

university of minnesota bulletin



independent study 1986-87

continuing education and extension

Cover Art

This year's cover art is a reproduction of a painting by **Cameron Booth** titled *Mid-Summer* (acrylic on linen) that was completed in 1958. The painting was a gift from Booth to the collection of the University Art Museum, University of Minnesota, Minneapolis. Cameron Booth (American, 1892-1980) exerted a major influence on many Minnesota-educated artists as a teacher at the Minneapolis College of Art and Design, the St. Paul School of Art, and the University of Minnesota. His realistic depictions of rural life and Indian reservations were based on the geometric compositions of early Renaissance masters as well as Cézanne and the cubists, to whom he had been exposed as an art student in Europe. The structure of his later works balances geometric building and landscape forms on well-ordered canvases.

New Phone Numbers

Early this summer the University switched to a new telephone system. Most phones on campus now have numbers using **624** and **625** exchanges rather than the old 373 and 376. We've made every effort in this bulletin to list the new phone numbers. If you dial a 373 or 376 exchange and the new phones are in operation, you will receive an intercept message that will give you the new phone number or will tell you to call University information for the new number.

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Bulletin Use

The contents of this bulletin and other University bulletins, publications, or announcements are subject to change without notice. University offices can provide current information about possible changes. It is possible for degree and certificate programs to change or be discontinued. The University will make every reasonable effort to assist admitted students in completing a program.

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 USC 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 SE, University of Minnesota, Minneapolis, Minnesota 55455, (612) 624-9547, 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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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:

624-0000

625-2500

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.

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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Counseling, 314 Nolte Center for Continuing Education

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A Bulletin User's Guide

To make this bulletin easier to use, we've prepared the following four pages. They briefly explain how to select a course appropriate to your needs and wants, how to register, how to successfully complete a course, and your responsibilities as an Independent Study student. More detailed information about Independent Study's procedures, courses, and enrollment options is given in the rest of this bulletin, but these four pages will give you a synopsis of how you can get the most from your Independent Study experience.

Selecting a Course

In order to choose a course appropriate to your educational needs, wants, and abilities, it is important that you understand the course description format used in this bulletin.

- Courses are listed under **departmental or subject headings**, alphabetically arranged. Where other classifications are possible, cross references are given. Also refer to the index.
- 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—\$171—4 degree credits—text price \$23-28—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 and other 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 this bulletin, 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

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.

Completing an Independent Study Course

- 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).

Your Responsibilities

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
314 Nolte Center
315 Pillsbury Drive SE
University of Minnesota
Minneapolis, MN 55455
Telephone: (612) 625-2500
- 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 and other 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—\$120—3 degree credits—text price \$42-47—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—\$120—3 degree credits—text price \$42-47—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—\$120—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—\$199—4 degree credits—text price \$33-38—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—\$160—4 degree credits—text price \$23-28—Coggins

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 1920 ELLERY QUEEN AND THE AMERICAN DETECTIVE STORY (A141)

Audio Cassette Course—\$160—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—\$171—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—\$171—4 degree credits—text price \$49-54—study guide \$18—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 Fall 1986 on KTCA-TV (Channel 2), KTCI-TV (Channel 17), KWCM-TV (Channel 10), and WDSE-TV (Channel 8) (see the blue section).**

AmSt 3920/5920 THE MEANINGS OF PLACE (V143)

Video Cassette Course—\$171—4 degree credits—text price \$49-54—study guide \$18—Clemence and Martin

See above. **Enrollment restricted to students who can view the cassettes at Walter Library and the Morris Learning Center.**

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

12 lessons—\$171/\$207—4 degree credits—text and slides \$40-45—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.**

AmSt 5123 WOMEN IN CONTEMPORARY AMERICAN RELIGION (1412)

10 lessons—\$171—4 degree credits—text price \$60-65—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—\$160—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—\$200—5 degree credits—text price \$47-52—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)

16 lessons—\$200—5 degree credits—text price \$56-61—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—\$200—5 degree credits—text price \$54-59—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 1102 INTRODUCTION TO SOCIAL AND CULTURAL ANTHROPOLOGY (T112)

10 lessons—\$200—5 degree credits—text price \$54-59—study guide \$10—Gerlach

See above. **This course will be broadcast Winter 1987 on KTCA-TV (Channel 2), KTCI-TV (Channel 17), and KWCM-TV (Channel 10) (see the blue section).**

Anth 3211 INDIANS OF NORTH AMERICA (1180)

18 lessons—\$213.75—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. (Prerequisite: Anth 1102)

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

Video Cassette Course—\$171—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.**

Anth 5141 CULTURE AND PERSONALITY (1196)

16 lessons—\$213.75—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—\$207—4 degree credits—text price \$49-54—Clemence and Martin

See AmSt 3920/5920.

Arch 5956 THE MEANINGS OF PLACE (V143)

Video Cassette Course—\$207—4 degree credits—text price \$49-54—study guide \$18—Clemence and Martin

See AmSt 3920/5920. **Enrollment restricted to students who can view the cassettes at Walter Library and Morris Learning Center.**

Course Descriptions

Art

Arth 1001 INTRODUCTION TO THE VISUAL ARTS (T121)

10 lessons—\$160—4 degree credits—text price \$15-20—study guide \$11—McNally
Basic problems of art. Major visual arts examples as basis for the study of the nature of art, problems of design, materials and techniques, presented topically rather than chronologically. **This course will be broadcast Spring 1987 on KTCA-TV (Channel 2), KTCI-TV (Channel 17), and KWCM-TV (Channel 10) (see the blue section).**

Arth 1015 ART IN WESTERN CIVILIZATION (1205)

13 lessons—\$160—4 degree credits—text price \$35-40—1 audio cassette \$2.75—Blick
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 1311/3311 GENERAL ARTS (1206/1207)

15 lessons—\$160/\$162—4 degree credits—text price \$43-48—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—\$200—5 degree credits—text price \$24-29—Polioff
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—\$200—5 degree credits—text price \$38-43—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.

Biol 1101 HEREDITY AND HUMAN SOCIETY (V161)

Video Cassette Course—\$160—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)

Course Descriptions

Educational Administration ("Personal Time Management")

Industrial Relations

Insurance

Marketing

Business, Government and Society

BGS 3005 GOVERNMENT AND BUSINESS (1590)

14 lessons—\$199—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.**

Business Law

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

13 lessons—\$199—4 degree credits—text price \$46-51—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.**

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

13 lessons—\$199—4 degree credits—text price \$46-51—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)

14 lessons—\$199—4 degree credits—text price \$46-51—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—\$200—5 degree credits—text price \$31-36—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 Legal Studies courses.

GC 1511 INTRODUCTION TO MODERN BUSINESS (1625)

18 lessons—\$200—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.

Course Descriptions

GC 1513 PRINCIPLES OF SMALL BUSINESS OPERATIONS (1617)

16 lessons—\$160—4 degree credits—text price \$30-35—M. K. 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 and techniques available to entrepreneurs in making decisions. Assignments involve the logical steps necessary to open a new business or may apply to improving an existing one.

GC 1534 PRACTICAL LAW (1620)

15 lessons—\$200—5 degree credits—text price \$57-62—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 Legal Studies courses. **Students may not receive credit for both GC 1534 and BLaw 3058.**

GC 1540 ACCOUNTING FUNDAMENTALS I (1527)

13 lessons—\$160—4 degree credits—text price \$48-53—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.

GC 1542 ACCOUNTING FUNDAMENTALS II (1528)

13 lessons—\$160—text prices \$48-60—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—\$200—5 degree credits—text price \$28-33—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—\$200—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—\$160—4 degree credits—text price \$26-31—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—\$162—4 degree credits—text price \$31-36—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.

Course Descriptions

GC 3583 ESTATE PLANNING AND ADMINISTRATION (1627)

15 lessons—\$162—4 degree credits—text price \$34-39—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—\$162—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

Chemistry

GC 1166 PHYSICAL SCIENCE: PRINCIPLES OF CHEMISTRY (7725)

14 lessons—\$200—5 degree credits—text price \$27-32—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—\$160—4 degree credits—text price \$31-36—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—\$208—4 degree credits—text price \$26-31—Glicksman

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)

13 lessons—\$208—4 degree credits—text price \$31-36—Waller

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)

14 lessons—\$208—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)

Course Descriptions

CPsy 5305 MULTIDISCIPLINARY PERSPECTIVES ON AGING (V822)

Video Cassette Course—\$208—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, SHCE 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 the blue section).**

Civil Engineering

CE 0001C SOILS ENGINEERING (2855)

13 lessons—\$160—4 certificate credits—text price \$34-39—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—\$120—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—\$160—4 degree credits—text price \$19-24—study guide \$10—10 audio cassettes \$19.25—Erickson
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.

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

16 lessons—\$120—3 degree credits—no required texts—Jacobsen
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 (A525)

Audio Cassette Course—\$171—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.

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

11 lessons—\$171—4 degree credits—text price \$38-43—Erickson
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.

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

Audio Cassette Course—\$171—4 degree credits—text price \$38-43—study guide \$10—10 audio cassettes \$19.25—Erickson
See above.

Course Descriptions

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

Audio Cassette Course—\$171—4 degree credits—text price \$21-26—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 factors in Greece and Rome; examples of madness from mythology, legend, and history; cross-cultural comparison with contemporary United States.

Clas 5006 FAMOUS FIGURES IN ANCIENT BIOGRAPHY (V522)

Video Cassette Course—\$171—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. **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—\$171—4 degree credits—text price \$37-42—study guide \$10—Zuhlsdorf

Investigates the successive interpretations of selected Greek and Roman myths and their influence on our literature, art, and music. **Enrollment restricted to students who can view the cassettes at Walter Library, Rochester Center, and the Morris Learning Center.**



The art reproduced on the inside pages of this bulletin were all created by **Josephine Lutz Rollins**. They are gifts of the artist to the collection of the University Art Museum, University of Minnesota, Minneapolis. Josephine Lutz Rollins (American, 1896-) has spent most of her career in Minnesota. A graduate of the University, she taught art in Stillwater and Duluth and was a University faculty member from 1927 to 1965. Her paintings and watercolors record historic buildings and places in Minnesota, as well as scenes from her travels throughout the United States and Europe. The piece reproduced above is Rollins's *The Pillsbury House* (1963, black ink and watercolor on paper).

Course Descriptions

Comparative Literature

See English

Composition

Comp 0002 GRAMMAR AND USAGE REVIEW (3505)

11 lessons—\$120—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 0017 INDEPENDENT WRITING (3580)

16 lessons—\$160—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) **This course is now in preparation; please inquire before enrolling.**

Comp 1011 WRITING PRACTICE I (3533)

21 lessons—\$200—5 degree credits—text price \$29-34—Trooien

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.**

Comp 1027 INTERMEDIATE EXPOSITORY WRITING (3529)

12 lessons—\$160—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) **This course is now in preparation; please inquire before enrolling.**

Comp 1031 INTRODUCTION TO TECHNICAL AND BUSINESS COMMUNICATION (V351)

Video Cassette Course—\$160—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 3011 WRITING ABOUT LITERATURE (3535)

10 lessons—\$171—4 degree credits—text price \$40-45—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—\$171—4 degree credits—text price \$57-62—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)

10 lessons—\$171—4 degree credits—text price \$23-28—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—\$171—4 degree credits—text price \$15-20—Duin

The initial concern will be to develop strategies for expressing quantitative or statistical information in

Course Descriptions

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—\$171—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—\$171—4 degree credits—text price \$33-38—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.

Comp 3031 TECHNICAL WRITING FOR ENGINEERS (3541)

12 lessons—\$171—4 degree credits—text price \$38-43—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—\$171—4 degree credits—text price \$42-47—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—\$171—4 degree credits—no required text—study guide \$6—10 audio cassettes \$19.25—Leask

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 3101 FICTION WRITING (K352)

20 lessons—\$171—4 degree credits—no required text—study guide \$6—Leask

See above. **This course will be broadcast Fall 1986 on KUMD Radio, 103.3 FM (see the blue section).**

Engl 3101 FICTION WRITING (K353)

20 lessons—\$171—4 degree credits—no required text—study guide \$6—Burns

See above. **This course will be broadcast Fall 1986 on KUOM Radio, 770 AM (see the blue section).**

Engl 3104 POETRY WRITING (A350)

Audio Cassette Course—\$171—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 3104 POETRY WRITING (K350)

20 lessons—\$171—4 degree credits—text price \$20-25—study guide \$6—Browne

See above. **This course will be broadcast Winter 1987 on KUMD Radio, 103.3 FM, and Spring 1987 on KUOM Radio, 770 AM (see the blue section).**

Course Descriptions

Engl 5109 JOURNAL AND MEMOIR WRITING (A358)

Audio Cassette Course—\$171—4 degree credits—text price \$25-30—study guide \$6—10 audio cassettes \$19.25—Galt

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.

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

12/14 lessons—\$160/\$162—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—\$162—4 degree credits—text price \$56-61—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—\$162—4 degree credits—text price \$27-32—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—\$207—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)

\$207—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 (1971)

\$207—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—\$120—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,

Course Descriptions

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 1571 INTRODUCTION TO BASIC AND TO MICROCOMPUTERS (1975)

15 lessons—\$200 (plus texts)—5 degree credits—Robertson

Introduction to microcomputers and elementary programming using the computer language BASIC. Brief description of microcomputers with emphasis on IBM PC and Apple Macintosh; elements of writing programs in BASIC; word processing packages (WordStar on IBM, MacWrite on Macintosh); simple spreadsheet applications (Lotus 1-2-3 on IBM, Multiplan on Macintosh). Students must have access to a computer, or a terminal with a modem, or be able to come to campus to use the University's mainframe computer. **This course is now in preparation; please inquire before enrolling.**

GC 1572 INTRODUCTION TO BLOCK DIAGRAMMING AND PROGRAMMING (1972)

14 lessons—\$200—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—\$80—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.

GC 3571 COMPUTER APPROACH TO PROBLEM SOLVING (1974)

16 lessons—\$202.50—5 degree credits—text price \$19-24—Robertson

Experience in using computer as problem-solving tool. Students write and run programs using BASIC and become familiar with some computer routines. Emphasis on how computers may be used to help solve problems in business, mathematics, and science. Topics include elements of BASIC, system commands, file manipulation, simulation, linear programming, matrices, and functions of one variable. Provides good background for further programming courses. Students must have access to a computer, or a terminal and modem, or be able to come to campus to use the University's mainframe computer. (Prerequisite: high school algebra)

East Asian Studies

EAS 1032 RELIGIONS OF EAST ASIA (5521)

12 lessons—\$160—4 degree credits—text price \$32-37—Mather

See RelS 1032. **Students may not receive credit for both EAS 1032 and RelS 1032.**

Ecology and Behavioral Biology

Also see Forestry

EBB 3001 INTRODUCTION TO ECOLOGY (2011)

6 lessons—\$214—4 degree credits—text price \$39-44—Grover

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—\$160—4 degree credits—text price \$54-59—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.

Course Descriptions

Econ 1002 PRINCIPLES OF MICROECONOMICS (2102)

13 lessons—\$160—4 degree credits—text price \$54-59—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—\$171—4 degree credits—text price \$31-36—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 3701: Econ 1001. 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—\$171—4 degree credits—text price \$36-41—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—\$171—4 degree credits—text price \$33-38—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 (V822)

Video Cassette Course—\$208—4 degree credits—text price \$32-37—study guide \$10—Galle
See CPsy 5305. Also available as a Home VCR course (see the blue section).

Educational Administration

EdAd 5110 PERSONAL TIME MANAGEMENT AND EFFECTIVE ADMINISTRATION (2681)

10 lessons—\$104—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 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)

9 lessons—\$156—3 degree credits—text price \$30-35—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—\$156—3 degree credits—text price \$52-57—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—\$208—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

Course Descriptions

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 EDUCATION OF THE GIFTED AND TALENTED (T264)

10 lessons—\$156—3 degree credits—text price \$27-32—study guide \$10—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 Fall 1986, Winter and Spring 1987 on KTCA-TV (Channel 2) and KTCI-TV (Channel 17), Fall 1986 and Spring 1987 on KWCM-TV (Channel 10), and Winter 1987 on WDSE-TV (Channel 8) (see the blue section).**

EPsy 5690 EDUCATION OF THE GIFTED AND TALENTED (V264)

Video Cassette Course—\$156—3 degree credits—text price \$27-32—study guide \$10—Reynolds and Rogers
See above. **Enrollment limited to students who can view the cassettes at Walter Library. Also available as a Home VCR course (see the blue section).**

Social and Philosophical Foundations of Education

SPFE 1004 INTRODUCTION TO PHILOSOPHY OF EDUCATION (2605)

12 lessons—\$160—4 degree credits—text price \$21-26—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—\$156—3 degree credits—text price \$29-34—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—\$156—3 degree credits—text price \$20-25—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.

Electrical Engineering

EE 3351 INTRODUCTION TO LOGIC DESIGN AND MICROPROCESSORS (2903)

\$207—4 degree credits—text and equipment \$267-272—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)

10 lessons—\$207—4 degree credits—text and equipment \$267-272—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 the microprocessor equipment for sale. (Prerequisite: IT sophomore standing)

Engineering

See the following departmental listings for course offerings:

Electrical Engineering

Mechanical Engineering

Civil Engineering

Industrial Engineering/Operations Research

Course Descriptions

English

Also see Composition

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—\$160—4 degree credits—text price \$30-35—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 1005 MODERN SCIENCE FICTION AND FANTASY (K364)

20 lessons—\$160—4 degree credits—text price \$30-35—study guide \$6—Hodgell

See above. **This course will be broadcast Spring 1987 on KUMD Radio, 103.3 FM (see the blue section).**

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

9 lessons—\$160—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—\$160—4 degree credits—text price \$38-43—study guide \$6—10 audio cassettes \$19.25—Schramer

See above.

Engl 1017 INTRODUCTION TO MODERN LITERATURE: POETRY (3676)

14 lessons—\$160—4 degree credits—text price \$27-33—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—\$160—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)

Engl 3101 FICTION WRITING

See Composition

Engl 3104 POETRY WRITING

See Composition

Engl 3111 SURVEY OF ENGLISH LITERATURE I (3657)

12 lessons—\$171—4 degree credits—text price \$23-28—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—\$171—4 degree credits—text price \$23-28—Collins

A continuation of Engl 3111, this course deals with Milton, Johnson, Dryden, Swift, and Pope.

Course Descriptions

Engl 3113 SURVEY OF ENGLISH LITERATURE III (3659)

14 lessons—\$171—4 degree credits—text price \$25-30—Collins

A continuation of Engl 3112, this course considers the works of Blake, Wordsworth, Coleridge, Keats, Tennyson, Browning, Shelley, Byron, Carlyle, Dickens, Yeats.

Engl 3241 SHAKESPEARE I (3650)

12 lessons—\$171—4 degree credits—text price \$24-29—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—\$171—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—\$171—4 degree credits—text price \$55-60—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.

Engl 3411 AMERICAN LITERATURE I (3672)

11 lessons—\$171—4 degree credits—text price \$44-49—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—\$171—4 degree credits—text price \$77-82—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—\$171 (plus texts)—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—\$171—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 3851/5851 THE ENGLISH LANGUAGE (T360)

12 lessons—\$171—4 degree credits—text price \$35-40—study guide \$11—Bridwell-Bowles

An introduction to the English language, including historical changes, syntax, phonetics and phonology, semantics, pragmatics, British and American dialects, and the acquisition of English as a first language. This course will be offered **Fall 1986** in conjunction with the PBS series, "The Story of English." **Special permission required** in advance to take this course for graduate credit; **undergraduate** credit available only as Engl 3851.

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

Audio Cassette Course—\$171—4 degree credits—text price \$26-31—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.

