucke
No late fee through Jan. 16

(Edith Mucke, assistant professor, is a former director of Continuing Education for Women)

CEW 0310 SCANDINAVIAN LITERATURE IN TRANSLATION: FROM KIERKEGAARD TO LAGERKVIST. No credit, \$85 (age 62, \$75).

With 1870 begins a period of flowering in Scandinavian literature. Dramatists like Ibsen and Strindberg are pioneers of new trends on stage and novelists like Hamsun, Lagerlof, and Jensen are part of world literature. During fall quarter the class reads *Fear and Trembling* by the Danish philosopher Søren Kierkegaard whose influence is pervasive, and proceeds to examine the social, cultural, and political contexts as well as stylistic trends of Ibsen's dramas and the short stories of Jens Peter Jacobsen.

Winter Spec Term Sec 3 **W**—10 a.m.-12, Jan. 8-Mar. 12
(10 meetings), MacP, Kheim
No late fee through Jan. 2
Sec 4 **Th**—7-9 p.m., Jan. 9-Mar. 13
(10 meetings), FolH 209, Kheim
No late fee through Jan. 2

(Johanna Kheim has taught French and humanities at the University of Minnesota)

★CEW 0311 WORDS: MAKING THEM WORK FOR YOU—PART I. No credit, \$35 (age 62, \$25).

Designed for all people who want to increase their vocabulary and who enjoy working and playing with words. The class includes Greek and Latin roots, words derived from these roots, and other useful word games. Appropriate for people who want to expand their vocabulary beyond professional jargon, and also for those planning to take undergraduate or graduate admissions exams or other tests requiring vocabulary skills. (Limited to 25)

Winter Spec Term Sec 1 **W**—12-1, Jan. 15-Mar. 5
(8 meetings), MacP, DeNoble
No late fee through Jan. 8

(Jan DeNoble is a teaching specialist in the Reading and Writing Skills Center)

CEW 0315 FRIENDSHIP. No credit, \$51 (age 62, \$41).

Students explore the diverse kinds of friendships women form—with other women, with men, and with members of their families—through the writings of Paula Modersohn-Becker, Colette, Adrienne Rich, Doris Lessing, Toni Morrison, and others.

Winter Spec Term Sec 1 **Th**—10 a.m.-12, Jan. 23-Feb. 27
(6 meetings), MacP, Hanson
No late fee through Jan. 16

(Phebe Damaris Hanson is an assistant professor in liberal arts at the Minneapolis College of Art and Design)

CEW 0317 EMILY DICKINSON'S POETRY. No credit, \$51 (age 62, \$41).

As one way of making Dickinson's centennial, we will read the majority of her poems, looking for such things as thematic patterns, poetic techniques, language usage, and her attitudes toward God, nature, politics, New England society, her family, other women, the patriarchy. Part of each class will be spent working on individual poems, since reading Dickinson offers special challenges to modern readers.

Winter Spec Term Sec 1 **M**—10 a.m.-12, Jan. 27-Mar. 3
(6 meetings), MacP, McNaron
No late fee through Jan. 21

(Toni McNaron is a professor in the Department of English at the University)

★IC 0427 CREATING AN EFFECTIVE SLIDE SHOW. No credit, \$52 (age 62, \$42).

Tired of having people fall asleep when you show your vacation or business slides? Learn how to produce an exciting slide presentation on a topic of your choice. Course is designed for amateur photographers, as well as for business and professional people who have to make presentations. Topics include presentation formats, storyboarding and scripting, budgeting, location photography, presentation graphics, narration and sound track production. Students must provide their own 35mm camera and portable cassette recorder. (Limited to 20.)

Winter Spec Term Sec 1 **T**—7-9, Jan. 14-Feb. 25
(6 meetings—no class Feb. 4),
CentLib 4, StP Campus, Breneman
No late fee through Jan. 9

(Don Breneman, Associate Professor in the College of Agriculture at the University, and Extension Community Specialist, is a veteran photographer)



Computers and Mathematics

★CEW 0400 ARITHMETIC AND ELEMENTARY ALGEBRA. No credit, \$105 (age 62, \$95).

Arithmetic Part of the Course: Individualized instruction and group lecture in basic mathematics including fractions, decimals, ratio and proportion, percentages, the Metric System, and word problems from these areas. Students proceed at their own rate. Students may listen to lectures or work on an independent basis with the supervision of one of two instructors. No math background necessary. *Elementary Algebra Part of the Course:* Individualized instruction and group lecture in elementary algebra including signed numbers, solving equations, graphing, factoring, rational expressions, and roots and radicals. Students proceed at their own rate. Students listen to lectures or work on an independent basis with the supervision of one of two instructors. Students must have a strong background in arithmetic to do this part of the course. Elementary algebra students who want to review specific topics in arithmetic may sit in on the arithmetic lectures. (Limited to 50)

Winter Spec Term Sec 3 **W**—5:30-8:30, Jan. 8-Mar. 19
(11 meetings), JonesH 2, Robertson
No late fee through Jan. 2

(Douglas Robertson is an associate professor in the Division of Science, Business, and Mathematics of the General College. Vivian McMorrow has been an instructor in the CEW Math Anxiety Program since 1975. Carol Beste has been with the CEW Math Anxiety Program since 1982 and has taught previously for St. Catherine's Weekend College)

CEW 0402 MATH ANXIETY DIAGNOSTIC CLINIC. No credit, \$20 (age 62, \$10).

The Diagnostic Clinic is the introductory step in the Math Anxiety Program. The clinic explores mathematics as a problem-solving tool and the nature of math anxiety—how it develops and how it affects math performance. Tests and questionnaires are used to help participants identify math skills and level of math anxiety. An overview of the math program and supportive services is given.

Winter Spec Term Sec 3 **W**—5:30-8:30, Dec. 18 (1 meeting)
NCC 229, Robertson, Claesgens
No late fee through Dec. 11

(Douglas Robertson is an associate professor in the Division of Science, Business, and Mathematics of the General College. Joan Claesgens is program coordinator of the Math Anxiety Program in CEW)

MATH ANXIETY TUTORIAL. No charge.

Free tutorial services for students enrolled in CEW math classes are available one hour prior to the evening Arithmetic and Elementary Algebra (CEW 0400) classes beginning with the second class session. Complete information available at the first class session of CEW 0400.

★IC 0596 INTRODUCTION TO WORD PROCESSING. No credit, \$44 tuition plus \$11 special fee. Total \$55 (age 62, \$34 plus \$11 special fee. Total \$45).

A word processor is like an electronic typewriter with a screen. It enables you to enter letters, memos, papers, and reports, make corrections on them, and print them on paper. The information you type on a word processor is stored on a magnetic disk instead of on paper. This system gives you flexibility in making changes without having to retype entire pages. Word processors are used by secretaries, writers, educators, or anyone who has to prepare written documents. This course provides 10 hours of hands-on experience with word processing and teaching you the basics of operating

and using the system. All students must attend the two introductory lectures (Mon., Sept. 30 and Oct. 7 in the fall or Mon., Jan. 13 and 20 in the winter, HckrH 329, StP Campus, 6-8). Thereafter, register for one lab section. (Each section limited to 7)

- Winter Spec Term** Sec 4 **T**—6-8, Jan. 21-Feb. 18
(5 lab sessions),
HckrH 329, StP Campus, Winkler
No late fee through Jan. 6
- Sec 5 **W**—6-8, Jan. 22-Feb. 19
(5 lab sessions),
HckrH 329, StP Campus, Winkler
No late fee through Jan. 6
- Sec 6 **Th**—6-8, Jan. 23-Feb. 20
(5 lab sessions),
HckrH 329, StP Campus, Winkler
No late fee through Jan. 6

(Victoria Winkler is an associate professor in Rhetoric at the University)

Social and Historical Insights

★CEW 0504 **WOMEN'S ISSUES WORLD-WIDE: A STUDY GROUP.** No credit, \$43 (age 62, \$33).

Meet with other women to discuss significant issues affecting women world-wide. This group offers an opportunity to study and consider the following international, economic, agricultural, and feminist concerns: *international feminism*—similarities to and differences from feminism as it has developed in the U.S.; *the impact of multinational corporations on the lives of women in third world countries*—gains and losses to women who form a substantial portion of this new industrial labor force; *women's roles in production, distribution, and processing of food in developing nations*—how western agricultural technology and development assistance have affected third world women, the producers of 40 to 80% of the food in these countries; *women's organizations, cooperatives and bureaus world-wide*—how women have organized themselves to become economically and politically effective in directing resources toward meeting human needs. (Limited to 25)

Winter Spec Term Sec 1 **T**—5:45-7:45, Jan. 7, Feb. 4, Mar. 4, Apr. 8
(4 meetings), Humphrey Institute of Public Affairs
Living Room, 2610 University Ave, StP, Patten
No late fee through Dec. 31

(Sonia Patten is a research fellow in the Department of Family Practice and Community Health at the University)

CEW 0506 **URBAN DEVELOPMENT: THE PROCESS AND THE RESULTS.** No credit, \$38 (age 62, \$28).

The urban landscape is changing. Major developments like Riverplace, new urban marketplaces like Town Square, and numerous smaller neighborhood projects change the physical, political, and economic contours of our cities. What is the process by which this redevelopment is done? Who decides how, when, and where it shall be done? Which types of redevelopment are working and which are not? These questions and others are discussed using examples from the metro area.

Winter Spec Term Sec 1 **T**—1-2:30, Feb. 4-Mar. 4
(5 meetings), MacP, Martin
No late fee through Jan. 28

(Judith A. Martin, Ph.D., is coordinator of the Urban Studies Program at the University of Minnesota)

Business and Professional Development

★CEW 0602 **BEST SELLERS: CAREERS IN SALES.** No credit, \$50 plus \$9 special fee. Total \$59 (age 62, \$40 plus \$9 special fee. Total \$49). *Includes box lunch.*

Sales careers range from the traditional door-to-door selling of household products to fund-raising for nonprofit organizations. Is one of these for you? This course explores the variety of sales careers available, including the skills and training required, ways to evaluate income and promotion potential, and travel requirements. Learn the psychological profile of a typical successful salesperson, the difference between personal and commercial sales, and the advantages/disadvantages of salary versus commission. Learn how to locate positions that are open and how to get the position you want in this growing field. A personal inventory is included in the seminar. (Limited to 50)

Winter Spec Term Sec 1 **Sa**—9 a.m.-4, Feb. 1 (1 meeting),
NCCCE Library, Ackerman-Clarke
No late fee through Jan. 24

(Dee Ackerman-Clarke, CPC, is president of Appleplus Training, specializing in sales training. In 1980 she was selected as Sales Consultant of the Year by her state trade association)

CEW 0603 **CAREERS AT HOME: THE ENTREPRENEURIAL WOMAN.** No credit, \$50 (age 62, \$40). *Includes box lunch.*

A practical, one-day seminar to help people assess the advantages and disadvantages of a home-based business. The program focuses on how to select and start a business, what legal form a business might take (e.g., partnership, corporation), where to obtain professional advice, and how to protect a product. Specific topics include public and private financial resources, record keeping, tax considerations, marketing techniques, and regulations affecting businesses in the home.

Winter Spec Term Sec 1 **Sa**—9 a.m.-4, Jan. 25 (1 meeting),
NCCCE 140
No late fee through Jan. 17

★CEW 0606 **FINDING THE FIT: MATCHING ORGANIZATION CHARACTERISTICS WITH YOUR VALUES, NEEDS, AND STYLE.** No credit, \$26 plus \$10 special fee. Total \$36 (age 62, \$16 plus \$10 special fee. Total \$26).

An important but often overlooked part of the job search is evaluating the fit between you and the organizations in which you may seek to work. This entails "reading" organizations to determine their climate and management style, and then accurately assessing the compatibility between your values, needs, and style and the organization's culture. This may be especially critical for women as their job mobility increases. In this class you learn key indicators for assessing an organization's culture; how type of industry and size of company influence organizational culture; how to assess a potential boss's management style; how to evaluate your fit with an organization. Included is a self-assessment test. (Limited to 45)

Winter Spec Term Sec 1 **Sa**—9 a.m.-12:30, Feb. 15 (1 meeting),
NCCCE Library, Fuehrer
No late fee through Feb. 7

(Vicki Fuehrer is a management consultant specializing in the design of compensation systems and other elements of a total human resource function)

★CEW 0608 **THE NEW WOMAN SUPERVISOR.** No credit, \$58 (age 62, \$48). *Includes lunch.*

Most new supervisors encounter a variety of situations that may be difficult to handle,

such as gaining acceptance, leading the group, dealing with conflict, using effective disciplinary action, and conducting performance appraisals. This seminar, designed for new supervisors and those who are aspiring toward a supervisory career, offers practical techniques that can be used immediately in these frequently encountered, difficult situations. (Limited to 36)

Winter Spec Term Sec 1 **W**—9 a.m.-4, Feb. 19 (1 meeting),
EBCEC 166, StP Campus, Reed
No late fee through Feb. 12

(Debra Reed is the former manager of manpower development and training for Economic's Laboratory and a private management consultant)

★CEW 0616 WOMEN AND MANAGEMENT: POSITIVE POLITICAL SKILLS IN THE WORKPLACE. No credit, \$215. *Includes refreshment breaks and lunches.*

Good management requires functioning effectively in the political climate of your organization through wise use of power and influence. This workshop teaches you how to advocate your own interests and positions while achieving organizational goals. You learn about the political basis of organizations, male and female political systems, the concept of power, and how to use power effectively and ethically. You examine the developmental stages of power use, assess your own use of power, and explore political methods of achieving your goals. The political skills you learn are not manipulative or indirect, or designed to create winners and losers. This workshop is designed for women who have had managerial experience, recognize the existence of politics in their organization, and are questioning their own use of power. Participants may want to read about power and its use before attending the workshop. Suggested reading: *Real Power: Stages of Personal Power in Organizations*, Janet Hagberg, 1984. (Limited to 28)

Winter Spec Term Sec 1 **ThF**—8:30a.m.-4:30, Mar. 20, 21
(2 meetings), EBCEC 166, StP Campus, Hornung
No late fee through Mar. 13

(Susan Hornung has worked as manager and organizational planner specialist at CPT Corporation and Dayton-Hudson Corporation, and is currently an organizational consultant specializing in team effectiveness in areas such as company-wide management development programs and the effectiveness of women and men at work)



Arts, Ideas, Perspectives

★CEW 0105 MUSIC IN THE SPRING: LISTENING AND ENJOYING. No credit, \$44 (age 62, \$34).