Engl 3920 MODERN WOMEN WRITERS (3685)

12 lessons—\$171—4 degree credits—text price \$30-35—Poulakis

Readings in fiction and poetry by British and American women writers from 1900 to the present. Kate

Course Descriptions

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—\$171—4 degree credits—text price \$49-54—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 3940 THE WOMAN WRITER: NINETEENTH CENTURY FICTION (3686)

12 lessons—\$171—4 degree credits—text price \$28-33—Poulakis

Short stories and novels by nineteenth century women writers—Jane Austen, Elizabeth Gaskell, Charlotte Bronte, Harriet Beecher Stowe, George Eliot, Sarah Orne Jewett, Mary E. Wilkins Freeman, and Charlotte Perkins Gilman—who were actively engaged in the business of writing. Emphasis is on the ways in which women writers' professional roles evolved during the nineteenth century, the conflicts these writers faced as their careers developed, the extent to which their writing satisfied the requirements of their audiences for successful fiction, and the formal literary qualities of their works. **This course is now in preparation; please inquire before enrolling.**

Engl 5109 JOURNAL AND MEMOIR WRITING

See Composition.

Engl 5153 TWENTIETH CENTURY ENGLISH NOVEL (3660)

15 lessons—\$171—4 degree credits—text price \$44-49—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—\$171—4 degree credits—text price \$47-52—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 (A371)

Audio Cassette Course—\$171—4 degree credits—text price \$49-54—10 audio cassettes \$19.25—study guide \$10—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**.

GC 1363 LITERATURE FOR CHILDREN (3607)

16 lessons—\$160—4 degree credits—text price \$55-60—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—\$160—4 degree credits—text price \$80-85—study guide \$6—10 cassette tapes \$19.25—Collins

Same as above.

GC 1365 LITERATURE OF THE UNITED STATES (3611)

14 lessons—\$160—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.

Course Descriptions

GC 1371 LITERATURE: READING SHORT STORIES (3610)

10 lessons—\$120—3 degree credits—text price \$14-19—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—\$120—3 degree credits (or 15 lessons—\$200—5 degree credits)—text price \$30-46—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 \$80 in tuition, and complete 6 more lessons and a final examination.

GC 3352 PHILOSOPHY THROUGH LITERATURE (3606)

12 lessons—\$162—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—\$162—4 degree credits—text price \$39-44—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—\$171—4 degree credits—text price \$28-33—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.

ComLit 5414 EUROPEAN FOLK TALES (K362)

20 lessons—\$171—4 degree credits—text price \$28-33—study guide \$6—Lieberman

See above. **This course will be broadcast Fall 1986 on KUMD Radio, 103.3 FM (see the blue section).**

English As A Second Language

ESL 0117 READING AND VOCABULARY (3591)

12 lessons—\$160—no credit—text price \$32-37—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.

Entomology

Ent 0004C PRINCIPLES OF BEEKEEPING (1004)

16 lessons—\$120—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—\$120—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 3240 MINORITY FAMILIES IN THE UNITED STATES (4112)

9 lessons—\$218—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.

FSoS 5001 HUMAN SEXUALITY (4103)

14 lessons—\$272.50—5 degree credits—text price \$28-33—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—\$272.50—5 degree credits—text price \$39-44—Budd

This course provides an analysis of the family as an institution and its system of relationships. It also surveys 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—\$218—4 degree credits—text price \$37-42—10 audio cassettes \$19.25—study guide \$6—Rossmann

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. **This course is available for graduate credit toward the M.Ed.**

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

Audio Cassette Course—\$218—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 (V415)

Video Cassette Course—\$163.50—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. **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 the blue section).**

FSoS 5240 FAMILY VIOLENCE (4113)

9 lessons—\$218—4 degree credits—text price \$25-30—Latts

This course focuses on the various forms of abuse (physical, psycho-emotional, sexual) found among family members—spouses, parents and children, siblings. Attention is given to the factors that bring about or inhibit family violence, and to prevention and treatment strategies. **This course is now in preparation; please inquire before enrolling.**

Course Descriptions

GC 1722 PARENT-CHILD RELATIONSHIPS (4109)

10 lessons—\$160—4 degree credits—text price \$42-47—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—\$200—5 degree credits—text price \$15-20—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.

Finance

BFin 3000 FINANCE FUNDAMENTALS (2354)

13 lessons—\$199—4 degree credits—text price \$31-36—Reik

A comprehensive, analytical introduction to the principal concepts of finance. The general business environment, valuation theory, financial management decisions concerning uses and sources of funds (capital budgeting), survey of the nation's financial markets. (Prerequisite: Acct 1051 or Acct 3001)

Food Science and Nutrition

FScN 1102 TECHNOLOGY OF FOOD PROCESSING (4304)

14 lessons—\$160—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)

Forestry

FR 1201 CONSERVATION OF NATURAL RESOURCES (4202)

16 lessons—\$120—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.

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

Video Cassette Course—\$160—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—\$160—no credit—text price \$17-23—Akehurst

Fundamentals of grammar; reading of appropriate prose. Prepares for graduate reading examination in French.

Fren 1101 BEGINNING FRENCH I (5707)

10 lessons—\$200—5 degree credits—text price \$40-45—8 audio cassettes \$15.75—Ssebudde

An audio-lingual approach to elementary French, adapted for home use.

Course Descriptions

Fren 1102 BEGINNING FRENCH II (5708)

9 lessons—\$200—5 degree credits—text price \$40-45—7 audio cassettes \$14.00—Ssebudde
Continuation of French 1101.

Fren 1103 BEGINNING FRENCH III (5709)

8 lessons—\$200—5 degree credits—text price \$40-45—6 audio cassettes \$12.00—Ssebudde
Continuation of French 1102.

Fren 3104 INTRODUCTION TO FRENCH LITERARY TEXTS (5710)

15 lessons—\$213.75—5 degree credits—text price \$20-25—Akehurst
Provides training in reading literary works of poetry, drama, prose. Completely in French.

Frit 3604 CINEMAS OF THE REAL (V571)

Video Cassette Course—\$171—4 degree credits—Conley
Film works of major vanguards: surrealism; Vigo, Renoir, Welles; Visconti, Rossellini, DeSica. Knowledge of French and Italian helpful but not necessary. **Available as a Home VCR course (see the blue section). This course is now in preparation; please inquire before enrolling.**

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 prerequisites.

Refer to the following pages for General College courses.

Arts, Communication, and Philosophy Division

- GC 1311/3311 General Arts, p. 12
- GC 1355 Ethics, p. 45
- GC 1363 Literature for Children, p. 26
- GC 1365 Literature of the United States, p. 26
- GC 1371 Literature: Reading Short Stories, p. 27
- GC 1402 Vocabulary Building, p. 55
- GC 1531/3531 Business Writing/Writing for Business and the Professions, p. 20
- GC 1816 Afro-American Literature, p. 27
- 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 1161 Solar Astronomy, p. 12
- GC 1166 Principles of Chemistry, p. 15
- GC 1235 Law in Society, p. 13
- GC 1445 Mathematics: Intermediate Algebra, p. 42
- GC 1511 Introduction to Modern Business, p. 13
- GC 1513 Principles of Small Business Operations, p. 14

Course Descriptions

- GC 1534 Practical Law, p. 14
- GC 1535 Introduction to Data Processing, p. 20
- GC 1540 Accounting Fundamentals I, p. 14
- GC 1542 Accounting Fundamentals II, p. 14
- GC 1551 Marketing: Introduction, p. 14
- GC 1553 Marketing: Management, p. 14
- GC 1571 Introduction to BASIC and to Microcomputers, p. 21
- GC 1572 Introduction to Block Diagramming and Programming, p. 21
- GC 1573 Introduction to Fundamentals of BASIC, p. 21
- GC 1731 Consumer Problems: Personal Finance, p. 14
- GC 3560 Personnel Administration, p. 14
- GC 3571 Computer Approach to Problem Solving, p. 21
- GC 3583 Estate Planning and Administration, p. 15
- GC 3602 Applied Supervision, p. 15

Social and Behavioral Science Division

- GC 1283 Psychology of Human Development, p. 51
- GC 1722 Parent-Child Relationships, p. 29
- GC 1733 Contemporary Sex Roles, p. 29
- GC 3841 Minnesota Resources, p. 32

Genetics and Cell Biology

GCB 3008 BIOLOGY OF CANCER (V165)

Video Cassette Course—\$160.50—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.**

GCB 3008 BIOLOGY OF CANCER (T165)

20 lessons—\$160.50—3 degree credits—text price \$28-33—study guide \$6—McKinnell

See above. **This course will broadcast Fall 1986 and Winter 1987 on KAWE-TV (Channel 9) (see the blue section).**

Geography

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

14 lessons—\$171—4 degree credits—text price \$36-41—Steinhauser and Flynn

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—\$171—4 degree credits—text price \$13-18—Steinhauser and Flynn

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—\$171—4 degree credits—text price \$24-29—Steinhauser and Flynn

Provides an opportunity to study and evaluate the character and diversity of the South American conti-

Course Descriptions

ment. 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.

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

14 lessons—\$171—4 degree credits—text price \$35-40—Steinhauser and Flynn

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)

4 lessons—\$171—4 degree credits—text price \$9-14—Squires

Environmental problems associated with human activities.

GC 3841 MINNESOTA RESOURCES (4407)

14 lessons—\$162—4 degree credits—text price \$13-18—Steinhauser and Flynn

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—\$200—5 degree credits—text price \$30-35—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.

German

Ger 1101 BEGINNING GERMAN I (5805)

15 lessons—\$200—5 degree credits—text price \$29-34—1 audio cassette \$2.75—Peters

Introduction to the basic structures of the German language and its most frequently used vocabulary. Intended to give a student a foundation in the skills of reading, writing, and listening.

Ger 1102 BEGINNING GERMAN II (5806)

15 lessons—\$200—5 degree credits—text price \$23-28—Peters

Continuation of Ger 1101. (Prerequisite: Ger 1101 or 1 year of high school German)

German 1103 BEGINNING GERMAN III (5807)

16 lessons—\$200—5 degree credits—text price \$17-23—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—\$200—5 degree credits—text price \$23-28—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 GERMAN LITERATURE IN TRANSLATION: POST-WAR DEVELOPMENTS AS SEEN THROUGH THE WORKS OF HEINRICH BÖLL (5809)

10 lessons—\$171—4 degree credits—text price \$58-63—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.

Course Descriptions

Greek

Grk 1101 BEGINNING CLASSICAL GREEK I (5901)

15 lessons—\$200—5 degree credits—text price \$12-17—Mook
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—\$219—4 degree credits—study guide \$10—text price \$43-48—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 Winter 1987 on KTCA-TV (Channel 2) and KWCM-TV (Channel 10) (see the blue section).**

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

Video Cassette Course—\$219—4 degree credits—text price \$43-48—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 the blue section).**

HSU 5009 MULTIDISCIPLINARY PERSPECTIVES ON AGING (V822)

Video Cassette Course—\$208—4 degree credits—text price \$32-37—study guide \$10—Galle
See CPsy 5305. **Also available as a Home VCR course (see the blue section).**

History

Hist 1001 INTRODUCTION TO MODERN EUROPEAN HISTORY I (4737)

12 lessons—\$160—4 degree credits—text price \$43-48—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—\$160—4 degree credits—text price \$43-48—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—\$160—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—\$120—3 degree credits—text price \$21-26—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. Students must have access to a large library to successfully complete this course. **Also see Hist 1061.**

Hist 1052 HISTORY OF ANCIENT CIVILIZATION II (4715)

16 lessons—\$120—3 degree credits—text price \$47-52—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)

Course Descriptions

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) Students must have access to a large library to successfully complete this course. **Also see Hist 1062.**

Hist 1053 HISTORY OF ANCIENT CIVILIZATION III (4716)

16 lessons—\$120—3 degree credits—text price \$39-44—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.** Students must have access to a large library to successfully complete this course.

Hist 1061 BASIC READINGS IN ANCIENT CIVILIZATION (4717)

12 lessons—\$80—2 degree credits—text price \$26-31—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 problems posed by literary sources; ancient Near Eastern literature, the Greek epic, and the meaning of the Old Testament as a literary and historical document. Students must have access to a large library to complete this course. (Prerequisite: Hist 1051 or concurrent registration)

Hist 1062 BASIC READINGS IN ANCIENT CIVILIZATION II (4718)

12 lessons—\$80—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. Students must have access to a large library to complete this course. (Prerequisite: Hist 1052 or concurrent registration)

Hist 1063 BASIC READINGS IN ANCIENT CIVILIZATION III (4719)

8 lessons—\$80—2 degree credits—\$59-64—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. Students must have access to a large library to complete this course. (Prerequisite: Hist 1053 or concurrent registration)

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

12 lessons—\$160/\$171—4 degree credits—text price \$60-65—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—\$160/\$171—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—\$160—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—\$160—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—\$160—4 degree credits—text price \$28-33—Pearson

United States history survey course from 1865 to the present.

Course Descriptions

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

11 lessons—\$160/\$171—4 degree credits—text price \$67-72—Kaba
Colonial rule, the forced restructuring and underdevelopment of African economies, African resistance, nationalism, and the problems of independence.

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

15 lessons—\$160/\$171—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—\$160/\$171—4 degree credits—text price \$25-30—Kopf
Fifth through the 18th centuries. Students enrolling in the 3000-level course will be expected to do extra work.

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

15 lessons—\$160/\$171—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.

Hist 3224 EUROPE DURING WORLD WAR II (A474)

Audio Cassette Course—\$171—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 3224 EUROPE DURING WORLD WAR II (K474)

20 lectures—\$171—4 degree credits—text price \$11-16—study guide \$6—Munholland
See above. **This course will be broadcast Spring 1987 on KUMD Radio, 103.3 FM (see the blue section).**

Hist 3700 TOPICS IN EUROPEAN AND AMERICAN HISTORY: TRAVELERS AND THEIR JOURNALS (K475)

10 lessons—\$171—4 degree credits—text price \$25-30—study guide \$9—Parker
A study of the journals of major explorers and travel writers from ancient to modern times, emphasizing changes in motives, points of view and literary style. Students will have an opportunity to present their own travel journals. **This course will be broadcast Winter 1987 on KUOM Radio, 770 AM (see the blue section).**

Hist 3700 COLUMBUS AND THE NEW WORLD (4758)

8 lessons—\$171—4 degree credits—text price \$28-33—Phillips
This course places the familiar figure of Christopher Columbus in the context of the world of the late fifteenth century. Readings examine Europe and the rest of the known world, the New World of the Western Hemisphere, the motives and means through which Europeans expanded their interests around the globe, and the far-reaching consequences of Columbus's voyages.

Hist 3722 EUROPE DURING WORLD WAR II (4713)

10 lessons—\$171—4 degree credits—text price \$32-37—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—\$171—4 degree credits—text price \$36-41—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—\$171—4 degree credits—text price \$27-32—study guide \$16—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.**

Course Descriptions

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

8 lessons—\$171—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 5131 BYZANTINE HISTORY I (4749)

12 lessons—\$128.25—3 degree credits—text price \$25-30—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. Students must have access to a large library to complete this course.

Hist 5132 BYZANTINE HISTORY II (4750)

12 lessons—\$128.25—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, Amorrian, Macedonian dynasties; Iconoclasm; aspects of Byzantine culture—religion, art, architecture, literature, law, and science. Students must have access to a large library to complete this course.

Hist 5200 MODERN SCANDINAVIAN HISTORY (T475)

10 lessons—\$171—4 degree credits—Metcalf

A study of the history of Scandinavia from the 1880s to 1980. Topics include population growth, industrialization/urbanization, emigration, the effects of the two world wars and the Russian Revolution, economic and political changes, the welfare state, and Scandinavian-European integration. **This course will be broadcast Fall 1986 on KTCA-TV (Channel 2) and KWCM-TV (Channel 10) and Spring 1987 on KAWF-TV (Channel 9) (see the blue section).**

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

12 lessons—\$171—4 degree credits—text price \$51-56—D. Bachrach

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

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

12 lessons—\$171—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—\$171—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.

History of Science and Technology

HS181 INTRODUCTION TO HISTORY OF SCIENCE: SCIENTIFIC REVOLUTION (7714)

10 lessons—\$160—4 degree credits—text price \$39-44—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.

Horse Production

See Animal Science

Horticultural Science

Hort 1010 HOME LANDSCAPE GARDENING AND DESIGN (5152)

13 lessons—\$160—4 degree credits—text price \$25-30—Hard
Working knowledge of propagation and culture of common landscape materials: turf, flowers, trees, and 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—\$160—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 1010 HOME LANDSCAPE GARDENING (T511)

10 lessons—\$160—4 degree credits—text price \$15-20—study guide \$6—Hard
See above. **This course will be broadcast Spring 1987 on KTCA-TV (Channel 2), KTCI-TV (Channel 17), and KWCM-TV (Channel 10) (see the blue section).**

Hort 3030 LANDSCAPE DESIGN OF RESIDENTIAL AND SMALL COMMERCIAL SITES (5164)

14 lessons—\$223—4 degree credits—text price \$35-40—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 ask students to problem solve to complete design problems.

How to Study

See Study Skills

Humanities

Hum 1001 HUMANITIES IN THE MODERN WORLD I (5205)

14 lessons—\$160—4 degree credits—text price \$35-40—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—\$160—4 degree credits—text price \$26-31—Bisztray
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—\$160—4 degree credits—text price \$27-32—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—\$160—4 degree credits—text price \$38-43—Bisztray
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—\$160—4 degree credits—text price \$33-38—Ouren
This course deals with Greek culture and Greece as the birthplace of Reason. The course traces the

Course Descriptions

development of Greek thought and literature from the Homeric epic, through Greek tragedy and comedy, to the dialogues of Plato.

Hum 1113 EUROPEAN HERITAGE: ROME (5210)

14 lessons—\$160—4 degree credits—text price \$27-32—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.

Industrial Engineering/Operations Research

IEOR 0103C WORK MEASUREMENT STANDARDS (3118)

16 lessons—\$200—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—\$120—3 certificate credits—text price \$30-35—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 and organizational aspects of such problems. Deals with selection, induction, and training of new employees, role of the supervisor, communication, employee appraisal, delegation, approaches to leadership, handling grievances, discipline, and employee morale.

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

12 lessons—\$199—4 degree credits—text price \$30-35—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—\$199—4 degree credits—text price \$37-42—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—\$199—4 degree credits—text price \$40-45—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—\$199—4 degree credits—text price \$36-41—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—\$171—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

Also see Frit 3604

Ital 1101 BEGINNING ITALIAN (5402)

12 lessons—\$200—5 degree credits—text price \$38-43—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—\$171—4 degree credits—text price \$38-43—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.

JwSt 3521 THE HOLOCAUST (A861)

Audio Cassette Course—\$171—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.

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—\$80—2 degree credits—text price \$19-24—Brovald

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.

Jour 3173 MAGAZINE WRITING (3774)

13 lessons—\$171—4 degree credits—text price \$43-48—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—\$171—4 degree credits—text price \$43-48—study guide \$6—10 audio cassettes \$19.25—Roberts

See above.

Course Descriptions

Jour 5501 COMMUNICATION AND PUBLIC OPINION I (3792)

12 lessons—\$171—4 degree credits—text price \$28-33—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.

Jour 5601 HISTORY OF JOURNALISM (3791)

12 lessons—\$171—4 degree credits—text price \$46-51—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—\$200—5 degree credits—text price \$6-11—Scott

Basic grammar and vocabulary, practice in reading and writing Latin, workbook exercises, easy Latin readings, and Roman legends.

Lat 1102 BEGINNING LATIN II (6207)

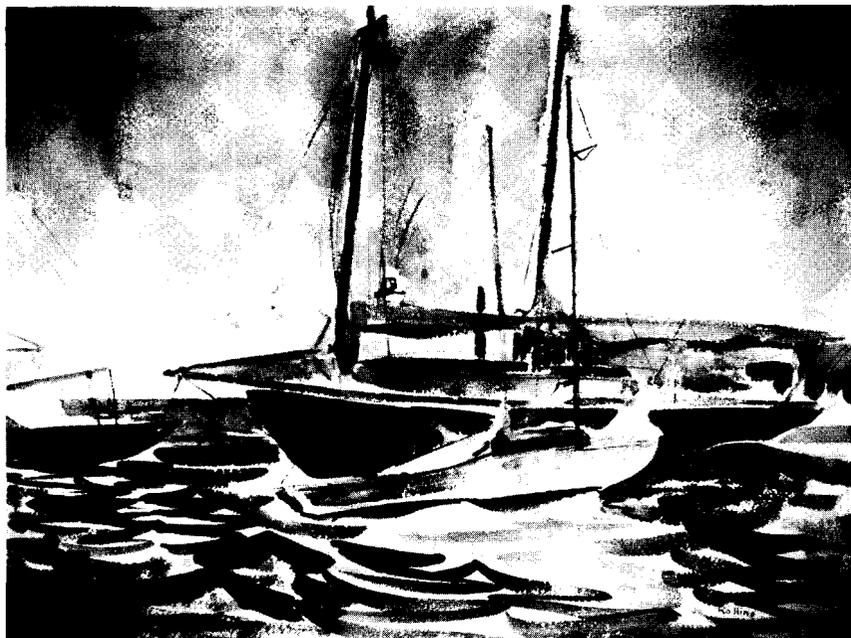
17 lessons—\$200—5 degree credits—text price \$6-11—Scott

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—\$200—5 degree credits—text price \$6-11—Cook

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)



Josephine Lutz Rollins, *Bayfield*, watercolor on paper

Course Descriptions

Lat 1104 LATIN READINGS (6209)

15 lessons—\$200—5 degree credits—text price \$8-13—Cook
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—\$213.75—5 degree credits—text price \$6-11—Scott
Readings from the most famous humanistic essays. (Prerequisite: Lat 1103 or equivalent)

Lat 3106 VERGIL: AENEID (6211)

17 lessons—\$213.75—5 degree credits—text price \$14-19—Scott
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 (V352)

Video Cassette Course—\$160—4 degree credits—text price \$10-15—study guide \$6—Fritz
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. **Enrollment restricted to students who can view the cassettes at Walter Library, Duluth Center, and the Morris Learning Center.**

Management

Also see Industrial Relations, Business Studies (General College)

Mgmt 3001 FUNDAMENTALS OF MANAGEMENT (2280)

12 lessons—\$199—4 degree credits—text price \$32-37—Manz
Leadership and management functions such as those required to establish goals, policies, procedures, and plans. Motivation, planning and control systems, and concepts of organizational structure and behavior. **This course is now in preparation; please inquire before enrolling.**

Marketing

Also see Business Studies (General College)

Mktg 3000 PRINCIPLES OF MARKETING (2524)

12 lessons—\$199—4 degree credits—text price \$37-42—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

Course Descriptions

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 or 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—\$80—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—\$80—no credit—text price \$28-33—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—\$80—no credit—text price \$28-33—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—\$80—no credit—text price \$28-33—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)

GC 1445 MATHEMATICS: INTERMEDIATE ALGEBRA (7205)

16 lessons—\$200—5 degree credits—text price \$21-26—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—\$160—4 degree credits—text price \$28-33—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—\$200—5 degree credits—text price \$29-34—Fessler

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])

Course Descriptions

Math 1142 INTRODUCTION TO CALCULUS (7240)

16 lessons—\$200—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—\$200—5 degree credits—text price \$30-35—Gupta
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—\$200—5 degree credits—text price \$33-38—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 1211 ANALYSIS I (T722)

10 lessons—5 degree credits—\$200—study guide \$11—Kahn
Analytical geometry and calculus of functions of one variable, applications. Infinite series and sequences. Prerequisite: 4 years high school math including trigonometry, or grade of C or better in Math 1201, 1008, or 1111. **This course will be broadcast Winter and Spring 1987 on KTCA-TV (Channel 2) and KWCM-TV (Channel 10), Winter 1987 on KTCI-TV (Channel 17), and Spring 1987 on WDSE-TV (Channel 8) (see the blue section).**

Math 1221 ANALYSIS II (7225)

16 lessons—\$200—5 degree credits—text price \$33-38—Varadachari
A continuation of Analysis I. (Prerequisite: Math 1211)

Math 1231 ANALYSIS III (7226)

16 lessons—\$200—5 degree credits—text price \$33-38—Varadachari
A continuation of Analysis II. Infinite series and power series. (Prerequisite: Math 1221)

Math 3066 DIFFERENTIAL EQUATIONS (7296)

16 lessons—\$207—4 degree credits—text price \$39-44—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—\$258.75—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—\$258.75—5 degree credits—text price \$29-34—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—\$160—4 degree credits—text and materials \$61-66—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)

Course Descriptions

Music

Mus 1501 MATERIALS AND STRUCTURE OF MUSIC I (7311)

12 lessons (90-minute cassettes)—\$160—4 degree credits—text price \$45-50—19 audio cassettes \$36.25—Vandervelde

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 1511 EAR TRAINING AND SIGHT SINGING (7311)

12 lessons (90 minute cassettes)—\$160—4 degree credits—text price \$45-50—19 audio cassettes \$36.25—Vandervelde

See above.

Mus 5439 KEYBOARD SIGHT-READING (V732)

Video Cassette Course—\$171—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—\$171—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 5702 TWENTIETH-CENTURY AMERICAN MUSIC (K731)

20 lessons—\$171—4 degree credits—text price \$18-23—study guide \$10—Riedel

See above. **This course will be broadcast Winter 1987 on KUOM Radio, 770 AM (see the blue section).**

Mus 5711 AMERICAN POPULAR MUSIC (V731)

Video Cassette Course—\$171—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—\$171—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—\$200—5 degree credits—text price \$28-33—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—\$200—5 degree credits—text price \$31-36—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)

Operations Management

OM 3041 PROJECT MANAGEMENT (3119)

8 lessons—\$199 (plus texts)—4 degree credits—Klietsch
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, including PERT and CPM. Examples of different types of projects from manufacturing and service industries. **This course is now in preparation; please inquire before enrolling.**

Parliamentary Procedure

See Rhetoric

Pharmacy

MChP 3001 INTELLIGENT SELF-MEDICATION (A462)

Audio Cassette Course—\$113.50—2 degree credits—text price \$11-16—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.

SHCE 5009 MULTIDISCIPLINARY PERSPECTIVES ON AGING (V822)

Video Cassette Course—\$208—4 degree credits—text price \$32-37—study guide \$10—Galle
See CPsy 5305. **Also available as a Home VCR course (see the blue section).**

Philosophy

Phil 1001 LOGIC (7608 and 7609)

10 lessons—\$120—3 degree credits (or 18 lessons—\$200—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 \$80 tuition, and complete eight more lessons and a final examination.

Phil 1002 PROBLEMS OF PHILOSOPHY (7604)

15 lessons—\$200—5 degree credits—text price \$43-48—Bessie

Western philosophy is generally considered to have four main branches—epistemology, metaphysics, axiology, and logic. This course introduces students to the first three of these traditional areas of study. By considering specific problems from each branch, students learn both historical and contemporary methods for answering fundamental questions about the ultimate nature of reality.

GC 1355 ETHICS (7606)

12 lessons—\$160—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

Course Descriptions

Physical Medicine and Rehabilitation

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

10 lessons—\$280—4 degree credits—study guide \$10—text price \$43-48—Crewe and Athelstan
See HSU 5008.

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

Video Cassette Course—\$280—4 degree credits—text price \$43-48—study guide \$10—Crewe and Athelstan
See HSU 5008. **Also available as a Home VCR course (see the blue section).**

Physics

Phys 1001 THE PHYSICAL WORLD (7713)

17 lessons—\$160—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 (V773)

Video Cassette Course—\$160—4 degree credits—text price \$16-21—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. **Enrollment restricted to students who can view the cassettes at Walter Library. Also available as a Home VCR course (see the blue section).**

Phys 1041 INTRODUCTORY PHYSICS I (7717)

14 lessons—\$160—4 degree credits—text price \$53-58—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 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—\$160—4 degree credits—text price \$53-58—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—\$40—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—\$40—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—\$160—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)

Course Descriptions

Phys 1105 GENERAL PHYSICS (7734)

15 lessons—\$160—4 degree credits—text price \$30-35—Cassola
Second course in the series. Topics covered include fluid statics, fluid dynamics, elastic properties of solids, vibration, traveling waves, standing waves, sound waves, reflection and refraction of light, optical instruments, interference, electric fields, and electrical energy. No credit for IT students. (Prerequisite: Phys 1104)

Phys 1106 GENERAL PHYSICS (7735)

14 lessons—\$160—4 degree credits—text price \$30-35—Cassola
Third course in the series. Topics covered include direct-current circuits, capacitors, magnetic fields and forces, alternating-current circuits, special relativity, wave-particle duality, Bohr model of the atom, quantum mechanics, nuclear physics, and elementary particle physics. No credit for IT students. (Prerequisite: Phys 1105) **This course is now in preparation; please inquire before enrolling.**

Phys 1271 GENERAL PHYSICS (7709)

16 lessons—\$160—4 degree credits—text price \$58-63—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)

\$160 (plus texts)—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—\$160—4 degree credits—text price \$58-63—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)

\$160 (plus texts)—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 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—\$160—4 degree credits—text price \$58-63—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)

\$160 (plus texts)—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.**

Course Descriptions

Polish

Polish 1101 BEGINNING POLISH I (6401)

27 lessons—\$200—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—\$200—5 degree credits—text price \$46-51—Walcott
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—\$171—4 degree credits—text price \$30-35—Heyrman
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 (7929)

10 lessons—\$171—4 degree credits—text price \$55-60—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 is now in preparation; please inquire before enrolling.**

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

12 lessons—\$171—4 degree credits—text price \$56-61—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—\$171—4 degree credits—text price \$33-38—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 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. (Prerequisite: 12 credits in social sciences or consent of instructor)

Pol 5478 GOVERNMENT AND POLITICS OF AFRICAN COUNTRIES (7979)

10 lessons—\$171—4 degree credits—text price \$70-75—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 5737 POLITICAL PARTIES (7987)

14 lessons—\$171—4 degree credits—text price \$28-33—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)

Portuguese

Port 3970 THE EVERPRESENT PAST IN SPANISH AND PORTUGUESE CULTURE (A684)

See SpPt 3610 (Spanish)

Psychology

Also see Child Psychology

Psy 1001 GENERAL PSYCHOLOGY (8103)

18 lessons—\$200—5 degree credits—text price \$28-33—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—\$200—5 degree credits—text price \$28-33—audio cassettes \$30—study guide \$6—Schletzer
See above. Funding for production provided by The Annenberg/CPB Project—providing opportunities for higher education through telecommunications.

Psy 3101 INTRODUCTION TO PERSONALITY (8188)

12-14 lessons—\$171—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—\$171—4 degree credits—text price \$34-39—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.**

Psy 3911 PSYCHOLOGY OF RELIGION (8196)

12-14 lessons—\$171—4 degree credits—text price \$22-27—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—\$171—4 degree credits—text price \$34-39—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 the blue section).**

Psy 5604 UNDERSTANDING BEHAVIOR DISORDERS (T813)

10 lessons—\$171—4 degree credits—text price \$34-39—study guide \$10—Butcher
See above. **This course will be broadcast Spring 1987 on KAWV-TV (Channel 9) (see the blue section).**

Soc 5201 INTRODUCTION TO SOCIAL PSYCHOLOGY

See Sociology

Public Affairs

PA 5414 MULTIDISCIPLINARY PERSPECTIVES ON AGING (V822)

Video Cassette Course—\$208—4 degree credits—text price \$32-37—study guide \$10—Galle
See CPsy 5305. **Also available as a Home VCR course (see the blue section).**

PA 5810 DEVELOPMENT ADMINISTRATION (4570)

12 lessons—\$171—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.

Course Descriptions

PA 5943 LEADERSHIP: DEFINITIONS, DIMENSIONS, DIRECTIONS (K451)

10 lessons—\$128.25—3 degree credits—text price \$10-15—study guide \$11—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 Fall 1986 on KUOM Radio, 770 AM (see the blue section).**

Public Health

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

Audio Cassette Course—\$109.50—2 degree credits—text price \$24-29—study guide \$10—10 audio cassettes \$19.25—Anderson

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.**

PubH 5642 CHILD ABUSE AND NEGLECT (T465)

10 lessons—\$164.25—3 degree credits—text price \$17-22—study guide \$10—ten Bensel

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 Winter 1987 on KTCA-TV (Channel 2) and KWCM-TV (Channel 10) (see the blue section).**

PubH 5642 CHILD ABUSE AND NEGLECT (V465)

Video Cassette Course—\$164.25—3 degree credits—text price \$17-22—study guide \$10—ten Bensel

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 the blue section).**

Religion

See American Studies; Classics; Humanities; Philosophy; Psychology

Religious Studies

ReIS 1032 RELIGIONS OF EAST ASIA (5521)

12 lessons—\$160—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. **Students may not receive credit for both ReIS 1032 and EAS 1032.**

Rhetoric

Rhet 1147 EFFICIENT READING

See Study Skills

Rhet 1220 PRINCIPLES OF HUMAN COMMUNICATION (V391)

Video Cassette Course—\$160—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.**

Course Descriptions

Rhet 1220 PRINCIPLES OF HUMAN COMMUNICATION (T391)

10 lessons—\$160—4 degree credits—text price \$15-20—study guide \$6—Connolly
See above. **This course will be broadcast Fall 1986 on KTCA-TV (Channel 2), KTCI-TV (Channel 17), and KWCM-TV (Channel 10) (see the blue section).**

Rhet 1226 PARLIAMENTARY PROCEDURE (7425)

6 lessons—\$40—1 degree credit—text price \$17-22—Connolly
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—\$200—5 degree credits—text price \$30-35—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.

Russ 1102 BEGINNING RUSSIAN II (6604)

17 lessons—\$200—5 degree credits—text price \$30-35—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—\$200—5 degree credits—text price \$30-35—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—\$200—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 1223 READINGS IN SCIENTIFIC RUSSIAN (6626)

12 lessons—\$80—2 degree credits—no required text—Prokopov
Reading and translating scientific articles. (Prerequisite: Russ 1221)

Scandinavian Languages

Also see Norwegian; Swedish

Scan 3602 THE TALES OF HANS CHRISTIAN ANDERSEN (A631)

Audio Cassette Course—\$171—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).

Scan 3602 TALES OF HANS CHRISTIAN ANDERSEN (K631)

20 lessons—\$171—4 degree credits—text price \$11-16—study guide \$6—Mishler
See above. **This course will be broadcast Winter 1986-87 on KUMD Radio, 103.3 FM (see the blue section).**

Slavic and East European Languages

See Polish; Russian

Social Studies (General College)

GC 1283 PSYCHOLOGY OF HUMAN DEVELOPMENT (4108)

11 lessons—\$200—5 degree credits—text price \$30-35—Latts
The growth and development of an individual from conception through old age is explored. Aspects of

Course Descriptions

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 AMERICAN SOCIAL WELFARE AND COMMUNITY SERVICES (8692)

16 lessons—\$200—5 degree credits—text price \$31-36—Hoshino

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 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 (V822)

Video Cassette Course—\$208—4 degree credits—text price \$32-37—study guide \$10—Galle See CPsy 5305. **Also available as a Home VCR course (see the blue section).**

Sociology

Soc 1001 INTRODUCTION TO SOCIOLOGY (8605)

13 lessons—\$160—4 degree credits—text price \$29-34—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—\$160—4 degree credits—text price \$27-32—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 3101 INTRODUCTION TO AMERICAN CRIMINAL JUSTICE (K866)

10 lessons—\$171—4 degree credits—text price \$10-15—study guide \$9—Samaha

Policies and issues in American criminal justice. Focuses on problems in police, prosecution, courts, jails, prisons, and alternatives to incarceration. Includes such topics as domestic violence, plea bargaining, bail, prison crowding, career criminals, purposes of punishment, the death penalty and police patrol. **This course will be broadcast Spring 1987 on KUOM Radio, 770 AM (see the blue section).**

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

12 lessons—\$171—4 degree credits—text price \$43-48—Heitzeg

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—\$171—4 degree credits—text price \$34-39—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)

Course Descriptions

Soc 3421 SOCIOLOGY OF WORK (8674)

15 lessons—\$171—4 degree credits—text price \$36-41—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 3501 THE FAMILY SYSTEM (8675)

6 lessons—\$171—4 degree credits—text price \$42-47—Felt

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—\$171—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.

Soc 3960 NUCLEAR WEAPONS AND NUCLEAR WAR (A865)

Audio Cassette Course—\$171—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—\$171—4 degree credits—text price \$60-65—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—\$171—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—\$171—4 degree credits—text price \$41-46—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—\$171 (plus texts)—4 degree credits—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. **This course is now in preparation; please inquire before enrolling.**

Soc 5960 MULTIDISCIPLINARY PERSPECTIVES ON AGING (V822)

Video Cassette Course—\$208—4 degree credits—text price \$32-37—study guide \$10—Galle
See CPsy 5305. **Also available as a Home VCR course (see the blue section).**

Course Descriptions

Soc 5960 TOPICS: ISSUES IN CRIMINAL JUSTICE (V781)

Video Cassette Course—\$171—4 degree credits—no required text—study guide \$18.50—Heitzeg 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.

Spanish

Span 0221 SPANISH FOR GRADUATE STUDENTS (6817)

16 lessons—\$160—no credit—text price \$23-33—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. S/N grading only.

Span 1101 BEGINNING SPANISH I (6806)

13 lessons—\$200—5 degree credits—text price \$52-57—7 audio cassette \$14—Podesta

Fundamentals of Spanish. Students develop listening and speaking skills by means of tapes, and learn to read and write basic Spanish in the cultural context of Spain and Spanish America.

Span 1102 BEGINNING SPANISH II (6805)

17 lessons—\$200—5 degree credits—text price \$27-32—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—\$200—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—\$160—4 degree credits—text price \$22-27—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—\$160—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—\$160—4 degree credits—text price \$15-20—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.

SpPt 3610 TOPICS IN SPANISH-PORTUGUESE CIVILIZATION AND CULTURE: THE EVERPRESENT PAST IN SPANISH AND PORTUGUESE CULTURE (A682)

Audio Cassette Course—\$171—4 degree credits—text price \$29-34—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

Course Descriptions

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. Readings in translation.

Span 3970 THE EVERPRESENT PAST IN SPANISH AND PORTUGUESE CULTURE (A683)

Audio Cassette Course—\$171—4 degree credits—study guide \$10—10 audio cassettes \$19.25—Sousa

See above. **Most readings will be in the original languages.**

Port 3970 THE EVERPRESENT PAST IN SPANISH AND PORTUGUESE CULTURE (A684)

Audio Cassette Course—\$171—4 degree credits—study guide \$10—10 audio cassettes \$19.25—Sousa

See above. **Most readings will be in the original languages.**

Statistics

Also see Education

Stat 1051 INTRODUCTION TO STATISTICS (7270)

12 lessons—\$160—4 degree credits—text price \$32-37—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—\$80—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)

9 lessons—\$120—3 degree credits—texts and tapes \$113-118—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—\$120—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 (6900)

15 lessons—\$200—5 degree credits—text price \$49-54—4 audio cassettes \$8.25—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)

20 lessons—\$200—5 degree credits—text price \$49-54—2 audio cassettes \$4.75—Stockenström

Continuation of Swed 1101. (Prerequisite: Swed 1101).