Improve your listening skills while learning where to go in the Twin Cities area to enjoy spring music events. The first class introduces the elements of music, the art of listening, and the roles of composer, performer, and listener. The following sessions cover classic forms of music and the development of the symphony through examinations of the lives and music of composers represented in local orchestra concerts; marches and popular songs as represented in musicals and bands; and romanticism in music as expressed by Brahms, R. Strauss, Debussy, and others. (Limited to 35)

Spring Spec Term Sec 1 **M**—10 a.m.-12, Apr. 7-28 (4 meetings),
MacP, Anderson
No late fee through Mar. 31

(John Anderson is an associate professor in the School of Music)

★IC 0106 PHOTO WORKSHOP I. No credit, \$53 (age 62, \$43).

An exploration of the camera, optics, film, and related photographic processes. Requires little or no experience in photography. Includes an introduction to darkroom developing and printing. Photographic paper and film are furnished. Bring camera to first class period. Consultation about camera selection will be available. (Limited to 25)

Spring Spec Term Sec 1 **M**—6-8:30, Apr. 14-May 12
(5 meetings),
MacP 5, Millikan
No late fee through Apr. 7

(Jeff Millikan is a lecturer in the General College)



Spring

CEW 0110 FEMINIST PERSPECTIVE IN ART. No credit.

Explores feminist perspectives in art—how women artists bring women's lives into art, the future of feminism in art, and the role of a women's art collective. (Offered in cooperation with the Women's Art Registry of Minnesota [WARM]). For further information or to request a brochure, call 373-9743; or write to CEW, 200 Westbrook Hall, 77 Pleasant St S.E., Mpls, MN 55455)

CEW 0111 ROYAL ART FROM AFRICAN KINGDOMS. No credit, \$62 (age 62, \$52).

Art objects associated with African kingdoms' royalty are distinguished by their especially fine aesthetic conceptions. This is true even of those objects created in wood, the material most frequently used in Africa. Emblems associated with authority are often distinguished by special kinds of decoration such as beadwork, ivory, and various kinds of metal, and by the depiction of specific and often complex images. This course surveys the wide range of art objects associated with royal leadership. Architecture, sculpture, and dress are investigated in terms of historical, socio-cultural and stylistic factors in important African kingdoms such as Asante, Fon, Benin, Ife, Yoruba and Kuba.

Spring Spec Term Sec 1 **T**—9:30-11:30 a.m., Apr. 8-May 13
(6 meetings), MacP, Smith
No late fee through Apr. 1

(Fred Smith is an assistant professor in Art History at the University of Minnesota)

IC 0112 UNDERSTANDING MOVIES: STRATEGIES FOR CRITICISM AND APPRECIATION II. No credit, \$53 (age 62, \$43).

How we evaluate films depends almost entirely on the approach we take to viewing and making sense of them. This course examines several different approaches to film analysis and film criticism. What are the conventional formulas for film viewing and criticism? How do these formulas shape our perceptions and opinions of films? What types of understanding can other approaches bring to film criticism? Viewing, discussions, and a writing exercise will help focus attention on these issues. The application of film analysis skills to the understanding of other visual media (photography and video, television, and advertising) is discussed.

Spring Spec Term Sec 1 **W**—6:30-9, Apr. 2-May 7
(6 meetings), EBCEC 155, StP Campus, Griffin
No late fee through Mar. 25

(Michael Griffin, lecturer, University of Minnesota, has studied and taught with Amos Vogel, foremost critic of independent film. He also has written articles on film and other visual media and has worked as a documentary filmmaker)

★CEW 0114 RECENT PHOTOJOURNALISM: COLOR AND CONTENT. No credit, \$45 (age 62, \$35).

Color photojournalism is possibly the most exciting area in photography today. This class introduces the Walker Art Center's exhibition of contemporary color photojournalism by examining the history of photojournalism as well as the history of color photography. Special emphasis is placed upon the criteria and conditions affecting the relationship between art photography and the documentary tradition. (Offered in co-

operation with the Walker Art Center. Limited to 40. *This course is part of the Art After 5:00 Series*)

Spring Spec Term Sec 1 **Th**—5:45-7:15, May 1-29 (5 meetings),
Walker Art Center,
Vineland Pl, Mpls, Silberman
No late fee through Apr. 24

(Rob Silberman is an assistant professor in the Department of Art History at the University of Minnesota)

IC 0115 THE MAKING OF AMERICA'S MUSICAL. No credit, \$50 (age 62, \$40).

Explore the various forces which shaped the American musical comedy. Topics include the early forms of popular theatre—minstrel shows, vaudeville, and burlesque; an examination of the American operetta; a romp through the glorious excesses of the *Follies*; an analysis of the "formula" musical at its best; and a tribute to the leading ladies whose particular talents and personalities influenced the genre—Faye Templeton, Marilyn Miller, Ethel Merman, Gertrude Lawrence, and Mary Martin, among others. Lectures include recorded and some live musical illustrations performed by Dr. Sutton and students of the University of Minnesota's opera program.

Spring Spec Term Sec 1 **W**—7-9, Apr. 9-May 7
(5 meetings), FergH 149, Sutton
No late fee through Apr. 2

(Vern Sutton, Professor, School of Music, is director of the Opera Workshop)

IC 0145 THE ARCHITECTURE OF INDIA. No credit, \$52 (age 62, \$42).

The architecture of India examined in a four-part series: the Buddhist monastery (the forms and meaning of its architecture), the Hindu temple (terrestrial home of the deity), Islamic mosques and tombs (centers of worship and symbolic significance), and contemporary architecture (Western-based buildings, including those by Le Corbusier and Louis Khan, and the Indian reaction)

Spring Spec Term Sec 1 **T**—7-9, Apr. 8-29
(4 meetings), JonesH 2, F Asher, C Asher
No late fee through Apr. 1

(Frederick Asher is Professor of Art History at the University; Catherine Asher is a professor at Carleton College, Northfield)

IC 0164 BASIC CREATIVE DRAWING. No credit, \$48 (age 62, \$38).

Using natural forms and surroundings as subject, learn techniques of observation that help you gain access to the part of your mind that works in a style conducive to creative, intuitive thought. Drawing skills taught are based on exercises developed through recent discoveries in brain hemisphere processes. A fresh approach in learning to draw that also will be helpful to those who already draw, to draw better and to see better. Course emphasizes line drawing with pencil, pen and ink, and charcoal, that includes basic techniques for drawing and illustration for printing reproduction.

Spring Spec Term Sec 1 **T**—7-9, Apr. 8-May 13
(6 meetings), Arch 55
No late fee through Apr. 1

★IC 0165 PAINTING IN WATERCOLOR. No credit, \$60 (age 62, \$50). (Cost of materials extra)

An introductory course in watercolor painting. Discussion of materials, paints, papers, brushes, and their use; slide, lecture, and demonstrations of watercolor techniques—washes, textural effects, use of color combinations, and creating moods in painting. Painting sessions with individual attention given to encourage and develop creativity. Individual assistance and group critique. (Limited to 25)

Spring Spec Term Sec 1 **Th**—7-9, Apr. 10-May 15 (6 meetings),
WullH 120, Netz
No late fee through Apr. 3

(Marija Skutans Netz is an instructor in Art Education and a free lance water-colorist)

IC 0181 THE POST CARD AS COLLECTABLE: HISTORY AND VISUAL IMAGE. No credit, \$41 (age 62, \$31).

Collecting post cards, a popular pastime in the early 20th century, is once again returning to popularity. Many antique and modern post cards are highly regarded by collectors. This course consists of lectures and discussions by five of the area's leading post card authorities on all aspects of post cards, post card collecting, and making post cards. Opportunity is also provided for evaluation and discussion of cards brought to class by students.

Spring Spec Term Sec 1 **Th**—6:30-8:30, Apr. 10-May 1
(4 meetings), Arch 15, Husom
No late fee through Apr. 3

(David Husom, Assistant Professor of Photography, MacPhail Center for the Arts, is an avid post card collector and an author of numerous articles on post cards and post card collecting)

IC 0186 INTRODUCTION TO BOOKBINDING. No credit, \$47 (age 62, \$37).

Bookbinding is an artistic craft of great antiquity, yet the techniques for handbinding remain the same. This workshop offers an introduction for beginners to learn basic techniques of hard-cover and Japanese binding of books. Each student will have the opportunity to make two books as well as create decorative end-papers and covers. Equipment and some supplies will be furnished.

Spring Spec Term Sec 1 **M**—6:30-8:30, Apr. 7-May 12 (6 meetings),
WullH 220, Olson
No late fee through Mar. 31

(George Olson is professor emeritus in art education)

Photography courses also are offered this term at MacPhail Center. See the listing for the **Foto** course series in the arts and humanities section for fall term.

The Natural World

★IC 0212 AMPHIBIANS AND REPTILES: AN INTRODUCTION TO HERPETOLOGY. No credit (3.2 CEUs available), \$66 (age 62, \$56). \$60 for Bell Museum members.

There are many unique and unusual amphibians and reptiles that inhabit nearly every corner of the earth. Learn about these fascinating animals, including Minnesota's native species. Lectures explore the natural history of these cold-blooded animals and consider aspects of their conservation, management, and husbandry. The last class



IC means *Informal Courses*

CEW means *Continuing Education for Women*

convenes at the monthly meeting of the Minnesota Herpetological Society on **May 2**. Two fields trips: **Apr. 19-20** (overnight) to Interstate State Park, and **May 4** (full day) to the Cannon and Mississippi Rivers, Goodhue County, provide an opportunity to examine our local herp species and to observe reproductive behavior of amphibians and turtles. (Limited to 25)

Spring Spec Term Sec 1 **T**—7-9, Apr. 8, 15, 22, BellMus 311
(use SW entrance), Moriarty
F—7-9, May 2, SciCB 375, Moriarty
(4 meetings plus field trips)
No late fee through Apr. 1

(John Moriarty has a master's degree in forest wildlife ecology and has conducted field research on Minnesota herptofauna for the Department of Natural Resources Nongame Program)

★IC 0216 MINNESOTA WILDFLOWERS. No credit, (2.5 CEUs available), \$66 (age 62, \$56). \$59 for Bell Museum members.



Get to know Minnesota's spring wildflowers. Native wildflowers of woodland and prairie are seen during three Saturday morning field trips (**May 3**, Minnesota Landscape Arboretum; **May 10**, Wolsfeld Woods; **May 17**, Eloise Butler Wildflower Garden). During evening sessions students view flowers under the microscope, learn to identify unknown wildflowers, and become familiar with major plant families in Minnesota. Slides and films illustrate the diversity of wildflowers found in Minnesota woodlands, prairies, and bogs, with emphasis on plant ecology and identification. Other topics include how flowers attract pollinators and where to go to see wildflowers. (Limited to 25)

Spring Spec Term Sec 1 **Th**—6:30-9, Apr. 24-May 22
(5 meetings plus field trips),
Zoology 101b, Webb
No late fee through Apr. 17

(Sara Webb is a graduate student in Ecology and Behavioral Biology whose research concerns forest ecology and the history of vegetation)

★IC 0222 IDENTIFYING BIRDS: AN INTRODUCTION TO ORNITHOLOGY. No credit, (3.0 CEUs available), \$80 (age 62, \$70). \$72 for Bell Museum members.



By combining classroom time with Saturday field trips, this course provides an opportunity for lab study and observation of birds in their natural habitat. The course is designed to help those interested in birds learn the general principles of field identification, as well as teach them to recognize many of the common species of Minnesota birds. Bird behavior and ecology will also be discussed. There will be four **Saturday trips**: **Fall—Sept. 14** (all day) to Hawk Ridge, Duluth; **Sept. 21, 28** (morning) local; and **Oct. 5** (all day) to Crex Meadows Wildlife Area, Wisconsin. **Spring—Apr. 5** (all day) to Crex Meadows; and **Apr. 12, 19, 26** (morning) local. (Limited to 50)

Spring Spec Term Sec 2 **W**—7-9, Mar. 19-Apr. 23 (6 meetings
plus field trips), BellMus 311 (use
SW entrance), Eliason
No late fee through Mar. 12

(Bonita Eliason is a graduate student in Ecology and Behavioral Biology)

See IC 0229 for an intermediate course in bird identification

IC 0228 MUSHROOM IDENTIFICATION AND ECOLOGY. No credit, \$59 (age 62, \$49) Introduction to commonly encountered mushrooms in Minnesota including fundamentals and use of guides for identification, fungal ecology and toxicology, and cultivation of mushrooms. Instruction includes lectures, informal laboratory (freeze-dried and fresh specimens), and two Saturday morning field trips (**May 3 and May 17 or 24**), including a morel hunt.

Spring Spec Term Sec 1 **W**—6:30-8:30, ClaOff B-36, Schmidt
No late fee through Apr. 9

(Elmer Schmidt is an assistant professor of biodeterioration in the Department of Forest Products)

★IC 0229 IDENTIFYING BIRDS: AN INTERMEDIATE COURSE. No credit, (3.3 CEUs available), \$80 (age 62, \$70). \$73 for Bell Museum members.



A continuation of IC 0222 (*Identifying Birds: An Introduction to Ornithology*), see listing above, and assumes that the student has acquired a basic understanding of the principles of ornithology. The intermediate course will familiarize the student with sight identification, songs, behavior, and ecology of many species of migratory and breeding birds. Emphasis is on experiences with birds in the wild, with more field trips and fewer lecture sessions than the introductory course. There are **six field trips from May 3 through June 7**, including 5 Saturday trips, and one weekend trip to Itasca State Park, Friday evening through Sunday (cost extra—date to be announced). (Limited to 50)

Spring Spec Term Sec 1 **Th**—7-9, May 1, 15, 29
(3 meetings plus field trips),
BellMus 311 (use SW entrance), Fall
No late fee through Apr. 24

(Bruce A. Fall is a graduate student in the Department of Ecology and Behavioral Biology, who has taught several formal and informal courses in ornithology)

★IC 0230 LAKE DYNAMICS: CHANGING GLACIAL RELICTS. No credit (1.2 CEUs available), \$48 (age 62, \$38). \$43 for Bell Museum members.



Can an old dog learn new tricks? Can an old lake still turn over? Yes! Join us to observe this natural phenomenon first hand in one of our many area lakes. Class meetings cover such topics as seasonal changes, climatic and geologic factors influencing lake succession and plant productivity, evaluating lake quality, and strategies for lake protection. Two half-day field trips to a local lake, **Apr. 12** and **May 3**, provide field experience with techniques used in lake analysis, and enable students to witness the seasonal changes in lake stratification. (Limited to 25)

Spring Spec Term Sec 1 **Th**—7-9, Apr. 10, 24, May 8
(3 meetings plus field trips),
BellMus 311 (use SW entrance), Elleby
No late fee through Apr. 3

(Elizabeth Elleby, a graduate student in Botany, has done lake studies for the Freshwater Biological Institute)

IC 0245 LANDSCAPING THE MINNESOTA HOME GROUNDS. No credit, \$37 (age 62, \$27).

Attention is focused on using plants to beautify our Minnesota yards and grounds. Special help for the interested homeowner or business owner/manager to review critically the landscape of home or business and to plan a design to improve the grounds. Requirements for maintaining beauty in the yard will also be examined. For those who enjoy the art of horticulture. **Lectures:** The Art of Landscape Gardening; Designing

with Plants; Designing Your Own Yard; Workshop: Maintaining Beauty in Your Yard.

Spring Spec Term Sec 1 **M**—6:30-8:30, Apr. 7-May 5 (5 meetings),
AlderH 310, StP Campus, Ray
No late fee through Mar. 31

(Glenn Ray is executive secretary of the Minnesota Horticultural Society)

★IC 0247 HOW TO KEEP YOUR YARD GREEN AND HEALTHY. No credit, \$39 (age 62, \$29). \$35 for Arboretum members.

Healthy, well-maintained plantings add both to the value of your home and to your enjoyment of these outdoor living spaces. This course includes both lecture and demonstration of methods in the field. Learn the care of trees, shrubs, and lawns, including planting, fertilizing, watering, staking, wrapping, pruning, seeding vs. sodding of lawns, and mowing. Common insect and disease problems are discussed as well. Find out how to accomplish each task efficiently and effectively and at the proper time for the greatest return on your efforts. (Limited to 30)

Spring Spec Term Sec 1 **T**—7-9, Apr. 8-29 (4 meetings),
Minn Landscape Arboretum Learning Center,
3675 Arboretum Dr, Chanhassen, Zins, Mugaas
No late fee through Apr. 1

(Mike Zins is an area Extension Horticulturist stationed at the Arboretum for many years who is especially interested in woody plants. Bob Mugaas is an Agricultural Extension Horticulturist in Hennepin County, and a knowledgeable turf specialist)

IC 0248 HIVES AND HONEYBEES: AN INTRODUCTION TO BEEKEEPING. No credit, \$70 (age 62, \$60).

A practical course in keeping honeybees for pleasure and profit. Lectures include biology and behavior of honeybees; diseases, pests, and predators; first steps in beekeeping, equipment, apiary site; preparing bees for winter; late winter and spring management; horizontal two-queen system; capturing a honey crop; the honey harvest; pollination and pesticides. Two half-day Saturday field demonstrations (**Apr. 19, May 17**) include package bees—how to install and manage; and how to divide colonies.

Spring Spec Term Sec 1 **M**—7-9:30, Apr. 7-May 12
(6 meetings), AlderH 415, StP Campus, Furgala
No late fee through Mar. 31

(Basil Furgala is a professor in Entomology)

★IC 0263 MINNESOTA GEOLOGY: AN INTRODUCTION TO YOUR SURROUNDINGS. No credit, (3.3 CEUs available), \$87 (age 62, \$77). \$78 for Bell Museum members.



Despite its tame topography, Minnesota has had an active and varied geological history. There have been mountain ranges, inland seas, volcanoes, rifting events, and glaciers. A review of the evidence for these geologic events are presented in lectures illustrated with slides, films, and maps. Appropriate rock and fossil material will be on hand for discussions. Three field trips will cover much of Minnesota's geologic past: a half-day local trip; (**Apr. 12**); one full-day trip to the southeast; (**May 3**); and a two-day (overnight) trip to the North Shore (**May 17-18**). (Limited to 25)

Spring Spec Term Sec 1 **Th**—7-9, Apr. 10-May 15 (6 meetings
plus field trips), Arch 20, Mooers
No late fee through Apr. 3

(Howard Mooers is a graduate student in the Department of Geology)

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★**IC 0275 ADVANCED FIELD AND NATURE PHOTOGRAPHY.** No credit, (2.4 CEUs available), \$67 (age 62, \$57). \$60 for Bell Museum members.

A follow-up for IC 0274; contact the instructor if you have not yet taken that course. Students should have access to a 35mm SLR camera and considerable experience using it. This is a course for advanced nature photographers, field biologists, and naturalists who wish to master more difficult techniques. Sessions include work with near-macro and macro-photography, multiple electronic flash setups and fill-in flash, composition and landscape photography, and wildlife and bird photography. **Three half-day field trips.** (Limited to 25)

Spring Spec Term Sec 1 **W**—7-9, Apr. 9-May 14 (6 meetings plus field trips), BellMus 3 (use SW entrance), Ash
No late fee through Apr. 2

(Gary Ash is an experienced photographer/naturalist. He teaches photography at the Nature and the Arts Audubon Camp, Wisconsin, and his photographs have been successful in local and international nature photography competitions)

IC 0296 SAILING: MARINE NAVIGATION—COASTAL AND INLAND PILOTING. No credit, \$68 (age 62, \$58).

A course for power boat and sailing enthusiasts who wish to learn the basics of inland and coastal navigation. Among the topics to be covered are plotting, dead reckoning, fixes, tides and currents, and rules of the road. Classes combine lectures with ample hands-on practice to allow refinement of navigational skills.

Spring Spec Term Sec 1 **T**—6:30-9, Apr. 8-May 27 (8 meetings), Arch 20, Graening
No late fee through Apr. 1

(Fred Graening, Naval Science instructor, has over 20 years sailing experience)

Careers, Interests, Personal Growth

★**CEW 0202 ASSERTIVENESS TRAINING.** No credit, \$49 (age 62, \$39).

Becoming assertive means not only standing up for one's rights in negative, confrontative situations, but also being able to express beliefs, feelings, and opinions in an honest, open, and appropriate way. This course helps you increase communication skills while reducing anxiety and feelings of resentment and guilt. Learn what distinguishes assertive behavior from both passive and aggressive behavior. Experiment with ways to deal with day-to-day situations, choosing and practicing options that are the most effective for you. (Limited to 20)

Spring Spec Term Sec 2 **W**—9:30 a.m.-11:30, Apr. 30-May 28 (5 meetings), MacP, Brodie
No late fee through Apr. 23

(Robin King Cooper is a licensed psychologist in private practice with Psychological Associates, Inc. Jane Brodie is a licensed consulting psychologist in private practice with Psychological Associates, Inc.)

★**CEW 0205 CAREER PLANNING.** No credit, \$65 plus \$10 special fee. Total \$75 (age 62, \$55 plus \$10 special fee. Total \$65).

Have you decided on a career goal? This class is for women who want to develop strategies for setting successful career goals. Participants receive help in developing individual career plans through lectures, interest testing, and the use of self-evaluation techniques. They learn decision-making and goal-setting skills to help select or change careers. Students identify existing and potential occupational skills and inter-

ests, learn how to research jobs, identify available and alternative positions, and present themselves professionally. (Limited to 25)

Spring Spec Term Sec 1 **M**—6:30-8:30, Apr. 7-May 5 (5 meetings), Highland Park Library, 1974 Ford Pkwy StP, Cooper
No late fee through Mar. 31

(Robin King Cooper is a licensed psychologist in private practice with Psychological Associates, Inc.)

CEW 0210 FINANCIAL PLANNING FOR THE WOMAN ON HER OWN. No credit, \$33 (age 62, \$23).

This two-part class is for the woman on her own. Part one is for the woman who finds herself adjusting to a new income level because of divorce or becoming a widow. This class helps you assess how your financial and legal situations have changed and what you need to take into consideration when planning for the future. Topics include implications of the change in income level and household needs on tax status, insurance needs, sources of income for retirement years, and appropriate investments based on income needs and net worth. Part two examines the financial planning and investment program for any woman living on her own, divorced, widowed, or single (including single parents). Discussion covers estimating your financial needs, assessing your sources of income, selecting and evaluating investments, knowing the risks inherent in investment options, and planning for your children's education.

Spring Spec Term Sec 1 **Sa**—10 a.m.-1, May 3, 10 (2 meetings), Walker Library, 2880 Hennepin Ave, Mpls, Whittlinger
No late fee through Apr. 25

(Erica Whittlinger, MBA, is owner and consultant with Childs, Whittlinger Associates, Inc., a financial and investment planning firm, and an instructor in the graduate program in management at the College of St. Thomas)

★**CEW 0211 HOW TO PREPARE FOR GRADUATE ADMISSIONS TESTS.** No credit, \$42 plus \$7 special fee. Total \$49 (age 62, \$32 plus \$7 special fee. Total \$39).

Designed for students preparing to take the Graduate Record Examination (GRE), or the Graduate Management Admissions Test (GMAT). The first session covers general test-taking skills as well as a review of the various types of verbal questions presented on each of the tests. The second session includes a review of basic mathematics and quantitative reasoning skills, relaxation techniques, and ample opportunity to practice typical test problems. There is some small group work as well as a test simulation exercise. (Limited to 40)

Spring Spec Term Sec 2 **Sa**—8:30 a.m.-12:30, Apr. 19, 26 (2 meetings), NCCE 140, Baldwin
No late fee through Apr. 11

(Annie Baldwin is an assistant professor in educational psychology at the University)

★**CEW 0215 INVESTMENT PROGRAMS FOR PEOPLE WITH INCOMES OF \$22,000 OR LESS.** No credit, \$20 (age 62, \$10).

If it takes money to make money, how can smaller investors get the most for their investments? This course is for the novice and covers the basics of saving and investing for middle income people. It includes pre-investment planning, tax strategies, and how to select IRAs, company benefit plans, and tax-deferred plans through your employer. In addition, the advantages and disadvantages of money market funds, trusts,

stocks, and limited partnerships are reviewed. (Limited to 40. *Sec 2 is part of Downtown Minneapolis Series*)

Spring Spec Term Sec 2 **M**—12-1, Apr. 28-May 12 (3 meetings),
American Institute of Banking, WCCO
Radio Bldg, 625 2nd Ave S, Mpls, Whittlinger
No late fee through Apr. 21

(Erica Whittlinger, MBA, is owner and consultant with Childs, Whittlinger Associates, Inc., a financial and investment planning firm, and an instructor in the graduate program in management at the College of St. Thomas)

★CEW 0217 PARENTHOOD OPTIONS: A CONTEMPORARY CHOICE. No credit, \$44 (age 62, \$34). *Includes box lunch.*

To have—or not to have—children is the subject of this workshop. Women and men, singles or couples interested in the issues concerning the childbearing decision have an opportunity to explore relevant research findings and to share feelings. The instructor reports on her childfree life-styles research, demonstrates a scale developed for measuring commitment to remaining child free, and critically reviews selected literature on the topic. Discussion subjects include children's impact on husband/wife relationships, life cycle implications, and the decision-making process. Film, lecture, and small-group discussion aids in exploring issues. Class also suitable for professionals who counsel family planning. (Limited to 40)

Spring Spec Term Sec 1 **Sa**—9 a.m.-4, Apr. 12 (1 meeting),
NCCCE 140, Thoen
No late fee through Apr. 4

(Gail Ann Thoen is an assistant professor of psychology and family studies at the University, and a marriage and family therapist in private practice)

CEW 0218 PARENTING THE GROWN CHILD: TRANSITIONS IN MOTHERING. No credit, \$57 (age 62, \$47).

The mothering relationship is transformed when a young adult leaves home. This event, and its impact on mother and adult child, is often neglected. This class is geared toward women whose mothering is in various stages of launching a child or children from "the nest." Topic areas include review and evaluation of parenting; rites of passage and acknowledgment of a change in the relationship; processing loss in an expected separation; reconstruction of relationship expectations; re-evaluation of your responsibilities and theirs; and what to do after the children are gone.