Swed 1103 BEGINNING SWEDISH III (6903)

19 lessons—\$200—5 degree credits—text price \$49-54—1 audio cassette \$2.75—Stockenström

Continuation of Swed 1102. (Prerequisite: Swed 1102).

Course Descriptions

Swed 1104 INTERMEDIATE SWEDISH I (6904)

21 lessons—\$200—5 degree credits—text price \$49-54—4 audio cassettes \$8.25—Stockenström
Continued development of reading and writing skills in Swedish. (Prerequisite: Swed 1103)

Swed 1105 INTERMEDIATE SWEDISH II (6905)

16 lessons—\$200 (plus texts & tapes)—5 degree credits—Stockenström
Continued development of reading and writing skills in Swedish. (Prerequisite: Swed 1104)

Textiles and Clothing

TexC 3661 CULTURAL PERSPECTIVES ON DRESS (2002)

5 lessons—\$163.50—3 degree credits—text price \$11-16—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.

Theatre Arts

Th 5115 PLAYWRITING (A405)

Audio Cassette Course—\$171 (plus texts)—4 degree credits—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 5186 HISTORY OF THE AMERICAN THEATRE (A401)

Audio Cassette Course—\$171—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—\$171—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—\$138—2 degree credits—text price \$24-29—study guide \$10—10 audio cassettes \$19.25—Anderson

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—\$171—4 degree credits—text price \$33-38—Faua
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.

WoSt 5123 WOMEN IN CONTEMPORARY AMERICAN RELIGION (1412)

10 lessons—\$171—4 degree credits—text price \$60-65—Yates
See AmSt 5123

Youth Studies

YoSt 5333 UNDERSTANDING AND WORKING WITH ADOLESCENTS (V410)

Video Cassette Course—\$218—4 degree credits—text price \$31-36—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.

Special Learning Opportunities

Because Independent Study wants to give you a choice of using the study method that best suits your needs, we offer several special learning opportunities. These opportunities include enrolling in our correspondence courses, computer-assisted courses, or using our contract alternative, credit-by-exam, directed study, and group study options. More information about each of these methods for earning credits through Independent Study is given below. (Also refer to the the blue section for information about our Media-Assisted 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.

BFin 3000, Finance Fundamentals

Engl 3113, Survey of English Literature III

Engl 3940, The Woman Writer: Nineteenth Century Fiction

FSoS 5240, Family Violence

GC 3571, Computer Approach to Problem Solving

Geog 3355, Environmental Problems
Hist 3700, Columbus and the New World
Hort 3030, Landscape Design of Residential and Small Commercial Property
Mgmt 3001, Fundamentals of Management
Phys 1105, General Physics
Phys 1106, General Physics
Soc 1002, American Community
Swed 1102, Beginning Swedish II
Swed 1103, Beginning Swedish III
Swed 1104, Intermediate Swedish I

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) 624-0000.

Independent Study also offers several other courses about computers and data processing that are now available for student registration or will be available soon.

EE 3351, Logic Design
EE 3352, Microprocessors
GC 1535, Introduction to Data Processing
GC 1571, Introduction to BASIC and to Microcomputers
GC 1572, Introduction to Block Diagramming and Programming
GC 1573, Introduction to Fundamentals of BASIC
GC 3571, Computer Approach to Problem Solving

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.

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.



Josephine Lutz Rollins, *Up River, Stillwater*, lithograph on paper

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.

Media-Assisted Courses

Because some courses can be more interesting and intellectually stimulating with a visual or audio component, Independent Study offers several kinds of media-assisted courses. These include radio, television, audio cassette, video cassette, and Home VCR courses.

Our radio and television courses, which are offered with the cooperation of University Media Resources, public radio stations, and public and cable television stations, are broadcast each quarter of the academic year. After one of these degree-credit courses has been broadcast, it is converted to an audio cassette, a video cassette, or a Home VCR course so that students may continue to enroll in it.

Each media-assisted course consists of the media component, a course study guide, and texts. The study guide integrates all of the course components—it details the reading assignments from the required texts, gives the viewing or listening assignments, and contains study notes, written assignments, and/or exam information. The media component highlights the major themes of the course and helps pace student work. Instructor feedback usually occurs through comments and grades on the written assignments; instructors for some media-assisted courses maintain telephone office hours (given in the course study guide). All course assignments and exams for media-assisted courses can be completed by mail.

The broadcast schedule for this year's radio and television courses, plus information specific to each type of course, is given below. Most radio and television courses follow the University's quarter schedule. Students, however, may take up to three additional months to complete the course requirements. Information about our audio cassette, video cassette, and Home VCR courses is given on the next pages. Descriptions of all of these courses are given in the Course Descriptions section of this bulletin. (Refer to the Special Learning Opportunities section for information on other ways to earn credits through Independent Study.)

Radio Courses

The radio courses we will offer this year are given below according to University quarter. Descriptions of these courses can be found in the Course Descriptions section of this bulletin. If you enroll in one of these courses and miss a program

when it is broadcast, you can go to the following locations to listen to a tape of that program.

Twin Cities: Learning Resources Center
15 Walter Library
Minneapolis campus

Duluth: Learning Resource Center
248 Library
Duluth campus

Registration Dates

Twin Cities: Fall—Aug. 25—Oct. 10, 1986
late: Oct. 11—Oct. 24, 1986
Winter—Dec. 8—Jan. 23, 1987
late: Jan. 24—Feb. 6, 1987
Spring—Feb. 28—April 10, 1987
late: April 11—June 24, 1987
Summer—May 18—June 26, 1987
Late: June 27—July 10, 1987

Duluth: Fall—July 28, 1986 (mail-in registration opens)
Aug. 18, 1986 (in-person registration opens)
Winter—Oct. 21, 1986 (mail-in registration opens)
Nov. 10, 1986 (in-person registration opens)
Spring—Jan. 26, 1987 (mail-in registration opens)
Feb. 16, 1987 (in-person registration opens)

Radio Stations

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

Starting this year, courses offered on weekdays over KUOM radio will take advantage of KUOM's new call-in format. Students and other listeners will be able to telephone the station and ask questions of the instructor and receive prompt and personal feedback. The call-in feature is **not** available for Saturday repeats or other Saturday courses.

Courses

Fall 1986

Leadership: Definitions, Dimensions, Directions, PA 5943

KUOM: Mondays, 12:30-1:30 p.m.
Sept. 29—Dec. 1, 1986
Saturdays, 12-1 p.m. (repeats)
Oct. 4—Dec. 6, 1986

Fiction Writing, Engl 3101

KUOM: Mondays, 10:30-11:30 a.m.

Sept. 29—Dec. 1, 1986

Saturdays, 1-2 p.m. (repeats)

Oct. 4—Dec. 6, 1986

KUMD: Time and dates to be announced

Please call 218/726-7181

European Folk Tales, ComLit 5414

KUMD: Time and dates to be announced

Please call 218/726-7181

Winter 1987

Travelers and Their Journals, Hist 3700

KUOM: Mondays, 10:30-11:30 a.m.

Jan. 5—March 9, 1987

Saturdays, 12-1 p.m. (repeats)

Jan. 10—March 14, 1987

Twentieth-Century American Music, Mus 5702

KUOM: Saturdays, 1-2 p.m.

Jan. 10—March 14, 1987

Poetry Writing, Engl 3104

KUMD: Time and dates to be announced

Please call 218/726-7181

Tales of Hans Christian Andersen, Scan 3602

KUMD: Time and dates to be announced

Please call 218/726-7181

Spring 1987

Introduction to American Criminal Justice, Soc 3101

KUOM: Mondays, 11:30-12:30 p.m.

March 30—June 1, 1987

Saturdays, 12-1 p.m. (repeats)

April 4—June 6, 1987

Poetry Writing, Engl 3104

KUOM: Saturdays, 1-2 p.m.

April 4—June 6, 1987

Modern Science Fiction and Fantasy, Engl 1005

KUMD: Time and dates to be announced

Please call 218/726-7181

Europe During World War II, Hist 3224

KUMD: Time and dates to be announced

Please call 218/726-7181

Television Courses

The broadcast schedule for 1986-87 includes several popular courses that have been broadcast in previous years and several new courses. The schedule is given below according to University quarter. If you take one of these courses and miss a television program, video tapes of the programs are available for viewing at some campus learning resources centers (they are given in the course study guide).

Registration Dates

Please refer to the listing for Radio

Television Stations

Twin Cities—KTCA-TV, Channel 2
 KTCI-TV, Channel 17
Bemidji—KAWE-TV, Channel 9
Appleton—KWCM-TV, Channel 10
Duluth—WDSE-TV, Channel 8



Courses

Fall 1986

Modern Scandinavian History, Hist 5200

KTCA: Saturdays, 8-8:30 a.m.
 Sept. 27—Nov. 29, 1986
KWCM: Saturdays, 8-8:30 a.m.
 Sept. 27—Nov. 29, 1986

Education of the Gifted and Talented, EPsy 5690

KTCA: Saturdays, 9:30-10 a.m.
 Sept. 27—Nov. 29, 1986
 Mondays, 7-7:30 a.m. (repeats)
 Sept. 29—Dec. 1, 1986
KTCI: Mondays, 7-7:30 p.m.
 Sept. 29—Dec. 1, 1986
KWCM: Saturdays, 9:30-10 a.m.
 Sept. 27—Nov. 29, 1986

Principles of Human Communication, Rhet 1220

- KTCA: Saturdays, 10-10:30 a.m.
Sept. 27—Nov. 29, 1986
Tuesdays, 7-7:30 a.m. (repeats)
Sept. 30—Dec. 2, 1986
- KTCI: Tuesdays, 7-7:30 p.m.
Sept. 30—Dec. 2, 1986
- KWCM: Saturdays, 10-10:30 a.m.
Sept. 27—Nov. 29, 1986

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

- KTCA: Saturdays, 10:30-11 a.m.
Sept. 27—Nov. 29, 1986
Wednesdays, 7-7:30 a.m. (repeats)
Oct. 1—Dec. 3, 1986
- KTCI: Wednesdays, 7-7:30 p.m.
Oct. 1—Dec. 3, 1986
- KWCM: Saturdays, 10:30-11 a.m.
Sept. 27—Nov. 29, 1986
- WDSE: Saturdays, 8:30-9 a.m.
Sept. 13—Nov. 15, 1986
Wednesdays, 6:30-7 a.m. (repeats)
Sept. 17—Nov. 19, 1986

Biology of Cancer (Part 1), GCB 3008

- KAWE: Saturdays, 9-10 a.m.
Sept. 27—Nov. 29, 1986

Winter 1987**Social and Psychological Aspects of Physical Disability, HSU 5008/PMR 5445**

- KTCA: Saturdays, 8-8:30 a.m.
Jan. 10—March 14, 1987
- KWCM: Saturdays, 8-8:30 a.m.
Jan. 10—March 14, 1987

Analysis I, Math 1211

- KTCA: Saturdays, 9:30-10 a.m.
Jan. 10—March 14, 1987
Mondays, 7-7:30 a.m. (repeats)
Jan. 12—March 16, 1987
- KTCI: Mondays, 7-7:30 p.m.
Jan. 12—March 16, 1987
- KWCM: Saturdays, 9:30-10 a.m.
Jan. 10—March 14, 1987

Introduction to Social and Cultural Anthropology, Anth 1102

KTCA: Saturdays, 10-10:30 a.m.
Jan. 10—March 14, 1987
Tuesdays, 7-7:30 a.m. (repeats)
Jan. 13—March 17, 1987

KTCI: Tuesdays, 7-7:30 p.m.
Jan. 13—March 17, 1987

KWCM: Saturdays, 10-10:30 a.m.
Jan. 10—March 14, 1987

Child Abuse and Neglect, PubH 5642

KTCA: Saturdays, 10:30-11 a.m.
Jan. 10—March 14, 1987

KWCM: Saturdays, 10:30-11 a.m.
Jan. 10—March 14, 1987

Education of the Gifted and Talented, EPsy 5690

KTCA: Wednesdays, 7-7:30 a.m.
Jan. 14—March 18, 1987

KTCI: Wednesdays, 7-7:30 p.m.
Jan. 14—March 18, 1987

WDSE: Saturdays, 8:30-9 a.m.
Dec. 6, 1986—Feb. 7, 1987
Wednesdays, 6:30-7 a.m. (repeats)
Dec. 10, 1986—Feb. 11, 1987

Biology of Cancer (Part 2), GCB 3008

KAWC: Saturdays, 9-10 a.m.
Jan. 10—March 14, 1987

Spring 1987

Analysis I, Math 1211

KTCA: Saturdays, 8-8:30 a.m.
April 4—June 6, 1987

KWCM: Saturdays, 8-8:30 a.m.
April 4—June 6, 1987

WDSE: Saturdays, 8:30-9 a.m.
March 14—May 16, 1987
Wednesdays, 6:30-7 a.m. (repeats)
March 18—May 20, 1987

Introduction to the Visual Arts, ArtH 1001

KTCA: Saturdays, 9:30-10 a.m.
April 4—June 6, 1987
Mondays, 7-7:30 a.m. (repeats)
April 6—June 8, 1987

KTCI: Mondays, 7-7:30 p.m.
April 6—June 8, 1987

KWCM: Saturdays, 9:30-10 a.m.
April 4—June 6, 1987

Education of the Gifted and Talented, EPsy 5690

KTCA: Saturdays, 10-10:30 a.m.

April 4—June 6, 1987

Tuesdays, 7-7:30 a.m. (repeats)

April 7—June 9, 1987

KTCI: Tuesdays, 7-7:30 p.m.

April 7—June 9, 1987

KWCM: Saturdays, 10-10:30 a.m.

April 4—June 6, 1987

Home Landscape Gardening, Hort 1010

KTCA: Saturdays, 10:30-11 a.m.

April 4—June 6, 1987

Wednesday, 7-7:30 a.m. (repeats)

April 8—June 10, 1987

KTCI: Wednesdays, 7-7:30 p.m.

April 8—June 10, 1987

KWCM: Saturdays, 10:30-11 a.m.

April 4—June 6, 1987

Understanding Behavior Disorders, Psy 5604

KAWE: Saturdays, 9-9:30 a.m.

April 4—June 6, 1987

Modern Scandinavian History, Hist 5200

KAWE: Saturdays, 9:30-10 a.m.

April 4—June 6, 1987

In addition to courses produced jointly by Independent Study and University Media Resources, we also offer some television-assisted courses in conjunction with miniseries or broadcasts on public or commercial TV networks. During past years, for example, we offered courses along with "Peter the Great," "The Day After," "Christopher Columbus," and "Bleak House." Courses planned for 1986-87 include "The English Language" and others that will be announced at various times during the year.

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 Television Network, Channel 8 (MTN)

St. Louis Park Cable, Channel 22

Brooklyn Park Cable, 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/SHCE 5009/Soc 5960 or SW 5024,
Multidisciplinary Perspectives on Aging**
FSoS 5230, American Families in Transition
FSoS 5240, Family Stress and Coping
AmSt 3920/5920, Arch 5956, The Meanings of Place
HSU 5009/PMR 5445, Social and Psychological Aspects of Physical Disability
EPsy 5690, Education of the Gifted and Talented



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, 15 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, 15 Walter Library, Minneapolis campus (612) 624-0283

MacPhail Center for the Performing Arts, 1128 LaSalle Avenue, Minneapolis MN 55403, (612) 627-4020

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 or from Home VCR courses to other courses.



The following courses are available as Home VCR courses. Other courses will be added in the future. For information about courses available in this format, call (612) 624-9008.

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/SHCE 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

EPsy 5960, Education of the Gifted and Talented

Upcoming Courses/Programs

In the coming year, Independent Study will be developing several media-assisted short courses for professionals in business and industry. These courses will explore the architecture and programming of a supercomputer, human factors in safety and product liability, and making decisions in industry. For information on the status and availability of these short courses, please call (612) 624-0000.

Courses that will make use of the "Video Encyclopedia of the 20th Century," a 75-hour collection of film clips and newsreel footage from the turn of the century to the present, are also being planned. Professor Hyman Berman has been commissioned to design a course covering American history from 1932 to the present, and meetings are scheduled with faculty in other departments to discuss how they could use this learning-enhancement tool to enrich the courses they offer through Independent Study.

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. Most Independent Study courses may be started at any time and should be completed within one year from the date of registration.

Audio Cassette Courses

See the blue section

Cassette Tapes

See Tapes

Computer-Assisted Courses

See the green section

Contract Alternative

See the green 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.

In addition, professional counseling and career assessment services are avail-

General Information

able. A fee of \$85 is charged for students (\$130 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) 625-2500

Office hours:
8 a.m.-4:30 p.m.
Monday-Friday
5-8 p.m. by appointment only
Monday-Thursday
Walk-in or phone advising
available, call for hours

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 the green 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

General Information

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 the green 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.

General Information

Examinations

Most Independent Study courses include a final examination and one or more 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 Wesbrook 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 624-0000. 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 Independent Study courses are approved by the University academic departments through which the courses are offered. In most cases, Independent Study instructors are faculty members at the University, although faculty from other colleges and universities, or specialists in professional and business fields, also teach Independent Study courses. A complete faculty list is given at the end of this bulletin.

During the past several years, faculty from various departments have taken part in course review and evaluation seminars that critically analyzed Independent Study courses and course materials. The 1984 seminar, funded by a grant from the National Endowment for the Humanities, examined existing courses in the humanities and considered the design of effective undergraduate instruction. The 1985 seminar analyzed courses and course instruction in the social sciences. Tentatively scheduled for summer 1986 is a seminar to explore the instructional problems and challenges of designing courses that promote the critical analysis of content and methods of inquiry.

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 **cannot** be used for Independent Study courses.

Minnesota Part-Time Student Grant Program—The MPTSGP provides funds for students enrolled for less than six credits per term. Eligibility requirements are: U.S. citizen or permanent resident of the United States, Minnesota residency; enrollment in undergraduate course work applicable to a degree or certificate program and maintenance of satisfactory academic progress; no prior bachelor's degree; and demonstration of financial need. Tuition and fees, books and supplies, transportation and child care will be considered. Awards are contingent on state funding. Applications will be accepted until all funds for each term have been committed. Information is available at Extension Counseling, 314 Nolte Center, 612-625-4334.

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 Rehabilitation from the Department of Vocational Rehabilitation Services Coordi-

General Information

nator, Room 12, Johnston Hall (624-3323), or from local Department of Vocational Rehabilitation offices.

Tuition Assistance Program—Tuition assistance grants 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) 625-4334 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) 625-2500. For further information on registration procedures, write or telephone the Department of Independent Study.

Guaranteed Student Loan (GSL)—Regulations for the GSL could change considerably for the 1986-87 academic year. At the time of printing, the following information applied. Students must register for at least six credits per quarter. (Example: a student who enrolls for six credits in September must register for six additional credits in January. In March, he or she must register for six more credits.) Part-time students are expected to complete a minimum of 18 credits per academic year; full-time students are expected to complete a minimum of 36 credits per academic year. Students must obtain GSL checks on campus in person each quarter of the loan period. Students should not apply for a GSL unless they are ineligible for other forms of assistance or unless such assistance will be inadequate. Borrowers must be U.S. citizens, permanent residents, or refugees from Southeast Asia or the U.S.S.R. Loan limits are \$2,500 a year for undergraduate students with a cumulative maximum of \$12,500. Interest for new borrowers is 8 percent. The federal government pays this interest until repayment begins (6 months after becoming less than a half-time student or graduation). All GSL applicants must complete the 1986-87 ACT application and a GSL Data Form, which are available from Extension Counseling or the Office of Student Financial Aid. Additional application materials for non-Minnesota affiliated programs (e.g., Wisconsin State Loan Program) are available from lenders in those states. Recommendations for a GSL based on cost of attendance and other funds received will be made by Student Financial Aid. Information is available at Extension Counseling, 314 Nolte Center (625-4334).

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 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.

General Information

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 the green section.

Health Care 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) 627-4544.

Independent Study Program for Hospital and Health Care Facility Administrators, Project Coordinator, 2642 University Ave., St. Paul, MN 55114; telephone (612) 627-4544.

Independent Study Program in Nursing and Patient Care Administration, Project Coordinator, 2642 University Ave., St. Paul, MN 55114; telephone (612) 627-4544.

Executive Program in Long Term Care, Project Coordinator, C309 Mayo, 420 Delaware St. SE, Minneapolis, MN 55455; telephone (612) 624-5159.

Independent Study Program in Administration for Mental Health Related Fields, Project Coordinator, 2642 University Ave., St. Paul, MN 55114; telephone (612) 627-4544.

Independent Study Program in Nutrition, Project Coordinator, A274 Mayo, 420 Delaware St. SE, Minneapolis, MN 55455; telephone (612) 625-4100.

High School Courses

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 high school credit. This would apply to students who want to take, for example, math or foreign language courses not offered by their high schools. Students who need advising regarding course or curriculum choice should contact Darryl Sedio at (612) 626-1666.

High School Students—PEOA College Enrollment

Last summer the Minnesota state legislature enacted the Post-secondary Enrollment Options Act (PEOA). Under the PEOA, high school juniors and seniors can take college courses and earn high school units and, subsequently, college credits for courses they successfully complete. PEOA can be used for Independent Study courses.

High school students interested in taking courses under the PEOA **must** contact the Advanced High School Student Services office at Extension counseling for information regarding selection criteria, acceptable courses, and enrollment forms. Please call or write the Advanced High School Student Services office, Extension Counseling, 337 Nolte Center, 315 Pillsbury Drive SE, Minneapolis, MN 55455, telephone (612) 626-1666.

Home VCR Courses

See the blue section.

General Information

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 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.

University Film and Video—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 University Film and Video, 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.

Learning Resources Center
15 Walter Library
Minneapolis campus
Telephone (612) 624-1584

General Information

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) 624-3568 or 1-800-462-5348.

National University Continuing Education Association (NUCEA)

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 Wesbrook 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, 1986	Independence Holiday
September 1, 1986	Labor Day
November 27, 1986	Thanksgiving Day
November 28, 1986	Friday After Thanksgiving
December 24, 1986	Christmas Holiday
December 25, 1986	Christmas Holiday
December 26, 1986	Christmas Holiday
January 1, 1987	New Year's Holiday
January 19, 1987	Martin Luther King's Birthday
May 25, 1987	Memorial Day

General Information

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 study guide, mail the name of the course to Senior Cashier, Department of Independent Study.

Radio Courses

See the blue section

Refunds

See 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) 624-0000 or write to the Department of Independent Study.

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 (the blue section)

Many Independent Study courses (e.g., language courses, music courses) use

General Information

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.

Teacher Certification

See University Degree Programs section, College of Education

Television Courses

See the blue section



Josephine Lutz Rollins, *Campus View (Old Campus Knoll)*, watercolor on paper

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. Lab kits, tapes, and special equipment are **not** returnable for refunds. 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) 625-6000. 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 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 Certifications Unit, 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.

To obtain a copy of your official transcript or to have it sent to another institution, submit a written request, along with a check or money order for each copy (payable to the University of Minnesota). The charge is \$2 a copy for official transcripts (certified and embossed with the University's seal) to be sent to a specified address in 2-3 days; the charge is \$6 a copy for rush service. Rush service guarantees your transcript will be issued to you in person or mailed to a specific address on the same day it is requested. You must have a picture ID (student ID or driver's license) to receive over-the-counter rush service. Official transcripts can be requested by mail from or dropped off in person at:

Office of Registration, Student Records, and Scheduling
Certifications Unit
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).

You may pick up an unofficial copy of your record by presenting your student ID at the quick-service window in 155 Williamson Hall (8:00 a.m. to 6:30 p.m., Monday;

General Information

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, academic awards and honors received, 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 Williamson Hall, Information Center, Minneapolis campus, and at records offices on other campuses of the University. Questions may be directed to the Office of Registration, Student Records, and Scheduling, 150 Williamson Hall, (612) 625-5333.

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 \$40 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 and Supplies). Checks or money orders should be made payable to the University of

General Information

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)
\$120 (3 cr @ \$40/cr)	\$44	\$40	\$40
\$160 (4 cr @ \$40/cr)	\$56	\$54	\$54
\$200 (5 cr @ \$40/cr)	\$70	\$67	\$67

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 space on the regular registration form and send it, along with the service charge,

General Information

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. In most cases, if you cannot complete the course in that year, you may extend your enrollment for **one** additional year with a reinstatement fee of \$20. Sometimes, however, reinstatements are **not** possible because of a change of instructor, changes in course requirements, changes in course texts, etc. 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 Degree Programs, University College

Video Cassette Courses

See the blue 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 28 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. There is no time limit on the use of credits. Students may apply for not more than three certificates at one time.

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 \$14 nonrefundable application fee. Both forms are available at the offices of Independent Study, 45 Wesbrook Hall. Admission is based on prior educational achievements, including 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.

Students interested in taking courses toward certificate programs on the S-N grading system should first consult an Extension counselor.

Certificate Programs

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 \$16 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 General College and Continuing Education and Extension have jointly decided to **discontinue** the Fire Protection Certificate. **No further applications will be accepted.** Students who are currently admitted to the certificate have been contacted by the Extension Counseling Department. If you are an admitted student and have not received information about the discontinuation of this certificate, contact the Extension Counseling Department, 314 Nolte Center, 315 Pillsbury Drive SE, Mpls, MN 55455, (612) 625-2500.

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

Certificate Programs

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 Associate in Arts degree from General College. However, students should be aware that the AA degree will **not** be awarded after September 15, 1991. 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 Extension Counseling Department, 314 Nolte Center, 315 Pillsbury Dr. SE, Minneapolis, MN 55455; telephone (612) 625-2500.

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

Certificate Programs

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*

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 the major requirements 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 (66-73 credits)

Students transferring credits to this program from other accredited institutions must take a minimum of 16 credits in accounting at the University.

Certificate Programs

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 or MSci 1010—Fundamentals of Computers and Information Technology in Organizations and MSci 1020—Data Analysis and Statistical Inference for Managers**
DSci 3055—Introduction to Management Science
MIS 3100—Introduction to Computers and Computer Data Processing

**Students who eventually plan to pursue a degree through the School of Management should consult an Extension counselor regarding this requirement.

Senior Accounting Certificate (90-97 credits)

Students transferring credits to this program from other accredited institutions must take a minimum of 24 credits in accounting at the University.

Core Requirements (78-85 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*
DSci 1050—Elementary Managerial Statistics or MSci 1010—Fundamentals of Computers and Information Technology in Organizations and MSci 1020—Data Analysis and Statistical Inference for Managers**

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

**Students who eventually plan to pursue a degree through the School of Management should consult an Extension counselor regarding this requirement.

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 3000—Introduction to Logistics Management
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

Certificate Programs

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 (48-57 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 (36-45 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 or MSci 1010—Fundamentals of Computers and Information Technology in Organizations and MSci 1020—Data Analysis and Statistical Inference for Managers**
Psy 1001—General Psychology*

**Students who eventually plan to pursue a degree through the School of Management should consult an Extension counselor regarding this requirement.

Core Requirement (12 credits) At least three courses selected from the following to total 12 credits

Acct 3001—Managerial Accounting
BLaw 3058—Business Law: Contracts*
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
DSci 3055—Introduction to Management Science
Econ 3105—Managerial Economics

BGS 3002—Business and Society
BGS 3004—International Business*
MIS 1077—Elementary FORTRAN
MIS 3101—Introduction to Management Information Systems
Mgmt 3001—Fundamentals of Management
Math 1142—Short Calculus*
LM 3000—Introduction to Logistics Management
BFin 0001C—Introduction to Investments
BFin 3000—Finance Fundamentals
Mktg 3000—Principles of Marketing*

Certificate Programs

Senior Business Administration Certificate (90-94 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.

Students who are contemplating continuing toward a degree from the School of Management should consult an Extension adviser **before** they begin working toward the Senior Business Administration Certificate.

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 (41-50 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 or MSci 1010—Fundamentals of Computers and Information Technology in Organizations and MSci 1020—Data Analysis and Statistical Inference for Managers**
Psy 1001—General Psychology*

**Students who eventually plan to pursue a degree through the School of Management should consult an Extension counselor regarding this requirement.

Core Requirement (24 credits) At least six courses selected from the following to total 24 credits

Acct 3001—Managerial Accounting
MIS 1077—Elementary FORTRAN
MIS 3100—Introduction to Computers and Computer Data Processing
MIS 3101—Introduction to Management Information Systems
IR 3002—Labor Markets and the Management of Human Resources*
Ins 3100—Risk Management and Insurance*
LM 3000—Introduction to Logistics
DSci 3055—Introduction to Management Science

BGS 3002—Business and Society
BGS 3004—International Business*
BFin 0001C—Introduction to Investments
BFin 3000—Finance Fundamentals
BLaw 3058—Business Law: Contracts*
Econ 3015—Managerial Economics
Mktg 3000—Principles of Marketing*
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

Certificate Programs

could become part of the degree program. Such students should contact the Department of Independent 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. Bell, City Place Building, Suite 600, 730 Hennepin Ave., Minneapolis, MN 55403; telephone (612) 341-9615.



Josephine Lutz Rollins, *Peavey House on Old Court House Hill, Stillwater, Minnesota, 1942*, watercolor on paper

Certificate Programs

For more information about working toward this certificate, contact Extension Counseling.

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 3000—Introduction to Logistics Management
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 jointly decided in 1983 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.

Industrial Relations Certificate (45 credits)

The Industrial Relations Certificate was developed by the Industrial Relations Center 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.

Certificate Programs

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—The Individual and the Organization
Psy 1001—General Psychology*
Psy 3801—Introduction to Statistical Methods
Soc 1001—Introduction to Sociology*

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
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.

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)

Comp 1011—Writing Practice I*, or GC 1531—Business Writing*, or Comp 0003C—Review of Business English
Econ 1001, 1002—Principles of Macroeconomics and Microeconomics*

MIS 3100—Introduction to Computers and Computer Data Processing
Acct 1024-1025—Principles of Financial Accounting I-II*
Acct 3001—Managerial Accounting

Certificate Programs

Math 1111—College Algebra and Analytic Geometry*
Math 1131—Finite Mathematics
MIS 1075—Elementary COBOL, or MIS 1077—Elementary FORTRAN

BLaw 3058—Business Law: Contracts*
Psy 1001—General Psychology*
Psy 3801—Introduction to Statistical Methods, or DSci 1050—Elementary Managerial Statistics

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 1011—Writing Practice I*, or Comp 0003C—Review of Business English and GC 1531—Business Writing*, or Comp 1001-1002—Introductory Composition
Econ 1001, 1002—Principles of Macroeconomics and Microeconomics*
Acct 1024-1025—Principles of Financial Accounting I-II*
Acct 3001—Managerial Accounting
BLaw 3058—Business Law: Contracts*

Math 1111—College Algebra and Analytic Geometry*
Math 1131—Finite Mathematics
MIS 1075—Elementary COBOL, or MIS 1077—Elementary FORTRAN
MIS 3100—Introduction to Computers and Computer Data Processing
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*
Mgmt 3002—Psychology in Management
BFin 0001C—Introduction to Investments

BFin 3000—Finance Fundamentals
Ins 3100—Risk Management and Insurance*
Mktg 3000—Principles of Marketing*

Group II: At least five courses from the following (20 credits)

BFin 3100—Financial Management
LM 3000—Introduction to Logistics Management
Acct 3001—Managerial Accounting
Acct 3255—Managerial Costs, or Acct 3201—Cost Accounting
Acct 3160—Analysis of Financial Statements

IR 3010—Human Relations and Applied Organization Theory
IR 3012—Systems of Industrial Relations: Human Resource Management*
Mgmt 3001—Fundamentals of Management
BLaw 3088—Business Law*

Electives: Additional credits from the following courses or areas for a total of 94 credits

IR 0001C-0002C—Supervision I*-II
Psy 5751—Psychology of Advertising*
Accounting
Economics
Finance
Production
Management
Industrial Relations

Insurance
Marketing
Real Estate
Logistics Management
English
Humanities
Social Science
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 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.

In January 1986, the Regents of the University of Minnesota voted to discontinue the awarding of 2-year degrees at all University campuses except Crookston and Waseca. The General College will continue to offer the Associate in Arts degree for students who have been formally admitted to the General College, but such students **must** have completed all requirements for the degree by **September 15, 1991**. By Regents' action also, certificate programs at the University are to be reduced and many phased out altogether.

For students admitted to the General College who intend to work toward an associate's degree, the following guidelines continue to be in force.

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.

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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.

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, 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.)

In January 1986, the Regents of the University of Minnesota voted that baccalaureate degree programs of the General College be terminated according to the following schedule.

Students will not be eligible for either a bachelor of applied studies (B.A.S.) or a bachelor of general studies (B.G.S.) degree unless they have been **formally admitted to the General College by fall quarter 1986**. The Regents further decreed that students who are eligible for a GC baccalaureate degree must complete all requirements for that degree by **September 15, 1991**.

No students will be accepted into the B.A.S. program after fall quarter 1986. No students will be accepted into the B.G.S. program after II summer session 1988.

Students interested in pursuing a baccalaureate program through the General College must take GC 1894, *Planning a General College Baccalaureate Program*, before they can apply for acceptance into the program. In order to be eligible to enroll in GC 1894, students must have completed an associate's degree or

Degree Programs

its equivalent with a C7 or 2.40 overall grade-point average. In addition, prospective candidates for the B.A.S. degree must present certification in an area related to their proposed study, evidence of two years' full-time work experience related to their certificate, and grades of C7 or 2.40 in 8 credits' worth of freshman composition.

In GC 1894, applicants design their own degree programs and explain them and their educational goals by completing an application form and writing a personal statement.

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.**

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). Exceptionally, FSoS 5230 (American Families in Transition) can be used toward the M.Ed. 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.

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. A minimum of 90 credits of on campus coursework would be necessary for any IT degree. **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 B.A., B.S., B.F.A., B.M., or B.I.S. degrees. 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.

The Department of Independent Study offers sufficient courses to earn approximately the first 90 credits toward a B.A., B.S., or B.I.S. degree. **It is not possible to complete these degrees entirely through Independent Study.**

Associate in Liberal Arts (A.L.A.)

The College of Liberal Arts no longer offers the A.L.A. degree as a primary goal for students entering the college. Students already admitted to CLA who are currently pursuing an A.L.A. must complete their degrees by **August 31, 1988**. After that date, the degree may be granted only by special petition. Students who want information about the A.L.A. degree should contact 114 Johnston Hall (624-4545).

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 graded A, B, or C

Degree Programs

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, U.S. cultural pluralism, 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 objectives. 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

Degree Programs

120-130 credits. A limitation to degree completion via Independent Study is the number of courses available.

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 students with clear educational goals who wish to design and carry out individualized B.A. or B.S. degree programs. Students tend to select UWW because they value the freedom to make significant choices about what and how they learn, because they have experiences they can use as foundations for further learning, and because they want to use a variety of educational resources at the University and in the community.

Students are admitted to UWW on the basis of evidence that they have the attributes and academic skills needed to pursue a self-directed degree program, e.g., skills in writing, project design, and educational planning. A degree program can incorporate a variety of learning resources, including University classes, Independent Study courses, and self-designed projects. Knowledge gained from independent learning prior to admission may be applied if it can be demonstrated and evaluated as college-level learning.

UWW students design their degree programs around a set of standards, called graduation criteria. The criteria combine learning in a major area of study with learning in the liberal arts. Students pursue programs in a wide variety of fields, often studying in many disciplines and creating new and innovative areas of study. Examples of recent degree programs include: Chinese Language and Culture, Zoo Management, Urban Development Administration, Preservation of Historic Architecture, and Cardiovascular Health and Disease.

For more information about the University Without Walls, students should contact the office to request a brochure and arrange to attend an information session.

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:

Inter-College Program
206 Temporary North of Appleby
122 Pleasant St. SE
University of Minnesota
Minneapolis, MN 55455
(612) 624-2004

University Without Walls
201 Wesbrook Hall
77 Pleasant St. SE
University of Minnesota
Minneapolis, MN 55455
(612) 624-4020

Faculty

University of Minnesota Faculty, Current and Emeritus

William Adamson, Ph.D.

Associate Professor, Arts, Communication and
Philosophy Division, General College

F.R.P. Akehurst, Ph.D.

Professor of French

Chester G. Anderson, Ph.D.

Professor of English

Elin Anderson, M.A.

Teaching Associate
English/Program in
Composition and Communication

Robert K. Anderson, D.V.M., M.P.H.

Professor of Veterinary Public Health
School of Public Health

Sheldon Anderson, M.A.

Teaching Assistant in History

Gary T. Athelstan, Ph.D.

Professor of Physical Medicine and
Rehabilitation

Annie Baldwin, Ph.D.

Assistant Professor of
Educational Psychology

William M. Bart, Ph.D.

Professor of Educational Psychology

Tesfahum Berhe, Ph.D.

Lecturer in Mechanical Engineering

Joseph Bessie, B.A.

Teaching Assistant
Philosophy

Sarah Blick, B.F.A.

Teaching Assistant
Art History

James L. Bowyer, Ph.D.

Professor and Head
Department of Forest Products

Lillian Bridwell-Bowles, Ed.D.

Associate Professor of English

Walter Brovald, M.A.

Professor of Journalism and
Mass Communication

Michael Dennis Browne, M.A.

Professor of English

Linda Budd, Ph.D.

Assistant Professor, Family Social Science

Alan Burns, Barrister-at-Law

Associate Professor, English

James N. Butcher, Ph.D.

Professor and Director of Clinical Training,
Psychology

Roy E. Carter, Jr., Ph.D.

Professor of Journalism and Sociology

Lazaros Christoforides, M.A.

Instructor, Sociology

Roger Clemence, MLA & M. Arch.

Professor and Director of Graduate Studies
School of Architecture and Landscape
Architecture

Terence Collins, Ph.D.

Associate Professor, Arts, Communication,
and Philosophy Division, General College

Tom Conley, Ph.D.