Spring Spec Term Sec 1 **M**—10 a.m.-12, Apr. 7-May 12
(6 meetings), MacP, Sheehan
No late fee through Mar. 31

(Joan Marie Sheehan is a psychotherapist in private practice)

★CEW 0220 TAKING RISKS: A WOMAN'S DILEMMA. No credit, \$48 (age 62, \$38).

An introductory course designed to define and describe risk-taking and increase awareness of the cognitive and psychological factors related to taking risks. Strategies for evaluating benefits and penalties associated with risk-taking in various life situations are explored through lecture, class discussions, and participation in class exercises for positive-outcome risk-taking. (Limited to 30)

Spring Spec Term Sec 1 **W**—6-8, Apr. 2-30 (5 meetings),
NCCCE Library, Wood
No late fee through Mar. 26

(Gloria Wood is a psychologist working as a counselor in the General College at the University)

★CEW 0225 NONCUSTODIAL PARENTS: ISSUES AND CONFLICTS. No credit, \$27 (age 62, \$17).

Following divorce or separation, a noncustodial parent may face a difficult situation when the major parenting is done by the custodial parent. Problems for children and parents can result if children receive different value systems or are taught different behaviors by the custodial and noncustodial parents. Parents may feel they are losing influence on their children's lives. This course covers the issues facing noncustodial parents and their children including the following: deciding who makes the rules; managing the effects of divorce and post-divorce conflict on children; developing healthy relationships between custodial and noncustodial parents. (Limited to 40)

Spring Spec Term Sec 1 **Th**—6-8:30, Apr. 17, 24 (2 meetings),
Highland Park Library, 1974 Ford Pkwy,
StP, Robinson
No late fee through Apr. 10

(Beatrice Robinson, Ph.D., is a licensed consulting psychologist at the White Bear Lake Community Counseling Center and research scientist at Amherst H. Wilder Foundation)

CEW 0227 PSYCHOLOGY OF RELATIONSHIPS. No credit, \$46 (age 62, \$36). *Includes box lunch.*

For many, romantic relationships are the mainspring of their emotional lives. When these relationships are unsatisfying, other areas of their lives may become affected. This seminar examines what draws people into relationships, why they turn out as they do, and what can be done to improve them. Clinical research on relationships is presented, plus some reflections on the similarities and differences between men and women, how men and women see their roles, sexuality, and partners.

Spring Spec Term Sec 1 **Sa**—9 a.m.-3, Apr. 26 (1 meeting),
NCCCE Library, Emerson, Flynn
No late fee through Apr. 18

(Nadine Emerson, licensed psychologist, is a consultant and counselor in private practice. Tom Flynn is a chemical and mental health counselor currently working in Drug Information Services at the University)

IC 0411 IMPROVING YOUR MEMORY: REMEMBERING NAMES, FACES, AND INFORMATION. No credit, \$43 (age 62, \$33).

A good memory is vitally important in all areas of a person's life. A poor memory can cause stress or lack of self-confidence, or be a stumbling block for promotion and advancement. This course covers both the theoretical background for understanding what makes us remember and forget, and the practical application of several well-known techniques for remembering names, faces, objects, lists, stories, and information. (Limited to 24)

Spring Spec Term Sec 1 **W**—6:30-8:30, Apr. 2-23
(4 meetings), BuH 125
Lundeberg

(Mary Lundeberg, Ph.D. in educational psychology, is director of the Learning Center at the College of St. Catherine)

IC 0414 ADVANCED ARTS MANAGEMENT: DECISION MAKING AND CONFLICT IN THE ARTS ORGANIZATION. No credit, \$91 (age 62, \$81).

For those with a grasp of the basic principles and skills of nonprofit management. Explores the difficult and challenging decisions confronting those who lead and manage arts organizations in today's complex world. Key factors that affect decision making

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are explored, including individual management styles, functions and powers of the board and staff, artistic and administrative conflict, and the policies (written and unwritten) of those agencies, public and private, who fund the arts. Examples, case studies, and presentations by leaders of area arts organizations form the core of the course material. A high level of student participation and analysis is expected.

Spring Spec Term Sec 1 **M**—4-6:30, Apr. 7-May 12
(6 meetings), KoltH S136,
Willett-Getsinger, O'Fallon
No late fee through Mar. 31

(Margot Willett-Getsinger is the director of the Center for Local Arts Development and David O'Fallon is the director of Continuing Education in the Arts)

★IC 0451 RESUMÉ WRITING: GETTING IT TOGETHER. No credit, \$24 (age 62, \$14) class only; \$39.95 includes optional half-hour individual resumé critique.

This workshop teaches participants how to develop an effective resumé. It is appropriate for those seeking their first paid position, a promotion, or those re-entering the job market or changing fields. Participants learn a variety of forms to employ when writing an effective resumé. The study examples of chronological, functional, and combination formats. Typical resumé pitfalls are discussed. Attention directed to learning alternative ways of marketing the skills they possess. At the conclusion of the workshop, students may arrange an optional half-hour individual resumé critique with the instructor. (Limited to 25)

Spring Spec Term Sec 1 **Th**—6-8, Apr. 10-17 (2 meetings),
NCCE 229, Peterson
No late fee through Apr. 3

(Sue Peterson is a counselor in Continuing Education and Extension Counseling and a licensed psychologist)

★IC 0576 FARM MANAGEMENT FOR THE ABSENTEE LANDOWNER. No credit, \$61 (age 62, \$51).

Designed for the absentee landowner, persons considering purchase of a farm, or those who may some day inherit one. Course content provides up-to-date management information and techniques so that: (1) persons considering purchase or sale of a farm will make better informed decisions and (2) absentee landowners will be able to take a more active and better informed role in establishing cash and crop-share rental arrangements in working with their tenants. Sessions also include discussions of current crop production costs, income and estate taxes, choosing and working with the right tenant, buying and selling a farm, evaluating rental arrangements, and other selected topics. (Limited to 40)

Spring Spec Term Sec 1 **Th**—7-9, Apr. 10-May 15 (6 meetings),
ClaOff B35, StP Campus, Thomas, Hasbargen
No late fee through Apr. 3

(Kenneth H. Thomas is an Extension Economist in Farm Management in the Agricultural and Applied Economics Department; and Paul Hasbargen is a professor in Agricultural and Applied Economics)

IC 0577 GETTING STARTED IN PART-TIME FARMING. No credit, \$50 (age 62, \$40).

For the person or family considering a move to the country with a possibility of part-time farming as a hobby or supplemental income source. Topics include the pros and cons of a part-time farming lifestyle; tax management and the potential tax savings of owning one's own business, including what to do from a tax standpoint when purchasing a farm. Enterprise selection—the relative economic merits of various crop

and livestock enterprises; where to go for professional help and sources of information of use in getting started as a part-time farmer. Marketing problems and potentials. The economics of purchasing machinery versus hiring others to work for you. The legal side of farming; insurance, finance, estate planning considerations. What to look for in buying farm property, inflation considerations, location, soil types and determining your maximum bid price for land.

Spring Spec Term Sec 1 **Th**—7-9, Apr. 10-May 8 (5 meetings),
ClaOff B36, StP Campus, Fuller
No late fee through Apr. 3

(Earl Fuller is an Extension Economist in Farm Management in the Agricultural and Applied Economics Department)

IC 0582 FRENCH FOR TRAVELERS. No credit, \$50 (age 62, \$40).

A survival course for those with no previous knowledge of French. Will provide you with the basic French vocabulary necessary for coping with these everyday travel situations: changing money, obtaining train tickets and information, renting hotel rooms, shopping, ordering meals, asking directions, understanding telephones, post offices and public transportation systems. Increased knowledge of French and of French culture will help you travel more adventurously and more economically.

Spring Spec Term Sec 1 **W**—7-8:40, Apr. 9-May 14 (6 meetings),
FolH 303
No late fee through Apr. 2

IC 0583 GERMAN FOR TRAVELERS. No credit, \$50 (age 62, \$40).

A survival course for those with no previous knowledge of German. Will provide you with a basic German vocabulary necessary for coping with everyday travel situations: changing money, obtaining train tickets and information, renting hotel rooms, shopping, ordering meals, asking directions, understanding telephones, post offices, and public transportation systems. Increased knowledge of German and of German culture will help you travel more adventurously and more economically.

Spring Spec Term Sec 1 **W**—7-8:40, Apr. 9-May 14 (6 meetings),
ChDev 216
No late fee through Apr. 2

IC 0600 ORIENTATION FOR TRAVELERS TO EUROPE. No credit, \$27 (age 62, \$17). (\$50 for two people from same household).

Are you planning to travel to Europe in summer, 1986? Get more out of your trip by doing some advance planning. Learn all about essential and recommended travel documents, the latest ideas on how and what to pack, how the European train system works, accommodations options, off-the-beaten-track places to visit, and more. Learn, too, about how to be a traveler instead of a tourist. This all-day workshop is conducted by experienced staff of the International Study and Travel Center. (A joint ISTC/Extension Classes class)

Spring Spec Term Sec 1 **Sa**—8:30 a.m.-4, May 3 (1 meeting)
CMU Third Floor, Johnson
No late fee through Apr. 25

(Stephen Johnson is associate director of the International Study and Travel Center)

IC means Informal Courses

CEW means Continuing Education for Women

Writing and Literature

★CEW 0305 **INTRODUCTION TO CHILDREN'S BOOK ILLUSTRATION.** No credit, \$73 (age 62, \$63).

Explores the history and philosophy of children's book illustration and discusses the special requirements of preparing art for print and publishing. Films and slides supplement lectures and discussion. Assignments in developing a sequence story, a character, and finished illustration acquaint students with the processes involved in illustrating children's books. Students furnish their own supplies. (Limited to 20)

Spring Spec Term Sec 1 **M**—1-3, Mar. 31-May 19 (8 meetings),
MacP, Hands
No late fee through Mar. 24

(Nancy Hands is an author and illustrator and teaches in the Split Rock Summer Arts Program)

★CEW 0308 **THE LITERATURE OF MARRIAGE: IN PURSUIT OF HAPPINESS.** No credit, \$51 (age 62, \$41).

Literature as well as personal experience are used to examine the purpose of marriage. For women, ideas about marriage are central to the way they make sense of their lives. Class members read contemporary novels exploring modern marriages, examine theories about marriage from the social sciences, and draw on their own life experiences. The class considers the cost of achieving a happy or a successful marriage and how our definitions of a good marriage are influenced by culture. Emphasis is on the very different expectations men and women bring to marriage and how two people may share a marriage, but invent for themselves two very different lives. This course is not set up to do marriage counseling or to solve individual problems. (Limited to 30)

Spring Spec Term Sec 1 **T**—10 a.m.-12, Apr. 8-May 13
(6 meetings), MacP, Kaplan
No late fee through Apr. 1

(Sylvia Chessen Kaplan is a doctoral candidate in American studies at the University)



CEW 0309 **MOTHERS AND DAUGHTERS.** No credit, \$51 (age 62, \$41).

A look at the mother-daughter relationship in an effort to understand its true richness, its rewards and conflicts, its continuing and pressing nature. Students read and discuss a wide variety of materials—novels, stories, letters, essays, poems—that present many facets of this interaction and discover how each woman can learn from the other, form alliances or misalliances, confront shadows that can absorb, overpower, or enrich both generations. Class reads selections from *Between Ourselves: Letters Between Mothers and Daughters*, and other selected works.

Spring Spec Term Sec 1 **M**—1-3, Apr. 14-May 19
(6 meetings), MacP, Wadman
No late fee through Apr. 7

(Karen Wadman has been an instructor in the Department of English at the University of Minnesota and has taught literature at the College of St. Catherine)

CEW 0310 **SCANDINAVIAN LITERATURE IN TRANSLATION: FROM KIERKEGAARD TO LAGERKVIST.** No credit, \$85 (age 62, \$75).

With 1870 begins a period of flowering in Scandinavian literature. Dramatists like Ibsen and Strindberg are pioneers of new trends on stage and novelists like Hamsun, Lagerlof, and Jensen are part of world literature. During fall quarter the class reads *Fear and Trembling* by the Danish philosopher Søren Kierkegaard whose influence is pervasive, and proceeds to examine the social, cultural, and political contexts as well as stylistic trends of Ibsen's dramas and the short stories of Jens Peter Jacobsen.

Spring Spec Term Sec 5 **W**—10 a.m.-12, Apr. 2-June 4
(10 meetings), MacP, Kheim
No late fee through Mar. 26
Sec 6 **Th**—7-9 p.m., Apr. 3-June 5
(10 meetings), FolH 104, Kheim
No late fee through Mar. 27

(Johanna Kheim has taught French and humanities at the University of Minnesota)

★CEW 0312 **WORDS: MAKING THEM WORK FOR YOU—PART II.** No credit, \$35 (age 62, \$25).

A continuation of CEW 0311, but not limited to students who have taken that class. The focus is on the definition, pronunciation, and usage of useful words, with word origins, the "families of words," and word games also included. The class is designed for all people who want to increase their vocabulary and build word power, and who enjoy working and playing with words. It's appropriate for people who want to expand their vocabulary beyond professional jargon, and also for those planning to take undergraduate and graduate admissions exams or other tests requiring vocabulary skills. (Limited to 25)

Spring Spec Term Sec 1 **W**—12-1, Apr. 2-May 21
(8 meetings), MacP, DeNoble
No late fee through Mar. 26

(Jan DeNoble is a teaching specialist in the Reading and Writing Skills Center)

★CEW 0313 **WRITING A BOOK PROPOSAL.** No credit, \$53 (age 62, \$43).