Professor of French and Italian

Faculty

James E. Connolly, Ph.D.
Professor of Rhetoric

Thomas Cook, M.A.
Teaching Assistant, Classics

David Cooperman, Ph.D.
Professor of Sociology

Nancy Crewe, Ph.D.
Associate Professor of Physical Medicine and
Rehabilitation

Santiago A. Cuneo, Ph.D.
Associate Professor Emeritus of Spanish

Michael Davis, B.A.
Ph.D. candidate
Political Science

Jerome DeNuccio, M.A.
Teaching Associate, English/Program in
Composition and Communication

Helen Dickson, M.A.
Assistant to the Director
Institute of Child Development

Ann Duin, M.A.
Instructor
Program in
Composition and Communication

Bruce Erickson, Ph.D.
Professor
Department of Strategic Management and
Organization

Gerald Erickson, Ph.D.
Professor of Classical Studies

Albert Esterline, Ph.D.
Teaching Assistant, Computer Science

David P. Fan, Ph.D.
Professor of Genetics

Elizabeth Faue, M.A.
Teaching Assistant, History

Debbie Felt, M.A.
Instructor in Sociology

John Flynn, M.A.
Teaching Associate, Social and
Behavioral Sciences Division,
General College

Diana L. Fritz, M.A.
Ph.D. candidate
Teaching Assistant, Linguistics

Robert Fulton, Ph.D.
Professor of Sociology

Basil Furgala, Ph.D.
Professor of Entomology

Philip Furla, Ph.D.
Professor of English

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Director of Labor and Urban Affairs
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Director, Continuing Medical
Education, Continuing Education
and Extension

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University of Minnesota Bulletin

1986 Summer Evening Extension Classes



Continuing Education and Extension

1986 Summer Evening Extension Classes

First 5-week term June 16 to July 19
10-week term June 16 to August 23
Second 5-week term July 21 to August 23

Register by mail or in person

Registration Dates

For limited- and nonlimited-enrollment classes

**I. Mail Registration (call 376-3000 for registration forms;
624-2388 after April 25)**

Ten-week term May 12 to June 4
First 5-week term May 12 to June 4
Second 5-week term May 12 to July 9

II. In-Person Registration (See Office Hours, page 9)

Ten-week term May 27 to June 4
First 5-week term May 27 to June 4
Second 5-week term May 27 to July 9

Telephone Numbers

The University is acquiring a new telephone system this spring. Most telephones on campus will have new numbers. The 373 and 376 exchanges will be replaced by 624 and 625. In this bulletin, new phone numbers are listed with the old numbers if the new number and change-over date were available at press time. If you dial a 373 or 376 number after the new phones are in place, you will receive an intercept message giving you the new number or instructing you to call University information for the new number.

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Extension Classes Bulletin

For complete information about Extension Classes, consult the current **1985-86 Extension Classes Bulletin**. For a copy, telephone 376-3000 (624-2388 after April 25). The **1986-87 Bulletin** will be available **August 1, 1986**.

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, 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, 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.

Registration and General Information

**101 Wesbrook Hall
University of Minnesota
77 Pleasant Street S.E.
Minneapolis, MN 55455
373-3196 (625-3333 after May 24)**

Extension Counseling and Program Advising

**314 Nolte Center
University of Minnesota
315 Pillsbury Drive S.E.
Minneapolis, MN 55455
373-3905 (625-2500 after April 25)**

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 (625-3333 after May 24). 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 (624-2388 after April 25) 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 18 and 19.

Nontranscript registrations are those that apply to noncredit students (other than auditors) and certain noncredit courses; they are explained on pages 23 and 24.

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 12 to June 4	May 12 to June 4	May 12 to July 9
In-person registration	May 27 to June 4	May 27 to June 4	May 27 to July 9
Last day to register without a late fee	June 4, 1986	June 4, 1986	July 9, 1986
(Reserved class space will be forfeited after June 4, 1986)			
Reopening day	June 13, 1986	June 13, 1986	June 13, 1986

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		GRADUATE CREDIT REQUESTED	
DEPARTMENT	COURSE NO.	SECTION	CREDIT	GRADE BASE	AUD	GRADUATE CREDIT REQUESTED	
ArtS	5710	1	3	A/N <input checked="" type="checkbox"/> S/N <input type="checkbox"/> AUB <input type="checkbox"/>		(SEE BULLETIN FOR EXPLANATION) <input checked="" type="checkbox"/>	
DAY	HR	LOCATION	ROOM	COURSE TITLE AS APPEARS IN BULLETIN		PAGE NO.	NON-TRANSCRIPT REGISTRATION
TTh	6-9:45	ArtB	120	Photography		38	PRICE COVER SURCHG IS OTHER <input type="checkbox"/>
TUITION		COURSE FEES	SPECIAL FEES	LATE FEE	COURSE TOTAL		
\$123		\$25	\$5	--	\$153		
UNIV. STUDENT ID. NO.		ENROLLMENT PERIOD IS 86					
9200203		FALL SEM. <input type="checkbox"/> (1) FALL SEM. <input type="checkbox"/> (2)					
		SPR. SEM. <input type="checkbox"/> (1) SPR. SEM. <input type="checkbox"/> (2)					
NAME LAST		FIRST	MIDDLE	BIRTH DATE (USE NUMERICS)			
Klack		Wendy	Ann	MONTH 6 / DAY 28 / YEAR 52			
LOCAL STREET ADDRESS (INCLUDING APT. NO. IF APPROPRIATE)				SOCIAL SECURITY NO.			
56 Knollways Circle South				303-04-0101			
CITY	STATE ABBREV.	ZIP CODE	HOME PHONE	SEX			
Hopkins	MN	55343	829-9417	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> F			
OCCUPATION			BUSINESS PHONE		REV.		
Architect							
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; 624-2388 after April 25). 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 13. Persons registering with G. I. Bill assistance must include the G. I. Bill Information Sheet with their registration. See the section on **Veterans**, page 14, 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 (624-4145 after May 24) 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 27—June 4
First 5-week term	May 27—June 4
Second 5-week term	May 27—July 9

- 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 non-limited 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)**

<u>Campus</u>	<u>Minneapolis</u>
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; 624-2388 after April 25) 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 4, 1986 (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 13, 1986. Registration on reopening day is on a first-come, first-served basis in person at 101 Wesbrook 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 24).

Office Hours

Campus Office (Minneapolis Campus)

101 Wesbrook Hall, University of Minnesota

77 Pleasant Street S.E.

Minneapolis, MN 55455 (telephone 373-3195; 625-3333 after May 24)

Through June 13:	Mon. through Thurs.	8 a.m.-8 p.m.
	Fridays	8 a.m.-4:30 p.m.
May 26 (Holiday):	All offices closed	
June 16-July 25:	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 28-Aug. 29:	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 7:	Mon. through Thurs.	8:30 a.m.-7 p.m.
	Friday	9 a.m.-5 p.m.
May 26 (Holiday):	All offices closed	
July 4 (Holiday):	All offices closed	
June 9-Aug. 29:	Mon. through Fri.	8:30 a.m.-4:30 p.m.

Counseling Department (Minneapolis Campus)

314 Nolte Center (telephone 373-3905; 625-2500 after April 25)

Monday through Friday office hours 8 a.m.-4:30 p.m.

(Walk-in advising available 9 a.m. to noon and 1 to 4 p.m.)

Evenings call for an appointment

Monday through Thursday

The counseling office will be closed for one week for staff training May 19-23.

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 17). Students wishing to register for graduate credit, refer to page 20.

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 1986 summer tuition for Extension Classes is as follows:

\$38.75 a credit:

For 1000-level courses

Certificate courses

Entrance credit courses

Noncredit courses (does not necessarily apply to reduced-tuition courses)

\$39.25 to \$65.75

a credit:

For 3000-level courses and 5000-level courses; per credit rate depends on tuition of the college offering the credit

\$90 a credit:

For 8000-level courses (open only to students **admitted** to the University of Minnesota Graduate School); see **Graduate Credit**, page 20.

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 Westbrook (376-7243; 624-6354 after May 24) 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 (1) an institution, company, or scholarship; (2) federal or state agency, including military service; or (3) foreign government or agency, may register by mail or in person in 101 Wesbrook Hall, telephone 373-0056, on the Minneapolis campus. 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. **Specific authorization to bill for a late fee** (when applicable), or the student must include a check to pay late fees.
5. **Term or dates of eligibility**
6. **Authorizing signature** or stamp required
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. To receive a deferment, your record at the Office of Student Financial Aid (210 Fraser Hall) must indicate that you are eligible for financial aid for the current academic year and that you do not have any holds on your record.

Students are responsible for completing all necessary financial aid procedures prior to requesting a deferment. If you have questions regarding the criteria for granting a deferment, contact the Extension Counseling Office at 314 Nolte Center (373-3905; 625-4394 after April 25) or go to the Financial Aid office at 210 Fraser Hall.

Eligible students request deferment at the time of registration at 101 Wesbrook Hall (deferments are not issued after the second week of the term).

Students registering by mail should:

1. Follow regular mail registration procedures outlined in this bulletin. Be sure to include your social security number in the space provided on the registration form.
2. In lieu of payment with a check, include a note requesting a tuition deferment. Your name will be checked by computer for financial aid eligibility.
3. If you have completed all eligibility requirements, expect your deferred-tuition fee statements in the mail. If you have not completed all eligibility requirements, your registration forms will be returned to you and you will not be registered.

Students registering in person should:

1. Fill out registration forms following the instructions outlined in this bulletin. Be sure to include your social security number in the space provided on the registration form.
2. Have your registration forms tallied at the registration desk.
3. Instead of paying at the cashier's office, take your tallied registration forms to the financial aid desk in 101 Wesbrook Hall. Your registration forms will be checked by computer for financial aid eligibility.

4. If you have completed all eligibility requirements, your tuition will be deferred. If you have not completed all eligibility requirements, your registration forms will be returned to you and you will not be registered for 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 Westbrook 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 28. Students are urged to cancel officially as soon as they decide to drop the course. In most cases, without official cancellation, students are responsible for the total course costs after the fourth class meeting regardless of whether they have been attending class or intended to cancel.

Programs

Minnesota Part-Time Student Grant Program—Students who received MPTSGP funds during the 1985-86 academic year may apply for summer. Other part-time students may be considered for summer if sufficient funds are available.

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); does not already have a bachelor's degree; is enrolled in course work leading to a degree or certificate and has maintained satisfactory academic progress; is registered on less than a full-time basis (maximum of 11 credits for the summer); 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 (1984 income for the 1985-86 academic year, including the 1986 summer terms) or, under some circumstances, on 1985 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 \$9,775
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 can be used for tuition and fees, books and supplies, transportation, and child care costs incurred while students are involved in classes. The grant may supplement other aid, including Pell Grants, scholarships, and employer tuition reimbursement.

Applications will be accepted until all funds for each term have been committed. Information is available from Extension Counseling, 314 Nolte Center, 315 Pillsbury Drive S.E., Minneapolis, MN 55455 (373-3905; 625-4334 after April 25).

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.

Continuing Education for Women (CEW)—The Mucke/Roff Scholarship and Margaret M. Ferguson Scholarship are available to women taking courses offered by CEW (only). Contact the Extension Counseling Office, 373-3905 (625-4334 after April 25), for information.

Regents' Scholarships—The Regents' Scholarship program provides an opportunity for eligible University of Minnesota Civil Service and bargaining unit employees to take University classes tuition-free. Tuition and the student services fee only are waived. Regents Scholarships do not cover retroactive tuition, late fees, course fees, lab fees, books, deposits, records fee for establishing new student files, orientation fees, CEE special fees, or Boynton Health Service fees.

A wide range of courses are approved for Regents' Scholarships, both in day school and Continuing Education and Extension, but note the exceptions listed in the guidelines on the Regents' Scholarship application form.

A separate application must be completed for each course. The applicant's signature as well as the signatures of both the supervisor and department head are required (both signature spaces must be completed). Applications should be sent to University Personnel, Room 220, Administrative Services Center, 1919 University Ave., St. Paul, MN 55104.

Applications are processed within 48 hours and returned by campus or U.S. mail. There are no exceptions to the processing time and mailing policies; please plan accordingly to avoid late fees. Check with your supervisor for special departmental policies concerning Regents' Scholarships. If you have questions or need additional application forms, please call 373-4366.

For registration information, see **When and How to Register**. Be sure to include the approved Regents' Scholarship form, completed registration form, and a check made payable to the University of Minnesota for special, course, or late fees (if any) when completing registration by mail.

For classes without enrollment limits, registrations with Regents' Scholarship forms will be accepted during the regular registration periods. For classes with limits on enrollment, do not submit registration materials until the second week of mail registration (May 19).

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, Study and Travel Adventures, Research Expeditions, and certain other courses listed on the Regents' Scholarship application form.

Other financial aids—See the Extension Classes Bulletin, 1985-86 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 using VA educational benefits 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 (625-2500 after April 25) to arrange for 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. Application for training under this program may be made by requesting VA form 22-1990. That application form must be completed and submitted to 101 Wesbrook Hall with a certified copy or original copy of DD-214 and information sheet when registering for Extension classes. Payments for veterans using VEAP Chapter 32 benefits is determined by the amount of participants' contributions, DOD "kicker" if any, and number of months the veteran contributed. No payments are made for dependents.

Selected Reserve Educational Assistance Program (Chapter 106 of title 10, U.S.C.), Public Law 98-525 enacted Oct. 19, 1984, revised the existing Chapter 106 program effective July 1, 1985, and transferred program administration responsibility to the VA. The reserve components in this program include the Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, Army National Guard, and Air National Guard, which are under the Department of Defense, and the Coast Guard Reserve, which is under the Department of Transportation, when it is not operating as a service in the Navy.

Eligibility is based on enlistment in selected reserves for six years between July 1, 1985, and June 30, 1988, having a high school diploma or equivalent before completing Initial Active Duty for Training, having completed 180 days of service either before or after July 1, 1985, and satisfactory participation in required reserve training.

Entitlement is 36 months of full-time training or the equivalent part-time. Benefits are only payable for full-time (\$140 monthly); three-fourths time (\$105 monthly); and half-time (\$70 monthly). No benefits are payable for less than half time, and no allowance for dependents is made.

Reservists apply by completing form 22-1990 and DD Form 2384, Notice of Basic Eligibility (NOBE), obtained from the reservist's unit. These forms are then submitted with the information sheet to 101 Wesbrook Hall.

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 Wesbrook 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 for veterans using Chapter 34 benefits.

SUMMER 5-WEEK TERM

Minimum Credits	Dependents			
	None	One	Two	Each additional
Full Time	\$343	\$409	\$466	\$29
3/4 Time	\$258	\$307	\$350	\$22
1/2 Time	\$172	\$204	\$233	\$16

SUMMER 10-WEEK TERM

Minimum Credits	Dependents			
	None	One	Two	Each additional
Full Time	\$343	\$409	\$466	\$29
3/4 Time	\$258	\$307	\$350	\$22
1/2 Time	\$172	\$204	\$233	\$16

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 (three-fourths 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 registered for less than half-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 three-fourths time, 16 hours; for half-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 (624-3341 after May 24).

For information about tutorial assistance, vocational rehabilitation, and the State of Minnesota Department of Veterans Affairs, see the 1985-86 **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 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 5 for the first 5-week term and 10-week term and before June 2 for the second 5-week term.

Application for advance pay will not be accepted later than the following dates:

- First 5-week term—May 16
- 10-week term—May 16
- Second 5-week term—June 20

Please note: Until further notice, no advance pay is available to veterans and dependents on chapters 34 and 35. For more information, contact the Veterans Administration at 726-1454.

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 (624-3341)
Day School G.I. Certification	376-1804
Independent Study G.I. Certification	373-3256 (624-0000)
Program Counseling	373-3905 (625-2500)
<i>(necessary course work—degree planning)</i>	
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 16.

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 23).

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

Two types of service are available to obtain *official* transcripts: regular service and rush service. (Official transcripts are certified and embossed with the University's seal.) Regular service is available for \$2 a copy and provides copies to the places you specify in five to seven working days. Rush service on your official transcript requests is available for \$6 a copy. Rush service guarantees your transcript will be issued to you in person or put in the mail on the same day it is requested. You must have a picture ID (student identification card or driver's license) to receive over-the-counter rush service.

Official transcripts can be requested by mail. Requests can also be dropped off at the locations below. No telephone requests are accepted. Requests should include your full name, social security number, date of birth, dates of enrollment, and complete address(es) for mailing the transcripts. Send your requests to the Certifications Unit, 155 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455. Your request must include a check or money order payable to the University of Minnesota for \$2 or \$6 a transcript.

You may pick up an unofficial copy of your record by presenting your request (picture ID required) at the quick-service window in 155 Williamson Hall. There is no charge for the quick-service request; however, there is a limit of one copy per visit.

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; 625-2500 after April 25).

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 571 in the 1985-86 **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—Credits earned in Extension are entered initially on an Extension record. See **Grade Reports and Transcripts**, page 18.

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 (625-3014 after May 24).

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 and the Master of Business Taxation (Graduate School programs) 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 Professional Development and Conference Services, 131 Nolte Center, on the Minneapolis campus; telephone 373-4984 (625-6618 after April 25).

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 (625-2500 after April 25). 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; 625-2500).

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; 625-2500).

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; 625-2500).

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; 625-2500).

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; 625-2500) 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 non-majors. 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, 212 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 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455 (373-3256; 624-0000 after May 24).

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 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455 (373-3196; 625-3333 after May 24).

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.)

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.

Continuing Education for Women

Continuing Education for Women offers credit and noncredit classes in time formats and locations designed to accommodate student needs. Most credit classes meet once a week during the day at off-campus locations. Noncredit classes (often scheduled evenings) offer women an opportunity to continue learning in a wide variety of areas without grades, exams, or extensive homework. See the "Continuing Education for Women" section of this bulletin (noncredit course offerings) for a list of course titles and complete descriptions.

The Continuing Education for Women Mucke/Roff Scholarship Fund and the Margaret M. Ferguson Scholarship Fund were established especially for students registering for courses through Continuing Education for Women. Awards are made on the basis of scholastic ability, motivation, previous achievement, financial need, and realistic plans. Information is available from the Extension Counseling Office, 373-3905 (625-2500 after April 25).

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 certain noncredit Informal Courses and Continuing Education for Women noncredit classes and receive a \$10 discount on tuition. The tuition cost for persons 62 and older is listed in parentheses after the regular tuition in each course description. (Some courses may not be open to discounted registration.) 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 (625-3333 after May 24).

Also see the description of **Elderhostel**, 104.

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 throughout the summer.

Summer Hours First Week of Each Term

June 16-19:	8 a.m. to 6 p.m.
June 20:	8 a.m. to 4:30 p.m.
July 21-24:	8 a.m. to 6 p.m.
July 25:	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; 625-6000 after May 24).

This bookstore (231 Pillsbury Drive S.E.) sells books for courses in the College of Liberal Arts, Education, General College, and the Institute of Technology (*except for those CLA departments listed below in the Harold Smith West Bank campus bookstore*).

Harold D. Smith Bookstore, West Bank (telephone 373-4450; 625-3000 after May 24).

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, music, music education; and for family social science courses taught on the West Bank campus.

Other Bookstores

Books Underground (373-0800; 624-9200 after April 12), the St. Paul campus bookstore (enter through the student center), and Health Sciences Bookstore (376-4007; 625-8600 after March 1) 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 Westbrook 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 21.) 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 Westbrook Hall, or by mail (call 373-3196 for transfer forms; 625-3333 after May 24) 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 13.

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 17); (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; 624-3341 after May 24) 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; 625-2500 after April 25).

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 Registration, Student Records, and Scheduling, 150 Williamson Hall, (612) 376-1680.

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 28), 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; 624-3341 after May 24) 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 26.

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-0999C	Certificate course
0000-0999	No credit course
1000-1999	Degree credit course primarily for freshmen and sophomores
3000-3999	Degree credit course, primarily for juniors and seniors. Also open to other students with at least C averages overall and in all prerequisite work
5000-5999	Degree credit course primarily for juniors, seniors, and graduate-level students
8000-8999	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 20.

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 23.)
⊙	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 21.
Qtr	Quarter
Sem	Semester
Spec	Special Term
S/N	Satisfactory/No credit grading system. See page 18.
A/N	Letter grading system. See page 17.
Prereq	Prerequisite. See page 17.
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: **624-3300 after May 24.**

The workshop will be held Thursday, August 14, 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:

625-3322 after May 24

Credit Course Offerings

(Noncredit courses are listed beginning on page 89. See Buildings and Maps, pages 109 to 114; Course Numbering, page 30)

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 16 or Tuesday, June 17.

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, \$116.25 plus \$1 special fee. Total \$117.25. (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 34, MW, 6-7:55, AkerH 211

Ten wk, Sec 35, MW, 6-7:55, AkerH 215

Ten wk, Sec 36, MW, 6-7:55, AkerH 225

Ten wk, Sec 37, MW, 6-7:55, AkerH 313

★Acct 1025 PRINCIPLES OF FINANCIAL ACCOUNTING II.

3 degree credits, §1050, \$116.25 plus \$1 special fee. Total \$117.25. (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 17, MW, 6-7:55, BlegH 110

Ten wk, Sec 18, MW, 6-7:55, BlegH 125

Ten wk, Sec 19, MW, 6-7:55, BlegH 220

★Acct 3001 (replaces 1051) MANAGERIAL ACCOUNTING.

4 degree credits, §1051, \$190.

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 7, MW, 6-8:30, BlegH 230

★Acct 3101 ACCOUNTING THEORY AND PRACTICE I.

4 degree credits, \$190.

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 7, MW, 6-8:30, BlegH 240

★Limited enrollment class. See page 5.

★Acct 3102 ACCOUNTING THEORY AND PRACTICE II.

4 degree credits, \$190.

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 4, MW, 6-8:30, BlegH 145

★Acct 3201 COST ACCOUNTING (replaces Acct 3220-3221).

4 degree credits, \$190.

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, \$190.

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. \$190. (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, \$190.

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, BlegH 415

Adult and Teacher Education

College of Education

Educ 5199 WORKSHOP: TEACHER EDUCATION—ARCHITECTURE FOR EDUCATORS.

3 degree credits, \$142.50 plus \$5 course fee. Total \$147.50.

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. (No prereq. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with Arch 5950, sec 3)

**First 5 wk, Sec 1, Sa, 9 a.m.-3, June 28, July 12, Arch 30, James Lammers;
W, 6:30-9, June 18, July 2, 16, Arch 30, James Lammers**

★Limited enrollment class. See page 5.

American Studies

College of Liberal Arts

AmSt 1002 AMERICAN CULTURE II: MID-19TH CENTURY TO 1920s.

4 degree credits, \$155 (♦ \$78)

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: The Culture of the Age of Enterprise* (Andrew Carnegie and business ideology, *Huckleberry Finn* and nostalgia for the old America, Frank Norris and ideal male and female roles a century ago, Frank Lloyd Wright's vision of a new American landscape). *Unit II: The Nineteen-Twenties* (*Main Street: a 20th-century woman in a 19th-century milieu*, *The Great Gatsby* and the American Dream, Eliot's vision of a secular waste land, the Great Bull Market and the Crash). (No prereq)

First 5 wk, Sec 2, TTh, 6-8:30, BlegH 155, William H. Agee

Anthropology

College of Liberal Arts

Anth 1101 HUMAN ORIGINS.

5 degree credits, \$1001, \$193.75 (♦ \$97) (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, FordH 120, Mary Whelan

Anth 1102 INTRODUCTION TO SOCIAL AND CULTURAL ANTHROPOLOGY.

5 degree credits, \$1002, \$193.75 (♦ \$97) (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, FordH 120, William Rowe

Architecture

Institute of Technology

Noncredit Workshops

Arch 0013 EXPLORING ARCHITECTURE: A CAREER DISCOVERY WORKSHOP.

No credit, \$95.

Intended for those who are interested in exploring architecture as a possible career path. The course is organized as a sequence of two concentrated workshops each of 5 days (6 hours each day), which may be taken as a pair or as a single course. Instruction will be an interactive hands-on series of experiences, within a variety of areas of vital interest to the discipline of architecture, including history, theory, skills, and practices. (No prereq)

Spec Term, Sec 1, Workshop I, 9 a.m.-12 and 1-4, July 21-25, Arch 35, Sylvia Carlsen, Peter Carlsen

Spec Term, Sec 2, Workshop II, 9 a.m.-12 and 1-4, July 28-Aug. 1, Arch 35, Sylvia Carlsen, Peter Carlsen

Arch 0014 CONSTRUCTION PROCESS: A JOB SITE VISITATION SEMINAR.

No credit, \$65.

Intended for architectural professionals interested in acquiring a first-hand knowledge of the construction process and the what and how of the trades role in that process. There will be 10 meetings (4 hours each) during which scheduled and coordinated visits will be made to various construction sites to observe and discuss all of the major phases, processes, and techniques from beginning to end. Offered in cooperation with the Minnesota Society, American Institute of Architects, and Associated General Contractors. (No prereq)

Ten wk, Sec 1, W, 8 a.m.-12, arr

Arch 3950 TOPICS IN ARCHITECTURE: BASIC DESIGN—AN EXPERIMENTAL WORKSHOP.

4 degree credits, \$197.

A pilot course intended to explore and develop methods and content for introducing beginning students to the two- and three-dimensional areas of the rich and complex world of environmental design including the principles, elements, and skills—i.e., color, drawing, photography, computer, modeling, and problem-solving methodologies. (No prereq)

First 5 wk, Sec 1, TTh, 1-5, Arch 10, Dennis Grebner

Arch 5055 ENGLISH AND EARLY AMERICAN ARCHITECTURE.

4 degree credits, \$197 plus \$4 course fee. Total \$201.

Architecture and urban design in America and England from 1500 until 1800. (Prereq 1021. Qualified students may register for graduate credit at the University of Minnesota)

First 5 wk, Sec 2, TTh, 6:10-9:40, Arch 25, Marcia Olhausen

Arch 5056 MODERN ARCHITECTURE.

4 degree credits, \$197.

History of development of architecture and urban design in Europe and America from early 19th century until World War II. (Prereq 1021. Qualified students may register for graduate credit at the University of Minnesota)

Second 5 wk, Sec 2, TTh, 6:10-9:40, Arch 25, Marcia Olhausen

★ Arch 5850 PROBLEMS IN MODERN AND POSTMODERN THEORY.

4 degree credits, \$197.

A two-part seminar which explores some of the philosophical premises underlying modern and postmodern theory, primarily through the use of Sigfried Giedion's *Space, Time, and Architecture*, and Alberto Perez-Gomez's *Architecture and the Crises of Modern Science*, including readings from Tafuri, Rossi, Rowe, Frampton, Porphyrios, Leon Krier, and others. (Prereq Arch major or #. Qualified students may register for graduate credit at the University of Minnesota. Limited to 12)

Ten wk, Sec 1, Th, 6:10-9:40, Arch 15, H. Mulgrave

Arch 5950 TOPICS IN ARCHITECTURE: SKETCHING THE CITY.

4 degree credits, \$197, plus \$5 course fee. Total \$202.

Seeing and understanding the urban environment through drawing. Each week a different part of the city will be explored through the sketching process. (Prereq 3093 or #. Qualified

★ Limited enrollment class. See page 5.

students may register for graduate credit at the University of Minnesota)
First 5 wk, Sec 2, Sa, 9 a.m.-12 plus lab hrs arr, Arch 10, Karl Ermanis

Arch 5950 TOPICS IN ARCHITECTURE: ARCHITECTURE FOR EDUCATORS.

3 degree credits, \$147.75, plus \$5 course fee. Total \$152.75.

Intended for classroom teachers, grades 4 through 12, and others in education. Objective: to introduce to educators to how we learn, perceive, and make decisions about our built environment. "Hands-on" activities to help teachers to 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.)

First 5 wk, Sec 3, Sa, 9 a.m.-3, June 28, July 12, Arch 30, James Lammers;

W, 6:30-9, June 18, July 2, 16, Arch 30, James Lammers

Art History

College of Liberal Arts

ArH 1001 INTRODUCTION TO THE VISUAL ARTS.

4 degree credits, \$3001, \$155 plus \$4 course fee. Total \$159.

(♦ \$78 plus \$4 course fee. Total \$82)

A comprehensive survey of the main problems of meaning, form, and style in the visual arts (architecture, sculpture, painting, graphic arts, and photography) of the various cultures and periods. The course attempts to enable students to interpret works of art critically by relating them to the geographic, historical, and social origins, and by placing them within the proper phases in the evolution of art. The course touches on the main periods of art history, and is designed to familiarize students with the critical and technical vocabulary used in the literature of art. (No prereq. Meets concurrently with 3001)

First 5 wk, Sec 2, TTh, 6-8:30, JonesH 207B, Sheila McNally

ArH 3001 HISTORY OF ANCIENT ART.

4 degree credits, \$1001, \$164 plus \$4 course fee. Total \$168.

See course description for ArH 1001. (No prereq. Meets concurrently with 1001)

First 5 wk, Sec 2, TTh, 6-8:30, JonesH 207B, Sheila McNally

ArH 3142 ARTS OF EGYPT AND THE NEAR EAST.

4 degree credits, \$164 plus \$4 course fee. Total \$168. (♦ \$82 plus \$4 course fee. Total \$86)

The arts and architecture of Egypt, Mesopotamia, and Persia from prehistoric times to the conquests of Alexander the Great. (No prereq)

First 5 wk, Sec 2, MW, 6-8:30, JonesH 207B, Sheila McNally

Arts, Studio

College of Liberal Arts

For information about the Summer Arts Study Center (Split Rock Arts Program), see page 40.

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.*

★Limited enrollment class. See page 5.

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 (625-8096 after May 24) 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 Westbrook Hall by the end of the third week of the term.*

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.

3 degree credits, \$116.25 plus \$5 course fee and \$5 special fee. Total \$126.25.

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 16, TTh, 6-9:45, ArtB 140

First 5 wk, Sec 17, MW, 6-9:45, ArtB 150

Second 5 wk, Sec 18, TTh, 6-9:45, ArtB 140

Ten wk, Sec 19, Th, 6-9:45, ArtB 160

★ArtS 1105 BEGINNING PAINTING.

3 degree credits, \$116.25 plus \$5 course fee and \$5 special fee. Total \$126.25.

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 4, MW, 6-9:45, ArtB 151

★ArtS 1302 BASIC SCULPTURE.

3 degree credits, \$116.25 plus \$25 course fee and \$5 special fee. Total \$146.25.

Natural form is studied. Imaginative approaches are encouraged. Construction in clay, plaster, wood. Mold-making and casting. (No prereq. Limited to 20)

Second 5 wk, Sec 3, MW, 6-9:45, ArtB 50, Thomas Rose

★ArtS 1510 PRINTMAKING: INTAGLIO.

3 degree credits each term (maximum 6 credits). \$116.25 plus \$30 course fee and \$5 special fee. Total \$151.25.

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)

Second 5 wk, Sec 4, MW, 6-9:45, ArtB 170, Karl Bethke

★Limited enrollment class. See page 5.

★Arts 1701 INTRODUCTION TO PHOTO MEDIUM.

3 degree credits, \$116.25 plus \$25 course fee and \$5 special fee. Total \$146.25.

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 (625-9532 after May 24). (No prereq. Limited to 20)

First 5 wk, Sec 15, TTh, 6-9:45, ArtB 120

First 5 wk, Sec 16, MW, 6-9:45, ArtB 120

Second 5 wk, Sec 17, MW, 6-9:45, ArtB 120

★Arts 1811 CERAMICS.

3 degree credits, \$116.25 plus \$25 course fee and \$5 special fee. Total \$146.25.

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.

3 degree credits, \$116.25 plus \$25 course fee and \$5 special fee. Total \$146.25.

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.

3 degree credits each term (maximum 12 cr). \$123 plus \$15 course fee and \$5 special fee. Total \$143.

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, William Roode

★Arts 3160 WATERCOLOR.

3 degree credits (maximum 12 cr). \$123 plus \$10 course fee and \$5 special fee. Total \$138.

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 3304 SCULPTURE: WOOD AND STONE. 3 degree credits (maximum 12 credits). \$123 plus \$25 course fee and \$5 special fee. Total \$153.

Examination of numerous possibilities of wood and stone with emphasis on construction, assemblage and arrangement. (Prereq 1301, 1302, 1401. Meets concurrently with 5340. Limited to a combined total of 20)

First 5 wk, Sec 1, MW, 6-9:45, ArtB 50, Susan Lucey

★Limited enrollment class. See page 5.

★ Arts 3510 PRINTMAKING: INTAGLIO.

3 degree credits each term (maximum 12 credits). \$123 plus \$35 course fee and \$5 special fee. Total \$163.

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)

Second 5 wk, Sec 4, MW, 6-9:45, ArtB 170, Karl Bethke

★ Arts 3710 INTERMEDIATE PHOTOGRAPHY.

3 degree credits (maximum 12 cr). \$123 plus \$25 course fee and \$5 special fee. Total \$153. 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 8, TTh, 6-9:45, ArtB 120, Gary Hallman

★ Arts 3810 CERAMIC DESIGN. 3 degree credits (maximum 12 credits). \$123 plus \$30 course fee and \$5 special fee. Total \$158.

Greater emphasis on wheel throwing. Advanced design problems and introduction to glaze and clay experimentation. Emphasis on development of personal expression in ceramic medium. (Prereq 1401, 1811, 1812 or #. Meets concurrently with 5810. Limited to a combined total of 20)

First 5 wk, Sec 3, TTh, 6-9:45, ArtB 10

★ Arts 5110 ADVANCED DRAWING.

3 degree credits each quarter (maximum 15 cr). \$123 plus \$15 course fee and \$5 special fee. Total \$143.

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, William Roode

★ Arts 5160 WATERCOLOR.

3 degree credits (maximum 15 cr). \$123 plus \$10 course fee and \$5 special fee. Total \$138. 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 5340 SCULPTURE: WOOD AND STONE. 3 degree credits (maximum 15 credits). \$123 plus \$25 course fee and \$5 special fee. Total \$153.

See description for 3304. (Prereq 3304. Meets concurrently with 3304. Qualified students may register for graduate credit at the University of Minnesota. Limited to a combined total of 20)

First 5 wk, Sec 1, MW, 6-9:45, ArtB 50, Susan Lucey

★ Limited enrollment class. See page 5.

★Arts 5510 PRINTMAKING: ADVANCED INTAGLIO.

3 degree credits each term (maximum 15 credits). \$123 plus \$35 course fee and \$5 special fee. Total \$163.

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)

Second 5 wk, Sec 4, MW, 6-9:45, ArtB 170, Karl Bethke

★Arts 5710 PHOTOGRAPHY.

3 degree credits (maximum 15 cr). \$123 plus \$25 course fee and \$5 special fee. Total \$153. Advanced problems in photography. (Prereq 12 cr of 3710 or #. May not be taken for graduate credit. Meets concurrently with 3710. Limited to a combined total of 20).

Second 5 wk, Sec 1, TTh, 6-9:45, ArtB 120, Gary Hallman

★Arts 5810 CERAMICS.

3 degree credits (maximum 15 credits). \$123 plus \$45 course fee and \$5 special fee. Total \$173.

Aesthetic awareness and development: techniques and materials. (Prereq 12 cr of 3810 or #. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3810. Limited to a combined total of 20)

First 5 wk, Sec 3, TTh, 6-9:45, ArtB 10



SPLIT ROCK arts program

Duluth, Minnesota

Week-long workshops in the arts at the University's Duluth campus on the hilltops overlooking Lake Superior and at the Environmental Learning Center in the lakeside wilderness near Isabella, Minnesota. Work with nationally recognized artists in a supportive community where you can choose from 40 workshops in a variety of arts areas. Write essays, create the poetry or photography of witness on Minnesota's Iron Range, draw with pastels, write and learn to market your nonfiction book, create original prints under the guidance of master printers, throw pots or dye fabric using traditional Japanese methods, explore the nature and applications of creativity, write a play or a short story or a novella or novel, find your personal content as a painter, examine poetry and politics, learn the ancient art of marbling, take a drawing tour of Duluth and the North Shore, discover how to make your writing more beautiful at an idyllic off-campus retreat, learn traditional Chinese painting, create a visual or

★Limited enrollment class. See page 5.

written journal, join a writers' community, handbuild pots and learn fresh ways to decorate them, design quilts, photograph or write about or paint the Lake Superior Uplands, write or illustrate a children's story, paint watercolors on your own handmade paper, and more.

Split Rock is a place of true recreation—refreshment and renewal through experiencing an art form intensively.

Low cost, comfortable apartments and excellent food services are available on campus and an inexpensive housing/meal package is available at the Environmental Learning Center. Come early, stay on, and see Minnesota's favorite summer city and travel the rugged and beautiful North Shore.

Split Rock opens June 29 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 1986 Split Rock Arts Program catalog, call 373-4947 (624-6800 after May 28) or write Split Rock Arts Program, 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, \$193.75 plus \$10 course fee. Total \$203.75 (IS).

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 laboratory 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, MoosT 2-650, Peifer; Lab TTh, 7:20-9, KoltH S160

Botany

College of Biological Sciences

★**BOT 1009 MINNESOTA PLANT LIFE.**

4 degree credits, \$155 plus \$5.50 special fee. Total \$160.50.

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, BorH 365, BioSci 192, 198, StP Campus

Business, Government, and Society

School of Management

★**BGS 3002 BUSINESS AND SOCIETY.**

4 degree credits, \$190 plus \$8 course fee. Total \$198.

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

★Limited enrollment class. See page 5.

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, Barbara Stromer

★BGS 3004 INTERNATIONAL BUSINESS.

4 degree credits, \$190 plus \$8 course fee. Total \$198.

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, Carol Jacobson

Business Law

School of Management

★BLaw 3058 INTRODUCTION TO LAW, AND THE LAW OF CONTRACTS AND SALES CONTRACTS.

4 degree credits, \$8158, \$190 plus \$10 course fee. Total \$200. (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; and law affecting the sales of goods contracts. (Prereq Econ 1002 or equivalent and at least junior standing for business degree students. **May not be taken S-N.** Limited to 50)

First 5 wk, Sec 11, MW, 6-8:30, BlegH 215, Peter Weiss

Ten wk, Sec 12, Th, 6-8:30, BlegH 215, Robert Zalk

Second 5 wk, Sec 13, MW, 6-8:30, BlegH 215, Donald G. Campbell

★BLaw 3078 LAW: AGENCY, PARTNERSHIPS, CORPORATIONS, AND COMMERCIAL PAPER.

4 degree credits, \$8278, \$190 plus \$10 course fee. Total \$200. (IS)

A study of law affecting the relationship between principal and agent, master and servant, and employer and employee. Includes the 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 and contracts referred to as commercial papers (negotiable instruments), with emphasis on effect of the Uniform Commercial Code. (Prereq 3058. Limited to 30)

Second 5 wk, Sec 3, MW, 6-8:30, BlegH 130, Thomas Lovett

Civil Engineering

Institute of Technology

CE 5002 ENGINEERING ECONOMICS.

2 degree credits, \$98.50.

Time value of cost-benefit analysis; net present worth analysis; internal rate of return. (Prereq junior standing. **May not be taken for graduate credit**)

First 5 wk, Sec 1, MW, 6-8, CivMinE 212, Matthew J. Huber

★Limited enrollment class. See page 5.

CE 5617 DESIGN OF MASONRY STRUCTURES.

4 degree credits, \$197.

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

Classical Studies

College of Liberal Arts

Clas 1042 GREEK AND ROMAN MYTHOLOGY.

4 degree credits, \$155 (♦ \$77.50)

The heroes, gods and goddesses of ancient Greece and Rome. The stories of the myths and the stories behind the myths. (No prereq. May be applied toward the CLA second language requirement, Route II, for Greek and Latin)

Second 5 wk, Sec 4, MW, 6:20-8:50, FolH 105, Gerald Erickson

Composition and Communication

College of Liberal Arts

(See also writing courses in English)

★Comp 1011 WRITING PRACTICE I.

5 degree credits, \$193.75. (IS)

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 24)

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 1986.

Ten wk, Sec 30, M, 6-8:50, KolH S134

Ten wk, Sec 31, T, 6-8:50, KolH S134

Ten wk, Sec 32, W, 6-8:50, KolH S134

Ten wk, Sec 33, Th, 6-8:50, KolH S134

★Comp 1027 INTERMEDIATE EXPOSITORY WRITING.