An intense course designed to help writers put together a finished book proposal to send to an agent or publisher. Emphasis is on nonfiction. Students learn how to re-

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search, write, and market a proposal. Students should come to the first class with an idea for a book. (Limited to 20)

Spring Spec Term Sec 1 **Th**—1-3, Apr. 3-May 1
(5 meetings), MacP, Perry
No late fee through Mar. 27

(Susan Perry is a former writer/editor for Time-Life Books and currently works full-time as a free-lance writer and editor. She is the author of 11 nonfiction children's books, a book on the Dalkon Shield, and has ghosted or contributed to a variety of other books)

★CEW 0316 POETRY WRITING. No credit, \$56 (age 62, \$46).

Historically women have been entrusted with the everyday, ordinary tasks of keeping the family together and the world running smoothly. Often their lives were considered too mundane to be subjects for poetry. Not anymore. The rebirth of the women's movement in the sixties and seventies brought with it a wealth of women's poetry which celebrated our daily lives. In this course participants discover ways to transform their experiences and observations into poems. The course includes in-class writing exercises designed to reassure beginners that they are "talented, original, and have something important to say," as Brenda Ueland wrote. Also included is the work of contemporary women poets to give us models for our own writing. (Limited to 20)

Spring Spec Term Sec 1 **T**—10 a.m.-12, Apr. 1-May 6
(6 meetings), MacP, Hanson
No late fee through Mar. 25

(Phebe Damaris Hanson is an assistant professor in liberal arts at the Minneapolis College of Art and Design)

★IC 0441 NEWSLETTER WRITING. No credit, \$41 (age 62, \$31).

Does your association, business, club, or organization issue a newsletter? Gain or improve your newsletter skills with this course. Class sessions include lectures and discussions on how to write articles for your newsletters, how to develop skills and techniques to write informative and interesting material for your publication, how to set up a schedule, and the importance of lead sentences and paragraphs. Sources of information for articles, writing good headlines, and the kinds of information best suited for you readership. (Limited to 25)

Spring Spec Term Sec 2 **W**—7-9, Apr. 9-30
(4 meetings),
MinMet 124
No late fee through Apr. 2

IC 0443 RADIO PUBLICITY. No credit, \$26 (age 62, \$16).

You'd like to be able to get the fast and extensive coverage of radio publicity for your organization. How do you direct your publicity efforts to this broadcast medium? Learn the special skills of writing for broadcast, including style, format, and news selection criteria. Discussion of Twin Cities area radio talk shows, and how to schedule guests for them. Covers public service announcements (PSAs), radio terminology, the do's and don'ts of radio publicity.

Spring Spec Term Sec 1 **M**—7-9, April 7-28 (4 meetings),
MurH 311, Saetre
No late fee through Mar. 31

(Sara Saetre is an M.A. student in journalism and mass communication at the University of Minnesota. She has been a radio news writer, and she was a publicist for the San Francisco Examiner, Books and Graphics division, where she wrote and scheduled radio publicity for book authors)

★IC 0445 LAYOUT AND PASTEPUP FOR BEGINNERS. No credit, \$44 (age 62, \$34).

How to create an effective and attractive newsletter, poster or brochure for your organization, business, or club. Techniques of layout including various formats; papers; printing processes; instant lettering and photo typesetting; art and photography; selecting type sizes and styles for legibility and readability; pasteup for camera-ready copy; postal regulations; and working with your printer. (Limited to 25)

Spring Spec Term Sec 2 **Th**—7-9, Apr. 10-May 8
(5 meetings), BuH 125, Anderson
No late fee through Apr. 3

(Janice Anderson, a commercial artist, is a teaching specialist in the Department of Design)

Computers and Mathematics

★CEW 0400 ARITHMETIC AND ELEMENTARY ALGEBRA. No credit, \$105 (age 62, \$95).

Arithmetic Part of the Course: Individualized instruction and group lecture in basic mathematics including fractions, decimals, ratio and proportion, percentages, the Metric System, and word problems from these areas. Students proceed at their own rate. Students may listen to lectures or work on an independent basis with the supervision of one of two instructors. No math background necessary. *Elementary Algebra Part of the Course:* Individualized instruction and group lecture in elementary algebra including signed numbers, solving equations, graphing, factoring, rational expressions, and roots and radicals. Students proceed at their own rate. Students listen to lectures or work on an independent basis with the supervision of one of two instructors. Students must have a strong background in arithmetic to do this part of the course. Elementary algebra students who want to review specific topics in arithmetic may sit in on the arithmetic lectures. (Limited to 50)

Spring Spec Term Sec 4 **W**—5:30-8:30, Apr. 2-June 11
(11 meetings), JonesH 2, Robertson
No late fee through Mar. 26

(Douglas Robertson is an associate professor in the Division of Science, Business, and Mathematics of the General College. Vivian McMorro has been an instructor in the CEW Math Anxiety Program since 1975. Carol Beste has been with the CEW Math Anxiety Program since 1982 and has taught previously for St. Catherine's Weekend College)

CEW 0402 MATH ANXIETY DIAGNOSTIC CLINIC. No credit, \$20 (age 62, \$10).

The Diagnostic Clinic is the introductory step in the Math Anxiety Program. The clinic explores mathematics as a problem-solving tool and the nature of math anxiety—how it develops and how it affects math performance. Tests and questionnaires are used to help participants identify math skills and level of math anxiety. An overview of the math program and supportive services is given.

Spring Spec Term Sec 4 **Th**—5:30-8:30, Mar. 20 (1 meeting)
NCCE 140, Robertson, Claesgens
No late fee through Mar. 13

(Douglas Robertson is an associate professor in the Division of Science, Business, and Mathematics of the General College. Joan Claesgens is program coordinator of the Math Anxiety Program in CEW)

IC means Informal Courses

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MATH ANXIETY TUTORIAL. No charge.

Free tutorial services for students enrolled in CEW math classes are available one hour prior to the evening Arithmetic and Elementary Algebra (CEW 0400) classes beginning with the second class session. Complete information available at the first class session of CEW 0400.

★CEW 0404 TECHNOSTRESS: COPING WITH COMPUTERS. No credit, \$48 (age 62, \$38). Includes box lunch.

Computer literacy has become an important vocational skill, and in an increasing number of homes, a desirable domestic or recreational skill. New automation in the workplace has substantially altered office operations, job requirements, and co-worker relationships. The pressure to cope with this change can result in feelings of anger, frustration, discomfort, and fear. Women, who traditionally have not had much experience with mechanics/technology, but who often have experience with keyboards and clerical operations, are at both a disadvantage and an advantage working with computers. This experiential workshop is designed to help you discover the skills and resources you have to cope with on the impact of automation in your life and career. The session is team-taught by a data processing professional and personnel practitioner to better deal with both the technical and people issues automation raises. Lecture, individual exercises, and group experiences help you identify your goals related to automation and strategies you can use in dealing with computers at work and at home. (Limited to 35)

Spring Spec Term Sec 2 **Sa**—9 a.m.-4, Apr. 5 (1 meeting),
NCCCE 140, P McGlynn, M McGlynn
No late fee through Mar. 28

(Patsy McGlynn is an executive assistant in the Administrative Data Processing Department of the University. Mike McGlynn is an organization development specialist for University of Minnesota Personnel Department)

★IC 0595 PUTTING YOUR HOME COMPUTER TO WORK FOR YOU. No credit, \$33 (age 62, \$23).

Lecture and hands-on experience with computer applications for the home user including word processing, electronic spreadsheets, computer graphics, and data communications. (Prereq basic understanding of how a computer functions. Previous courses in this series are adequate preparation. Limited to 40)

Spring Spec Term Sec 1 **Sa**—8:30 a.m.-12:30, Apr. 19
(1 meeting)
EBCEC Computer Lab, StP Campus, Marker
No late fee through Apr. 11

(Carolyn Marker is data systems head of the Audio Visual Library Service, Continuing Education and Extension)

Social and Historical Insights

IC 0192 PREHISTORIC SETTLEMENT AND LAND-USE PATTERNS IN MINNESOTA. No credit, \$42 (age 62, \$32).

"How do you know where to dig?" is a question archaeologists are often asked. This course explores ways in which archaeologists discover new sites and what they do with this type of information. A core concept of the class is that archaeological sites themselves are artifacts. By studying the distribution of sites across the landscape, students of the past have developed new insights into the changing ways in which people

lived in Minnesota during the last 10,000 years. Lectures discuss both the theory of settlement pattern studies in archaeology and the methods used to locate, map, and analyze the distribution of prehistoric sites in southern Minnesota. Students have the opportunity to work with actual artifacts and other data from a variety of Minnesota sites.

Spring Spec Term Sec 1 **Th**—7-9, Apr. 10-May 8 (5 meetings),
Institute for Minn Archaeology,
1313 5 St SE, Dobbs
No late fee through Apr. 3

(Clark Dobbs, research associate at the Institute for Minnesota Archaeology, has worked on a variety of archaeological projects throughout eastern North America. Since 1978, he has specialized in the late prehistory of southern Minnesota. Most recently, he directed the excavation of the Bryan site near Red Wing)

CEW 0500 COMMUNITY, CIVIC, AND SOCIAL GROUPS: ORGANIZING FOR EFFECTIVENESS. No credit, \$45 (age 62, \$35).

Nonprofit organizations such as PTAs, professional associations, community action groups, and church groups must develop sound organizational structures and operating methods to remain viable. This course helps people who care about these groups to develop the skills they need to operate a smoothly functioning organization. Topics include: developing an effective board structure; organizing and conducting a successful finance drive or fund-raising event; increasing your organization's visibility in the community; communicating with your membership; doing long-range planning. (Offered in cooperation with the League of Women Voters.)

Spring Spec Term Sec 1 **W**—9:30 a.m.-11:30, Apr. 2-23
(4 meetings), MacP, Higinbotham
No late fee through Mar. 26

(Joan Higinbotham is president of the League of Women Voters in Minnesota, and former president of the Minnesota International Center)

★CEW 0505 DEVELOPMENT OF FEMINISM IN MINNESOTA: WOMEN'S RIGHTS IN LAKE WOEBOGON. No credit, \$36 (age 62, \$26).

The nation's image of Minnesota is that of a provincial state with simple, family-oriented, down-to-earth values. Yet it has become a national focal point for legislation on women's rights. Why has Minnesota been so receptive/supportive of feminist issues? This course examines women's rights achievements in Minnesota, the history of how they occurred, and the political and social actions that affected and prompted them. Topics include the effects of advances in the women's rights movement on the average Minnesota citizen, and a look at the future of feminism in Minnesota. (Limited to 40)

Spring Spec Term Sec 1 **W**—5:45-7:45, Apr. 16-30
(3 meetings), Walker Library,
2880 Hennepin Ave, Mpls, Kreuter
No late fee through Apr. 9

(Gretchen Kreuter, Assistant to the Vice President for Academic Affairs, University of Minnesota, and co-editor of Women of Minnesota: Selected Biographical Essays)

★CEW 0509 BECOMING AMERICAN IN MINNESOTA: THE SOUTHEAST ASIAN REFUGEE. No credit, \$63 (age 62, \$53).

A survey of the social structure, family, and religion of the Hmong, Vietnamese, Cambodians, Lao, and Ethnic Chinese who have settled in Minnesota since 1975. Using a

historical perspective, the emphasis is on cultural changes that began in their homelands during the 1960s and 1970s, and the transition to American life in Minnesota. Special focus is on the rapidly changing roles of women in the home and the workplace. This includes the changing relationships between women and their husbands, between women and their daughters, and between women and other women within and beyond their extended family. Representatives of several ethnic groups will participate in the class discussion and share their experiences in adapting to a new country. (Limited to 40)

Spring Spec Term Sec 1 **W**—10 a.m.-12, Apr. 30-June 4
(6 meetings), Highland Park Library,
1974 Ford Pkwy, StP, Mason
No late fee through Apr. 23

(Sarah R. Mason, Ph.D., is a historian and researcher at the Southeast Asian Refugee Studies Project at the University of Minnesota)

IC 0540 NUCLEAR MILITARISM AND ITS CRITICS. No credit, \$63 (age 62, \$53).

After three decades of international politics at an impasse, there are signs today of ferment and a search for alternatives to the nuclear militarism of the Soviet Union and the United States and the pressures that a rigid East/West rivalry has brought to the nations on both sides of the dispute. This course examines the search for new political alternatives to the international politics of nuclear militarism and follows the struggle for new politics in six issues: (1) Russian and American military rivalry in the nuclear age: What about the Russians? What about ourselves? (2) The end of the American era in Western Europe: Is NATO obsolete? (3) Eastern Europe: Solidarity and the challenge to a senescent Soviet Empire, (4) END: Disarmament and the movement for a nuclear-free Europe, (5) Red Brigades and Greens: Radical dissent and terrorism in Western Europe, and (6) Ghandi and Tolstoy rediscovered: Nonviolence and civil disobedience in our time.

Spring Spec Term Sec 1 **W**—6:30-8:30, Apr. 30-June 4
(6 meetings), MinMet 120, Hayes
No late fee through Apr. 23

(Nicholas Hayes, Ph.D., Executive Director of Associated Colleges of the Twin Cities, is a specialist in Soviet affairs as well as a journalist and public lecturer on Soviet European history)

IC 0605 MYSTERIES AND MONUMENTS OF THE ANCIENT ETRUSCANS. No credit, \$48 (age 62, \$38).

Of all the peoples inhabiting ancient Italy, perhaps the least understood and most fascinating were the Etruscans. Having established themselves throughout Tuscany, with settlements in the south, the Etruscans have tantalized scholars and laymen alike through the ages: What were their origins? How is their language to be interpreted? Students examine, through slide lectures and discussion, the theories proposed for solving these problems as well as explore the physical remains in art and archaeology which shed light on Etruscan culture and civilization. Special attention is directed toward the monuments: the temples and richly painted tombs which provide clues to the nature of daily life and religious beliefs. Selections from ancient writers and modern excavation reports also are considered in this survey.

Spring Spec Term Sec 1 **W**—7-9, Apr. 9-May 14 (6 meetings),
FordH 150, Gulino
No late fee through Apr. 2

(Rosanne Gulino, an advanced graduate student in Classical Studies, has done extensive research on the archaeology of Italy)

Business and Professional Development

★CEW 0605 EXPLORING A CAREER AS A SALES REPRESENTATIVE. No credit, \$55 (age 62, \$45). Includes box lunch.

Sales representatives (vendors) are often in positions that can lead to high income and rapid advancement. Many people may be qualified for such positions without realizing the opportunities available. This workshop is for people who are considering careers as sales representatives. Topics covered include how sales fits into the organizational structure; the profile of a successful sales representative; the responsibilities of a vendor; and a discussion of the problems unique to women in sales, including dealing with sexual and cultural stereotypes and handling travel and relocation. Includes an assessment of your personal selling style and skills, and a look at career opportunities in sales marketing. (Limited to 30)

Spring Spec Term Sec 1 **Sa**—9 a.m.-4, Apr. 12 (1 meeting),
NCCE Library, Crowe-Innes
No late fee through Apr. 4

(Jennifer Crowe-Innes is the personnel manager for the Levi Strauss Company)

★CEW 0609 PROFESSIONAL SELLING SKILLS FOR WOMEN. No credit, \$74 plus \$9 special fee. Total \$83 (age 62, \$64 plus \$9 special fee. Total \$73).

A seminar for those who sell (or will sell) products and services to the public, either by telephone or in person. Topics include introducing yourself to a customer, developing effective listening and communication skills, opening and closing techniques, negotiating a sale, identifying the type of sales situation best for you, dealing with the fear of failure, and developing your personal style of selling. Participants determine their personal profile to gain an understanding of their own selling style and how they relate to prospective clients. (Limited to 32)

Spring Spec Term Sec 1 **M**—6:30-8:30 p.m., Apr. 7-May 5
(5 meetings), NCCE Library, Ackerman-Clarke
No late fee through Mar. 31

(Dee Ackerman-Clarke, CPC, is president of Appleplus Training, specializing in sales training. In 1980 she was selected as Sales Consultant of the Year by her state trade association)

CEW 0611 STRESS AND THE CAREER WOMAN. No credit, \$24 (age 62, \$14).

Women in the work force face a wide variety of demands on their time and energy. This course provides an opportunity for working women to gain insight into the causes of stress in their professional and personal lives and to develop positive ways of dealing with stress. Topics include recognizing the signs of stress in yourself and others, identifying productive and nonproductive coping strategies, deciding when it is appropriate to harness stress and when to defuse it, and developing skills for dealing with stress. There is a special emphasis on the relationship between work-related stress and stress in private life.

Spring Spec Term Sec 1 **M**—5:30-7, Apr. 21, 28
(2 meetings), Walker Library,
2880 Hennepin Ave, Mpls, Emerson
No late fee through Apr. 14

(Nadine Emerson, licensed psychologist, is a consultant and counselor in private practice)

★CEW 0612 **TEAM BUILDING FOR WOMEN.** No credit, \$32 (age 62, \$22).

For women who want to create and maintain a team orientation in job or volunteer settings. Through mini-lectures, discussions, and group exercises, the instructor and participants investigate the key ingredients of a successful team. Ways to develop, maintain, and evaluate a team orientation are discussed, and particular issues women must deal with in job-related team situations are addressed. (Limited to 35. *This course is part of the Downtown St. Paul Series*)

Spring Spec Term Sec 1 **TTh**—12-1, Apr. 8, 10, 15, 17
(4 meetings), Landmark Center,
75 W 5th St, StP, Willerscheidt
No late fee through Apr. 1

(Phyllis Willerscheidt is an organizational communication consultant for profit and nonprofit organizations)

★CEW 0614 **WOMEN SUPERVISING WOMEN.** No credit, \$35 (age 62, \$25).

For women who are (or may be) supervising women, as well as for women who work for a woman supervisor. This workshop explores the unique problems that may arise in situations where women supervise women. Issues discussed include understanding the impact of guilt, jealousy, and dependency; resolving conflicts; delegating effectively; learning to recognize the difference between operating and managing; and handling issues of power and authority. (Limited to 50)

Spring Spec Term Sec 2 **Sa**—9 a.m.-12:30, Apr. 5
(1 meeting), NCCE 140, Bjorgen
No late fee through Mar. 28

(Jean Bjorgen is a producer at KSTP-AM Radio and does private consulting in management and communication)



If you like to travel, have an interest in a particular place, or would like a tour with a difference, **Study and Travel Adventures** are for you. Every tour is conducted by an instructor who is an expert in the field. That expertise, combined with pre-trip lectures and limited tour size, ensure valuable interaction among students and instructors for a memorable trip. You are able to combine the pleasures of a vacation with the satisfactions of learning. Study and Travel Adventures come in a variety of packages—ranging from two days to two weeks. All trips are limited in size and fill quickly. Reservations are taken on a first-come, first-served basis. **Call now (376-7500) for a detailed itinerary.** Registrations will be accepted in room 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. (All costs listed are based on the best information available at the time of printing and are approximate only. Costs and details are subject to change without notice.)

An Informative Affair: You're invited! Plan to attend our Study and Travel Adventures information evening, Thursday, November 7, 7 to 9 p.m., at the Nolte Center Lounge (Minneapolis east bank campus). Refreshments will be served.

STA 0906 A FESTIVE LOOK AT SOUTHERN SPAIN. March 1986

A unique travel-study tour in which the group stays in the "paradores," a network of beautiful hotels. Many are restored castles and palaces dating back to medieval times, decorated with period furniture, ceramic tiles, and tapestries. Timed to coincide with two of the biggest festivals Spain has to offer—the Fallas in Valencia and the Holy Week Festival in Seville—tour days also include visits to Madrid, Toledo, Granada, Malaga, and Cordoba. A background of history, art, and culture of Spain are offered en route, enabling the traveler to fully appreciate the enhancement of the land. (Limited to 24)

No credit. \$1,799 approximate price includes 14 nights lodging (double occupancy), continental breakfasts, all transportation, group entrance fees, one pre-trip lecture.

(Holly Zimmerman, a University Spanish instructor, is the group leader. She received her master's degree in Hispanic linguistics at the University, and has lived and traveled extensively in Spain. She is currently working as the language coordinator in the Spanish department and as program coordinator for the University-sponsored study-abroad program in Toledo, Spain, where she spends two months every summer)

STA 0907 ON THE TRAIL OF THE ANCIENT MAYA. January 1986

An in-depth study tour of the Maya area of southeastern Mexico and Yucatan, for the first-time and the repeat visitor. This archaeological survey includes the Classic Maya site of Palenque with its stucco portraits, set in the foothills of the Chiapas mountains, and the Olmec museum at Villahermosa—with some ocean breezes and warm tropical sunshine thrown in. (Limited to 24)

No credit. \$1,499 approximate price includes all transportation, 13 nights lodging (double occupancy), and one pre-trip lecture.

(Phyllis and Skip Messenger are seasoned tour leaders and have worked on archaeological projects in Mexico, Honduras, and Belize. Phyllis is a graduate student in anthropology at the University; Skip received his doctorate from the University and teaches anthropology at Hamline University)

Study and Travel Adventures

STA 0908 NEW YORK CITY THEATRE TOUR. March 17-21, 1986

Enjoy the best Broadway and off-Broadway plays and musicals, interview leading actors and actresses, discuss criticism with a theatre critic, and inspect theatre and costume collections.

No credit. \$599 approximate price includes 5 nights lodging (double occupancy), 6 theatre tickets, and one pre-trip lecture.

STA 0923 THE WILDLIFE AND WILDLANDS OF ALASKA. July 1986.

An adventure to our 49th state, Alaska, where nature puts on a spectacular showing of unmatched scenery and abundant wildlife. The word Alaska is almost synonymous with wilderness—a land of dense, green forests, rugged mountains, blue-white glaciers, and wildlife galore. The study tour includes the identification and natural history of Alaskan fish, birds, mammals, and the vegetation of the major biomes. Land use challenges and controversies, such as the subsistence hunting and fishing by native Alaskans and petroleum development. The tour is based in Anchorage with trips to Denali National Park, the Kenai Peninsula, and Valdez. Time also will be planned for participants to explore on their own. (Limited to 18)

No credit. \$1,890 approximate price includes all transportation, lodging, two breakfasts, two lunches, one dinner, and one pre-trip lecture.

(James Cooper, Associate Professor of Wildlife at the University of Minnesota leads the study-tour. He has visited Alaska many times where he has done extensive wildlife research, particularly on the trumpeter swan)

STA 0928 SPECTACLE OF WILD GEESE: A WEEKEND FIELD TRIP. March 21-23, 1986.

Flights of wild geese are both spectacular and mysterious. Where are they going? Where have they been? These and other topics are to be discussed on this weekend trip to Sand Lake National Wildlife refuge in northeastern South Dakota and western Minnesota where more than a million geese stop during their annual migration. To hear and see so many birds at once is an unforgettable experience.

No credit. \$35 (approximate) special fee (includes on-site lectures). Total \$35.

(Jim Cooper, group leader, is an associate professor in Fisheries and Wildlife and has done extensive research on Canada geese in the Midwest, and on the trumpeter swan in Alaska)

STA 0931 DEER AND WOLF FIELD RESEARCH IN THE SUPERIOR NATIONAL FOREST. February 1986

Participate in current research in deer and wolf ecology in the Superior National Forest in northeastern Minnesota. This course explores aspects of the life histories of wolves and deer and examines evidence related to the study of predation. Participants gain hands-on experience with live-capture and radio-telemetry techniques, as well as have an opportunity to observe wolves from a small aircraft and to visit and examine wolf-killed deer or moose. Day trips may require skis or snowshoes. (Limited to 16)

No credit. \$99 approximate price includes two nights lodging at Bear Island Resort, meals, and one pre-trip meeting.

(Mike Nelson, group leader, is a U.S. Fish and Wildlife biologist and has studied deer and wolf relationships in northeastern Minnesota for 10 years)

STA 0932 MINNESOTA OUTDOORS. September 27-29, 1986

Enjoy the spectacular fall color and serene pine woods on the shores of Lake George near Itasca State Park. This weekend course is designed to give you the maximum amount of time in the woods at a minimum price. Stay in the comfortable log cabins

and enjoy the stone fireplace of the dining hall at Courage North. Call 376-7500 for detailed itinerary.

No credit. \$59 approximate price includes two nights lodging and six meals. If there is sufficient interest, transportation by bus will be provided at a slight additional charge.

STA 0933 A SPRING WILDFLOWER WEEKEND. May 16-18, 1986

Enjoy an outdoor exploration of spring flora—lichens, mosses, ferns, and flowering plants—at Wilder Forest, a 980-acre tract of woodland, meadow, and wilderness lakes located less than one hour from the Twin Cities in rural Washington County. The site's four lakes, protected from shoreline developments and motorcraft use, are sanctuaries of nature and solitude. Meals are served family style and emphasize nutrition. Recreational options include swimming and canoeing, fishing, folk crafts, and visits to the Wilder Forest library.

No credit. \$49 approximate price includes two nights lodging and six meals.

STA 0934 WINTER PHOTOGRAPHY ON THE NORTH SHORE. January 1986

Few places on earth offer the variety of spectacular scenery that is found on Minnesota's north shore. Learn the techniques of winter photography in this spectacular setting from a veteran nature photographer and instructor. While there, you will stay in one of the finest winter resorts and cross country ski facilities in the Midwest, Cascade Lodge. Cross country skiing is one of the exciting options available, but isn't required for participation in the workshop. Ample photographic opportunities are located within a short hike or drive from the lodge. Before you leave for the north shore, you will have an orientation session and lecture covering basic winter photography techniques. At Cascade, spend mornings in photography workshop sessions. Afternoons are free for cross country skiing and personal photography. In the evening you will have the opportunity to view inspirational slide/tape presentations on the work of noted photographers and have personal critiques of your work. Two weeks following the field experience, there will be a presentation and critique session on campus where you will have the opportunity to share your work with other participants. (Limited to 20)

No credit. \$99 approximate price includes two nights lodging (double occupancy), three meals, and one pre-trip lecture.

(Don Breneman, group leader and veteran nature photographer, is an associate professor in the College of Agriculture)

STA 0935 WINTER WILDLIFE: A WEEKEND IN THE NORTH WOODS. March 1986

This weekend trip to Cascade Lodge along Minnesota's north shore provides participants with a chance to enjoy wildlife and some recreation before the winter season is gone. Activities include bird-watching, learning about plants as they are preparing for spring, and reading animal signs. Time also is available for skiing or snowshoeing, or just for relaxing in a beautiful and peaceful north woods setting. (Limited to 20)

No credit. \$99 approximate price includes two nights lodging (double occupancy), three meals, and one pre-trip lecture.

(Jake Miller is the trip leader. He has taught Winter Ecology in Minnesota for several years and is a graduate student in Ecology and Behavioral Biology)

STA 0936 ROCKY MOUNTAIN PHOTOGRAPHY WORKSHOP. June 1986

Learn the art of wildflower and landscape color photography amid spectacular scenery in Big Sky, Montana. This unique workshop features outdoor photography technique, critiques, and interaction with other photographers. Enrollment is limited to allow personal instruction on individual problems. You will stay at Lone Mountain

Study and Travel Adventures

Ranch, one of the finest guest ranches of its type in the country. Your beautifully maintained log cabin with fireplace and all modern facilities is close to a mountain stream where countless photographic opportunities lie outside your door. Only additional cost is film, and you must have a 35mm camera. An optional field trip to Yellowstone National Park (less than an hour away from the Ranch) will be offered. Ample activities for family members not participating in the workshop are provided. Ask about group rates for family members not attending the workshop. (Limited to 25)

No credit. \$775 approximate price includes all workshop instruction, lodging, food, and one pre-trip lecture.

(Don Breneman, veteran nature photographer, an associate professor in the College of Agriculture, is the workshop instructor)

STA 0937 EXOTIC THAILAND. February 1986

Thailand, with its tropical forests, mountains, and white sand beaches is one of the most fascinating and exotic regions of the world. This study tour emphasizes the natural history and culture of this splendid country. Spend 15 days (from Minneapolis), including one day in Hong Kong to begin our adjustment to the Near East; four days in Bangkok to visit Buddhist temples, the Royal Palace, and rare gem markets; and four days in Chiang Mai where participants will see people of the mountain tribes with their colorful costumes and have an opportunity to view their famous artistic skills including silk weaving, ceramics, and lacquerware. A short trek through the jungle provides an opportunity to see over 200 varieties of orchids native to this region. The tour concludes with four days in Phuket, famed for its unspoiled beaches.

No credit. \$2,499 approximate price includes all transportation, 13 nights lodging (double occupancy), some meals, and one pre-trip lecture. (Limited to 15)

(Group leader Robert K. Dixon, Assistant Professor in Forest Resources, has had several years of research and travel experience in Thailand and Southeast Asia)

STA 0938 GATEWAY TO AFRICA: AN INAUGURAL LOOK AT SENEGAL AND GAMBIA. January 1986

This personal introduction to Africa's west coast departs from the usual tour in that it focuses on the people of that part of Africa closest to the United States in distance and in cultural ties. The tour offers a close and human look at the cultural heritage, the contemporary realities, the promise, and the problems of these cosmopolitan yet unique African countries. Participants experience the new era now opening in Africa; no longer part of the French and British colonial worlds, but independent nations with their own voices in the assemblies of the world. A three-day bus excursion into the verdant Casamance area of southern Senegal allows you to traverse the Gambia and see much of the unspoiled countryside. A highlight of this trip is an overnight stay in an African village where only enough adjustments to Western tastes have been made to assure your comfort while preserving the delightful ambiance of West African traditional life. (Limited to 15)

No credit. \$1,999 approximate price includes all transportation, all lodging (double occupancy), continental breakfasts in Dakar, entrance fees, and one pre-trip lecture.

(Thomas O'Toole, group leader and adjunct professor in the General College, lived in West Africa for more than two years and speaks French, the official language of Senegal)

STA 0939 THE NATURAL HISTORY OF THE SWEDISH COUNTRYSIDE. June 1986

Many descendants of Swedish immigrants have heard that they settled in Minnesota because it "looked like home." How similar is the Swedish countryside to that in Minnesota? And what in our culture and foodways has been transplanted from Sweden?

This study-travel trip compares the natural history of Minnesota with Sweden's. Participants travel the length of the country looking at terrain, vegetation, and wildlife, and their influence on past and present Swedish culture. Some of the connections focused on include the relationship between reindeer and humans; the geology of glass-making; a look at the fishing industry and Swedish foodways; and traditional forest cottage industries such as birch bark basketry and wood carving. The emphasis of this trip is on field experience in rural Sweden and includes many stops at nature preserves, as well as opportunities for point-to-point hikes along some of Sweden's excellent footpaths. The trip ends above the Arctic Circle with a dish of ice cream under the midnight sun. (Limited to 20)

No credit. \$1,570 approximate price includes surface transportation, all lodging, and one pre-trip lecture. Does not include airfare.

STA 0940 CHINA: A NATION IN TRANSITION. March 1986.

The People's Republic of China has embarked upon one of the most dramatic development programs ever undertaken by a single nation. This study tour introduces the traveler to the China of ancient wonders as well as the "new" China which is emerging under the "four modernizations." Tour includes the Great Wall, the capital city of Beijing, the terra cotta warriors of Xian, the "Venice of the East," Suzhou, cosmopolitan Shanghai, and the beautiful river gorges of Guilin. The tour concludes with three days in Hong Kong, the "world city." (Limited to 20)

No credit. \$2,975 approximate price includes all transportation, all lodging (double occupancy), all meals and entrance fees, and one pre-trip lecture.

(Led by Professor John J. Cogan, Director, Global Education Center, College of Education. Professor Cogan has led other study tours to China, and has written about educational change in China)

STA 0941 WHITE WATER CHALLENGE-GRAND CANYON OAR TRIP. April 24-May 7, 1986

The Colorado River offers one of the most exciting and wondrous white-water trips on this continent. Expert raftspeople guide participants through this challenging, awesome geologic wonder. Explore the unique features of this canyon in one of its least traveled seasons. The journey begins at Flagstaff with a shuttle to the trail head. Then hike down the canyon, with its bountiful plant life, to Phantom Ranch to board the rafts. Carrying everything necessary on the rafts, group members will cook food and sleep under the canyon's star-filled skies and come to sense this living museum of geologic beauty while learning about the rich history of the canyon. Woven into the journey are practices from natural history, photography, and journal keeping, as well as time for solitude. Day hiking is available as desired. (Limited to 12)

No credit. \$1,549 approximate price includes transportation from Flagstaff, Ariz. (transportation to Arizona not included), all food and community gear, guides, pre- and post-trip meetings.

(Marilyn Mason, group leader, is an instructor in the Department of Family Practice and Community Health in the Medical School at the University. As director of the Wilderness Learning Institute, she has extensive experience leading wilderness treks)

STA 0942 SIGHTS AND SOUNDS OF NORTHERN NEW ENGLAND AND EASTERN CANADA. August 1986

Montreal, Canada, is the starting place for this geography and culture tour visiting the picturesque Green Mountain State of Vermont, rebuilt old mills of New Hampshire to the rugged coastline of Maine, and Nova Scotia—a mosaic of rugged headlands and deep-water harbours. Contrast the sights and sounds of quaint fishing villages, old lumber and railroad towns, shipbuilding and papermilling. Learn the why and how of

Study and Travel Adventures

decline and redevelopment of a region. See the Bay of Fundy with its 50-foot tides, Louisbourg Fort (where England took most of Canada from the French), and quaint rural landscapes of the eastern islands and the St. Lawrence Valley. Last stop is at old walled French city of Quebec.

No credit. \$1,460 approximate price includes all air and ground transportation, all lodging (double occupancy), some meals, entrance fees, and one pre-trip lecture.

(Philip Gershmel, Professor of Geography, is group leader. His research specialty is regional geography of North America; he has taught and traveled extensively in New England)

International Business Seminar Tour

IBS 0101 JAPAN: THE INFLUENCE OF CULTURE ON INTERNATIONAL BUSINESS. No credit (2.0 CEUs available). \$2,990 (approximate) special fee (*includes all transportation, all lodging [double occupancy], on-site visits in Japan, 5 seminar sessions in U.S., some meals*). Total \$2,990.

Through seminars and a travel tour, managers and executives have the opportunity to gain an awareness of the importance that a country's culture has in international business negotiations, how various management theories are used in Japan, and the implication for their use in American business. Four pre-departure seminars focus on Japanese Culture, International Business and Organizational Cultures, and Japanese Management. While in Japan, several on-site visits will be made to companies and cultural centers. Seminar sessions are used to analyze and summarize participant reactions to Japanese management practices as well as the impact of local history and culture on the individual and on management theory. A debriefing session will be held after returning to the U.S. so that participants may reflect on their experiences in Japan and the implications for their work and lives.

Spring Spec Term Sec I Seminars begin in late February, 1986; tour planned for May, 1986, Manz

Call 373-5167 for further information

(Charles Manz is Assistant Professor of Management in the Department of Strategic Management and Organization at the University of Minnesota and author of The Art of Self-Leadership)

More CEE Opportunities

Extension Classes is a department within Continuing Education and Extension (CEE), which provides many diverse educational opportunities both in and outside the classroom. Check out these other CEE offerings at the University of Minnesota.

1. Extension Classes. Several two-year and four-year degrees and more than 30 specialized certificates are available in dozens of major areas. Telephone 373-3905 to discuss degree or educational planning with a professional program adviser from the Extension Counseling Office.

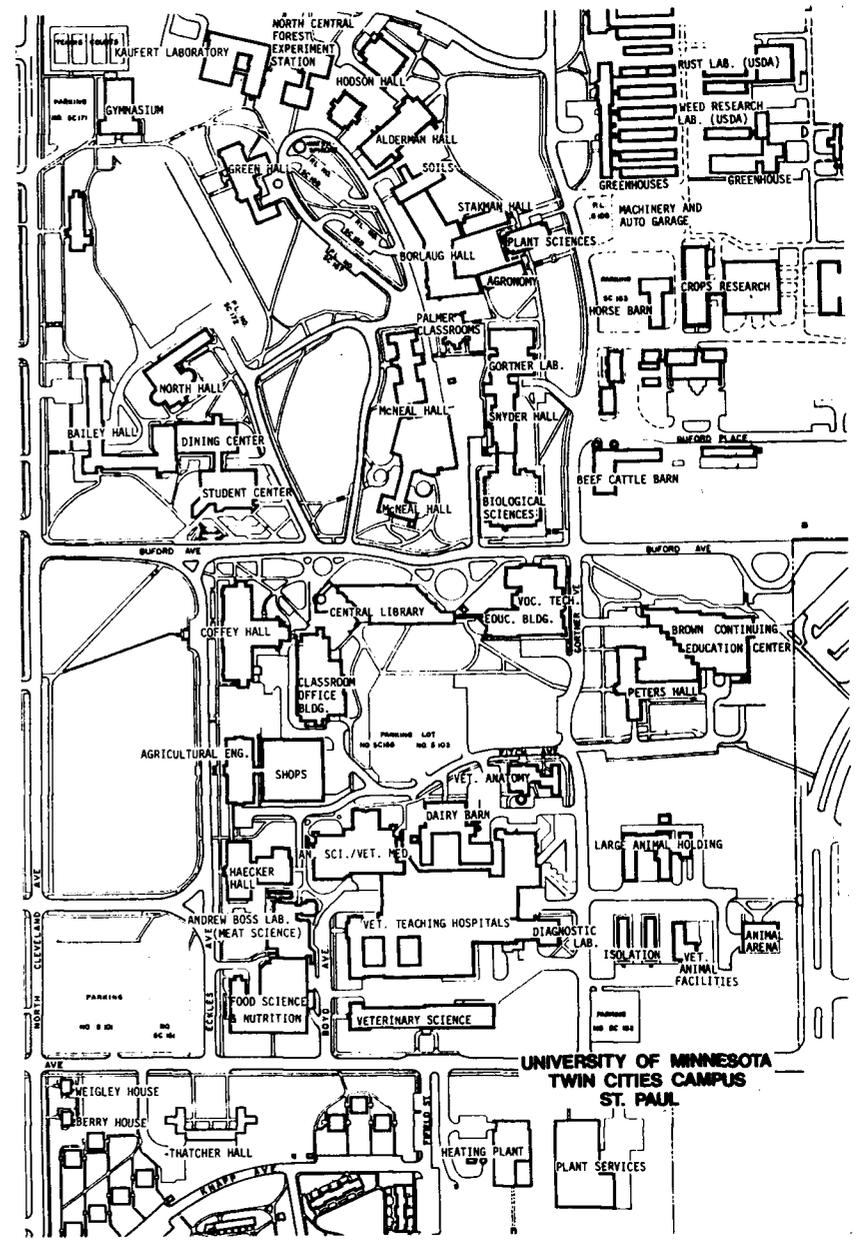
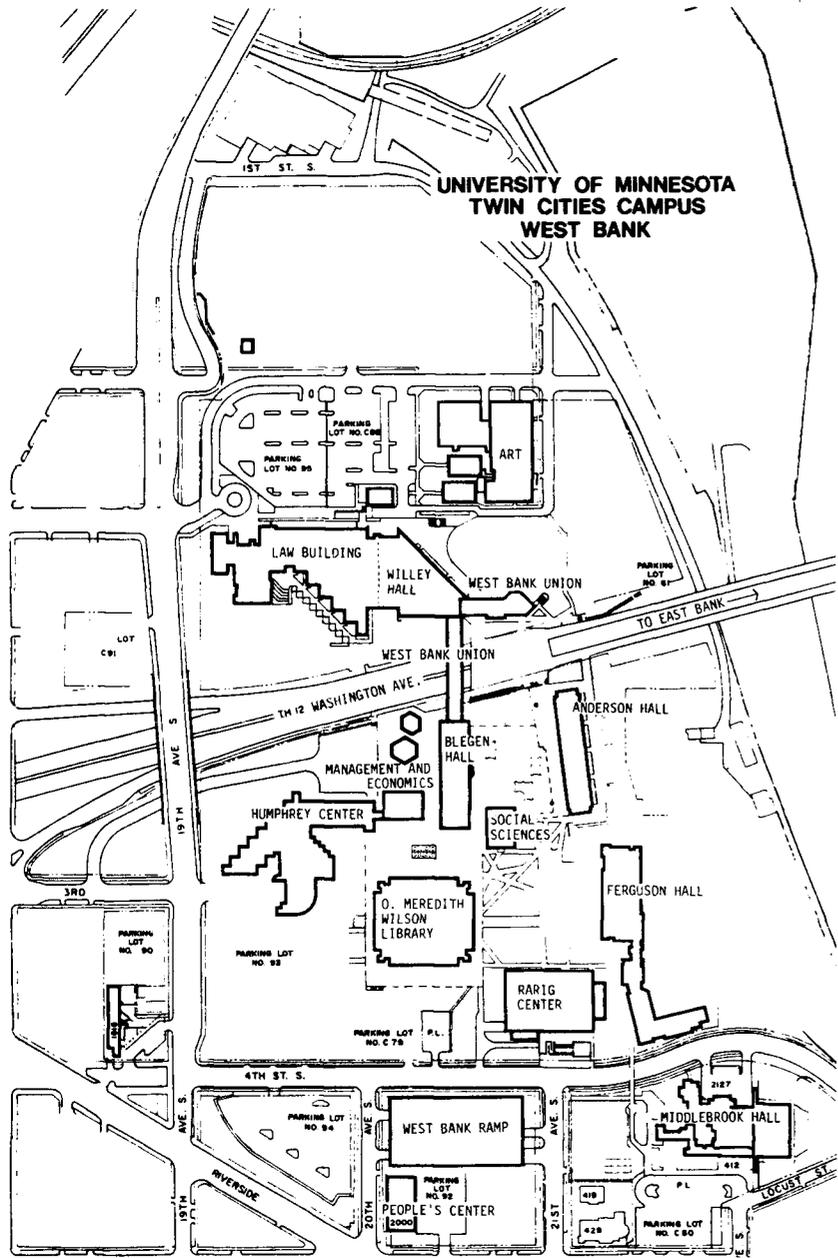
2. Extension Independent Study Correspondence Courses. You may earn college credit by taking University Extension Independent Study correspondence courses. Start anytime of the year and take up to a year to complete a course. Call 373-3256.

3. TV, Radio Courses (Extension Independent Study). Credit is available for several radio and television courses through CEE Independent Study. Call 376-4925 for information.

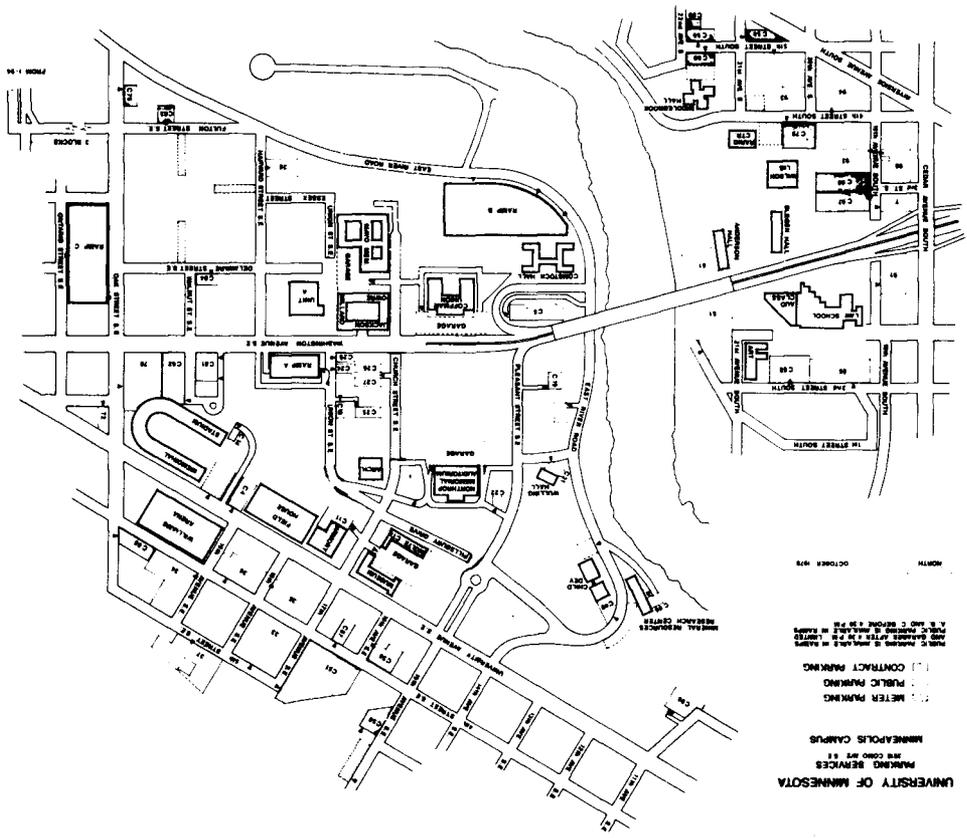
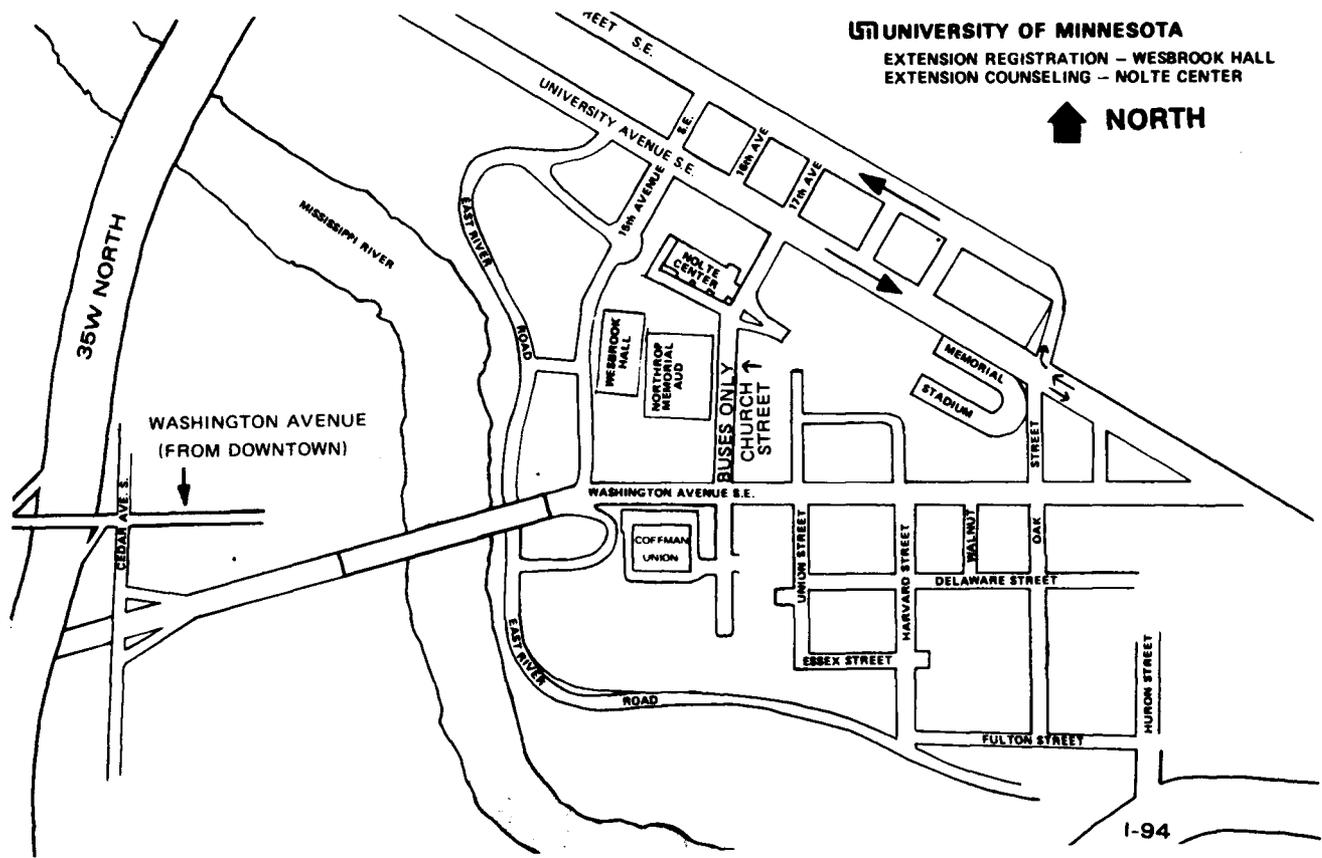
4. Professional Development Courses and Seminars. For a descriptive brochure and registration information about noncredit evening courses and daytime seminars in business and management development, call 376-7436 (formerly PICS, Professional Improvement Courses and Seminars). Topics include leadership and management, finance and accounting, communication skills, sales techniques, writing skills, computer applications, marketing and public relations, and small business development.

Other Noncredit Learning

In addition to Informal Courses and Continuing Education for Women noncredit courses, many University Extension credit classes may be taken for no credit at one-half the regular tuition (plus any course fees or special fees). Courses marked with a diamond (◆) after the course title and credit cost in the 1985-86 Extension Classes Bulletin are open to no-credit, half-price registration. No-credit students keep up with readings and participate in class, but they do not submit assignments or take exams (no transcript record is kept). Call 376-3000 to request the 1985-86 Extension Classes Bulletin.



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PARKING FACILITIES
(East and West Bank)

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Local Street		City	State Zip
Home Phone	Business Phone	Social Security Number	Birthdate
Course #	Course Title	Section #	Month Day Year Fall, Winter or Spring Term
Course #	Course Title	Section #	Fall, Winter or Spring Term

1 2

Department of Extension Classes Registration Form For Noncredit Courses

Check Here if You
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Older

Name Last		First	Middle
Local Street		City	State Zip
Home Phone	Business Phone	Social Security Number	Birthdate
Course #	Course Title	Section #	Month Day Year Fall, Winter or Spring Term
Course #	Course Title	Section #	Fall, Winter or Spring Term

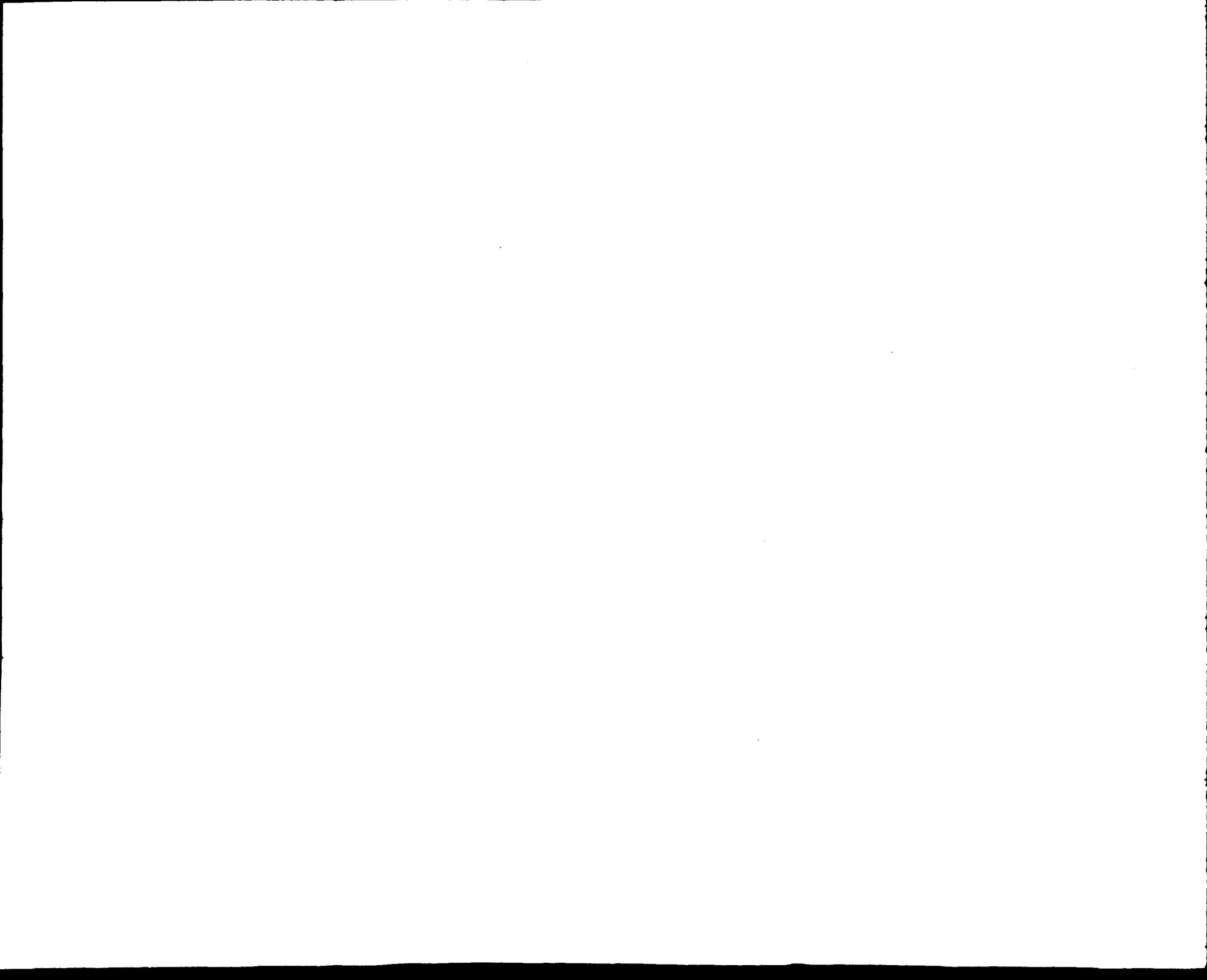
1 2

Department of Extension Classes Registration Form For Noncredit Courses

Check Here if You
Are 62 Years or
Older

Name Last		First	Middle
Local Street		City	State Zip
Home Phone	Business Phone	Social Security Number	Birthdate
Course #	Course Title	Section #	Month Day Year Fall, Winter or Spring Term
Course #	Course Title	Section #	Fall, Winter or Spring Term

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Explore

Registration for fall term classes begins August 19

Registration for winter term classes begins November 18

Registration for spring term classes begins February 17