4 degree credits, \$155. (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 13, M, 6-8:30, HHCtr 60

Ten wk, Sec 14, W, 6-8:30, HHCtr 60

★Limited enrollment class. See page 5.

★Comp 3014 WRITING FOR THE QUANTITATIVE SOCIAL SCIENCES.

4 degree credits, \$164. (IS)

Developing strategies for expressing quantitative and statistical information in clear prose, and exercises in effective ways to describe individual case histories. Major papers will include the analysis of complex situations and institutions. (Prereq junior standing, the Writing Practice requirement, or equivalent. Limited to 20)

Ten wk, Sec 3, T, 6-8:30, BlegH 350

★Comp 3027 ADVANCED EXPOSITORY WRITING.

4 degree credits, \$164. (IS)

General introduction to narration, description, proof, and persuasion; proper framing of arguments and analysis; use and evaluation of sources for longer papers. (Prereq junior standing, the Writing Practice requirement or equivalent. Limited to 20)

Ten wk, Sec 7, T, 6-8:30, Law 1

Ten wk, Sec 8, W, 6-8:30, Law 1

Ten wk, Sec 9, Th, 6-8:30, Law 1

★Comp 3031 TECHNICAL WRITING FOR ENGINEERS.

4 degree credits, \$164. (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 7, T, 6-8:30, HHHctr 60

Ten wk, Sec 8, Th, 6-8:30, HHHctr 60

Ten wk, Sec 9, Th, 6-8:30, BlegH 350

★Comp 3032 PRE-PROFESSIONAL WRITING FOR BUSINESS.

4 degree credits, \$164. (IS)

Focus on the rhetoric, form and style of business writing in reports, case studies, and correspondence. Exercises and frequent practical examples, tied as much as possible to students' major fields. This course fulfills senior business writing requirement for the School of Management. (Prereq junior standing, the Writing Practice requirement or equivalent. Limited to 20)

Ten wk, Sec 6, T, 6-8:30, Law 3

Ten wk, Sec 7, Th, 6-8:30, Law 3

Comp 3080 SPECIAL PROJECTS IN ADVANCED COMPOSITION.

2 degree credits (6 credits maximum), \$82 plus \$40 special fee. Total \$122.

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 [625-2888 after Apr. 25]), 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, \$197 plus \$6 special fee. Total \$203. (IS)

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 10, MW, 6-8:40, MoosT 2-690

Second 5 wk, Sec 11, TTh, 6-8:40, MoosT 2-690

CSci 3104 INTRODUCTION TO PROGRAMMING AND PROBLEM SOLVING.

5 degree credits, \$246.25 plus \$6 special fee. Total \$252.25.

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 10, TTh, 6-8:40, MoosT 2-690

Second 5 wk, Sec 11, MW, 6-8:40, MoosT 2-690

Continuing Education for Women (CEW)

See page 89.

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, \$155 plus \$8.50 course fee and \$6 special fee. Total \$169.50.

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 6, W, 6-9:20, AndH 210, G. Benson

Ten wk, Sec 7, Th, 11 a.m.-1:30 (this section in downtown Minneapolis; call 376-8236 [624-7558 after May 23] for specific location), D. Bergman

★DSci 3055 (formerly QA 3055) INTRODUCTION TO MANAGEMENT SCIENCES.

4 degree credits, \$190 plus \$8.50 course fee and \$6 special fee. Total \$204.50.

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 6, M, 6-9:20, BlegH 155; R. Van Cleave

Ten wk, Sec 7, T, 11 a.m.-1:30 (this section in downtown St. Paul; call 376-8236 for specific location), G. Donahue

★Limited enrollment class. See page 5.

Design

College of Home Economics Design, Housing, and Apparel

★Dsgn 1201 INTRODUCTION TO COMMERCIAL ART AND GRAPHIC DESIGN. 4 degree credits, \$155.

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

★Dsgn 1202 DESIGN PROCESS: CREATIVITY. 4 degree credits, \$155.

Overview of creative processes and their application to graphic design and creative problem solving. Emphasizes ideas, visual communication of concepts. Must be taken S-N. (Prereq 1201. Limited to 24)

Second 5 wk, Sec 3, MW, 6:10-8:30, McNH 216, StP Campus, Redmond

★Dsgn 1203 DRAWING FOR DESIGN AND ILLUSTRATION 4 degree credits, \$155.

Fundamentals of drawing for commercial design and illustration. Emphasis on human figure drawing, form, perspective, and shadows. Use of range of commercial art mediums. (Prereq 1521 or #. Limited to 24)

Second 5 wk, Sec 4, TTh, 6-9:55, McNH 258, StP Campus

Dsgn 1501 INTRODUCTION TO DESIGN 3 degree credits, \$116.25.

Awareness of design in the near environment. (No prereq)

First 5 wk, Sec 3, TTh, 6-8:30, McNH 33, StP Campus

★Dsgn 1521 DESIGN PROCESS: COLOR. 4 degree credits, \$155 plus \$4 course fee. Total \$159.

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 1525 DESIGN PROCESS: TWO DIMENSIONAL DESIGN I. 4 degree credits, \$155.

Experiments with principles of two-dimensional design. (No prereq. Limited to 24)

First 5 wk, Sec 4, MW, 6-9:55, McNH 262, StP Campus

★Dsgn 1531 SURFACE-FABRIC DESIGN I. 4 degree credits, \$155 plus \$30 course fee. Total \$185.

Exploration of surface pattern and composition with varied media and materials: dyeing, re-

★Limited enrollment class. See page 5.

sis, 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, \$155.

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, Sec 1, MW, 6-9:55, McNH 258, StP Campus

★Dsgn 1550 DRAFTING—BASIC DRAFTING TECHNIQUES.

4 degree credits, \$155.

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)

First 5 wk, Sec 7, MW, 6-9:55 and arr, McNH 305, StP Campus, Rosemary McMonigal

★Dsgn 3255 TYPOGRAPHIC DESIGN.

4 degree credits, \$208.

Theory and application of principles of typographic composition. Emphasis on typography history, type faces and letter forms, typesetting methods, terminology, type specification, and copyfitting. (Prereq 1220. Limited to 24)

First 5 wk, Sec 3, MW, 6-9:55, McNH 316, StP Campus, Janice Anderson

★Dsgn 3523 DESIGN PROCESS: VISUAL PRESENTATION II.

4 degree credits, \$208.

Continued development of drawing skills for the designer. (Prereq 1523. Limited to 24)

Second 5 wk, Sec 3, MW, 6-9:55, McNH 258, StP Campus

★Dsgn 3572 SPECIAL TOPICS IN DESIGN: PATTERN GRADING WORKSHOP.

1 degree credit, \$52.

Laboratory experience in pattern grading from a basic sloper; principles involved in sizing. (Prereq TexC 3604. Limited to 20)

First 5 wk, Sec 1, W, 6-9:30, McNH 475, StP Campus

★Dsgn 3582 FIELD EXPERIENCE IN DESIGN.

3 degree credits, \$156.

Supervised 60 hours "on site" exhibition installation during August, 1986. Organizational meeting Sat., Aug. 9, 10:30 a.m. at the Creative Activities Building, Minnesota State Fairgrounds, St. Paul. (Limited to 14)

Spec Term, Sec 1, Arr, Richard Abell. No late fee through August 1

★Limited enrollment class. See page 5.

Dutch

College of Liberal Arts

Dtch 1110 BEGINNING DUTCH: INDIVIDUALIZED READING, LISTENING, WRITING.
3 degree credits (maximum 15 cr), §1101-1102-1103, \$116.25.

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 Wesbrook Hall Registration Office to pay for the additional credits they have earned during that session: \$38.75 per credit. (No prereq)

Ten wk, Sec 4, T, 6-7:30, WaLib 15, Nicolaas van der Sanden

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 5310 TOPICS IN CHILD PSYCHOLOGY.

2 degree credits, \$101.50.

Selected topics in the general content area. This course provides information about child abuse issues related to the work of professionals in public schools, health and human service agencies, and child care. Presentations include child abuse research and its implications, prevention and treatment methods currently employed in the metropolitan area, and the cultural aspects of abuse and neglect. Child abuse materials will be made available for review and purchase. (Prereq 1301 and #) *June 24-27 Tuesday through Friday, 9 a.m.-3, Minneapolis campus.* Instructor is Jeanette Truchsess. Qualified students may register for graduate credit at the University of Minnesota. Call 373-2887 (625-1088 after May 24) for registration information.

Educ 1100 DEVELOPMENT OF PARAPROFESSIONAL SKILLS IN INSTRUCTION.

1 degree credit, \$38.75 plus \$26.50 special fee. Total \$65.25.

Basic background information for the paraprofessional; training in assisting with instruction. Each offering focuses on a different area. A one-credit practicum for those who desire to design a project such as training others in child abuse issues, writing articles for professional periodicals, or public speaking. **Must be taken in conjunction with CPsy 5310 (see above); there will be no exceptions.** *June 27-Aug. 29. 10 hours to be scheduled with practicum instructor within this period.* Campus and metropolitan area. Instructors are Mary Lou Gilstad, Jeanette Truchsess, and others. Call 373-2887 (625-1088 after May 24) for registration information.

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. \$155 each term. (IS)

Principles underlying economic activity and the way these principles work out through our

★Limited enrollment class. See page 5.

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 37, MW, 6-7:20, BlegH 205

Ten wk, 1001, Sec 38, MW, 7:30-8:50, BlegH 205

Ten wk, 1001, Sec 39, TTh, 6-7:20, BlegH 115

Ten wk, 1002, Sec 40, MW, 6-7:20, BlegH 115

Ten wk, 1002, Sec 41, MW, 7:30-8:50, BlegH 115

Ten wk, 1002, Sec 42, TTh, 7:30-8:50, BlegH 115

★Econ 3101 MICROECONOMIC THEORY.

4 degree credits, §3105 or BGS 3001, \$164.

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 230

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, §Comp 1101, 1113, \$155.

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 105, Paulette Bates-Alden

★Engl 1104 (formerly Comp 1104) INTRODUCTION TO POETRY WRITING.

4 degree credits, §Comp 1104, 1111, \$155.

Workshop for beginning students. Discussion of student poems, assignments, formal experiments. No manuscript prerequisite. (No prereq. Limited to 22)

Second 5 wk, Sec 3, MW, 6-8:30, BlegH 105, Michael Dennis Browne

Literature

★Engl 1009 INTRODUCTION TO THE STUDY OF LITERATURE.

4 degree credits, \$155 (♦\$77.50).

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, 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, TTh, 6-8:30, BlegH 205, Chester Anderson

★Limited enrollment class. See page 5.

Engl 1671 THE SHORT STORY.

4 degree credits, \$155 (♦ \$77.50).

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)

First 5 wk, Sec 2, TTh, 6-8:30, BlegH 205, William Madden

★Engl 3241 SHAKESPEARE.

4 degree credits, \$164 (♦ \$82). (IS)

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)

First 5 wk, Sec 3, MW, 6-8:30, BlegH 255, Charles Sugnet

★Engl 3242 SHAKESPEARE

4 degree credits, \$3243, \$164 (♦ \$82) (IS)

Plays from the middle and late periods. *King Lear*, *Macbeth*, *The Tempest*, and two or three others. (No prereq. Limited to 36)

Second 5 wk, Sec 3, MW, 6-8:30, BlegH 225, Gordon O'Brien

Engl 3635 AUTOBIOGRAPHY

4 degree credits, \$164 (♦ \$82)

Introduction to autobiography as a literary form; its history, purposes, techniques, and variety. Deals with five or more well-known examples of the genre. (No prereq)

First 5 wk, Sec 2, TTh, 6-8:30, BlegH 225, Chester Anderson

Engl 3910 TOPICS IN ENGLISH LITERATURE: THE BRITISH SHORT STORY.

4 degree credits, \$164 (♦ \$82)

A survey of the short-story in Britain, beginning with R. L. Stevenson, Thomas Hardy, and Rudyard Kipling. Well-known writers, such as D. H. Lawrence, Katherine Mansfield, H. E. Bates, Elizabeth Bowen, V. S. Pritchett, and Angus Wilson will be included, but considerable attention also is given to lesser-known writers of merit (e.g., H. A. Manhood, C. E. Montague, Sylvia Townsend Warner) and to the distinctive voices of Scottish (Neil Gunn, Eric Linklater), Irish (Liam O'Flaherty, Frank O'Connor) and Welsh (Rhys Davies, Gwyn Thomas) writers. (No prereq)

Second 5 wk, Sec 2, MW, 6-8:30, BlegH 255, J. Lawrence Mitchell

Engl 5175 MODERN DRAMA SINCE 1920.

4 degree credits, \$164 (♦ \$82).

Chief dramatists, English, American, and continental. (No prereq. Qualified students may register for graduate credit at the University of Minnesota)

Second 5 wk, Sec 2, TTh, 6-8:30, BlegH 240, Archibald Leyasmeyer

Engl 5711 CLASSICS OF LITERARY CRITICISM.

4 degree credits, \$164 (♦ \$82).

Major works in the classic critical tradition. Aristotle and Coleridge and such authors as Plato, Horace, Longinus, Sidney, Dryden, Johnson, Hume, and Eliot. (No prereq. Qualified students may register for graduate credit at the University of Minnesota)

First 5 wk, Sec 1, MW, 6-8:30, BlegH 435, Michael Hancher

★Limited enrollment class. See page 5.

Family Social Science

College of Home Economics

FSoS 1001 DYNAMICS OF FAMILY RELATIONSHIPS.

3 degree credits, \$1002, \$116.25 plus \$1 special fee. Total \$117.25 (♦ \$58.25 plus \$1 special fee. Total \$59.25). (1S)

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 2, M, 6-8:30, McNH 197, StP Campus, John Hedburg

FSoS 5230 INDEPENDENT STUDY IN FAMILY SOCIAL SCIENCE.

1-5 degree credits (maximum 16 cr), \$52 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.

Family Social Science Summer Courses in Europe

The following two FSoS courses (5200 and 5255) will be offered in Stockholm, Oslo, and London the first summer session. Students will have opportunities to meet with University faculty and government officials to hear about and discuss policies and programs which affect families in Sweden, Norway, and England. Visits with representatives of agencies which deal with areas of students' interests such as aging, housing, child care, education, employment, and family relationships will be awarded. Registration must be completed by April 15, 1986. For further information and costs, telephone (612) 373-1578 (after April 12, 1986, call 625-1900). Prior to departure, students will attend lectures and accomplish required readings. These orientation sessions, times, and dates to be arranged.

FSoS 5200 FAMILY RELATIONSHIPS.

5 degree credits.

The family as an institution and system of relationships. Current developments in study of the family. Changes in American society and their influence on family life. (Prereq Psy 1001 or equivalent, Soc 1001 or equivalent. Qualified students may register for graduate credit at the University of Minnesota) Taught by Richard Hey.

FSoS 5255 APPROACHES TO FAMILY POLICY.

4 degree credits.

How social legislation in such areas as welfare, housing, child development and health care affects and, in some cases, determines the nature, structure, and quality of the family as a social institution. (No prereq. Qualified students may register for graduate credit at the University of Minnesota) Taught by Shirley Zimmerman

FSoS 5240 SPECIAL TOPICS: TOPICS IN PARENTING.

1 degree credit, \$52 (♦ \$26).

Healthy characteristics of blended and single-parent families. Current developments in the study of the family. For information, contact Alice Ellison: (612) 537-4347 or (612) 544-1286. For registration, call Jill or Cyndy: (612) 376-7389 (625-9001 after May 23); be sure to indicate that this is the special term course in the Robbinsdale Schools. (No prereq. Qualified students may register for graduate credit at the University of Minnesota)

Spec Term, Sec 4, W, 4-7, June 11; Sa, 9 a.m.-3, June 28, Robbinsdale Schools, Administration Building, Cedar Room, 4148 Winnetka Ave., Richard Fowler. No late fee through June 4.

FSoS 5240 SPECIAL TOPICS: VIOLENCE IN THE FAMILY.

4 degree credits, \$208. (♦ \$104)

Focus is on the various forms of abuse (physical, psycho-emotional, sexual) found among family members—spouses, parents and children, siblings—and what can be done to reduce violence between family members. Attention will be given to factors which bring about or inhibit violence in the family. (No prereq; Family Studies course recommended. Qualified students may register for graduate credit at the University of Minnesota)

First 5 wk, Sec 5, MW, 6:10-8:40, McNH 179, StP Campus, Sander Latts

Alcohol and Drug Counseling Education

For information about the Alcohol and Drug Counseling Education Certificate, see the 1985-86 *Extension Classes Bulletin*, page 573. 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 (after April 12, 1986, call 625-3778).

★FSoS 3029 COUNSELING SKILLS PRACTICUM I.

4 degree credits, \$208.

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 20)

Spec Term, Sec 7, WM, 6-10, June 18-July 9 (no meeting June 23), McNH 274, StP Campus, Fabunmi

Sa, 9 a.m.-5, June 21, McNH 274, StP Campus, Fabunmi. No late fee through June 4

★FSoS 3030 COUNSELING SKILLS PRACTICUM II.

4 degree credits, \$208.

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. **Although it is possible to take both FSoS 3029 and 3030 during the same quarter, in most cases the department advises students against doing so.** (Prereq 3029. Students interested in graduate credit should see 5030. Meets concurrently with 5030. Limited to a combined total of 21)

Spec Term, Sec 6, MW, 6-10, July 28-Aug. 13 (no meeting Aug. 4), McNH 274, StP Campus, Fabunmi

Sa, 9 a.m.-5, Aug. 2, McNH 274, StP Campus, Fabunmi. No late fee through July 2

★Limited enrollment class. See page 5.

★FSoS 3031 COUNSELING SKILLS PRACTICUM III.

4 degree credits, \$208.

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, T, 9 a.m.-5, July 8, 15, 22, McNH 274, StP Campus, Fischer. T, 9 a.m.-1, July 29. No late fee through July 1

★FSoS 3032 CHEMICAL ABUSE AND THE FAMILY: AN OVERVIEW.

4 degree credits, \$208.

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 10-12, McNH 274, StP Campus, Fischer, Goodman

Th, 6-10, July 17, McNH 274, StP Campus, Fischer, Goodman. No late fee through July 7

FSoS 3034 TOPICS IN ALCOHOL AND DRUG ABUSE.

1-5 degree credits, \$52 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 (625-3778 after April 12). (Prereq written #. Students interested in graduate credit should see 5034)

Ten wk, Sec 5, Arr, Fabunmi

Ten wk, Sec 6, Arr, Goodman

Ten wk, Sec 7, Arr, Fischer

FSoS 3035 CLINICAL INTERNSHIP IN CHEMICAL ABUSE PROBLEMS.

2-18 degree credits, \$52 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 (625-3778 after April 12). 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, \$156.

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

★Limited enrollment class. See page 5.

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 26-28, McNH 274, StP Campus, Fischer, Goodman. No late fee through June 19.

FSoS 5008 INTROSPECTIVE WORKSHOP AND CLINICAL SUPERVISION.

1-2 degree credits, \$52 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, Fabunmi

★FSoS 5029 COUNSELING SKILLS PRACTICUM I.

4 degree credits, \$208.

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 20)

Spec Term, Sec 7, WM, 6-10, June 18-July 9 (no meeting June 23), McNH 274, StP Campus, Fabunmi

Sa, 9 a.m.-5, June 21, McNH 274, StP Campus, Fabunmi. No late fee through June 4.

★FSoS 5030 COUNSELING SKILLS PRACTICUM II.

4 degree credits, \$208.

See course description and prerequisites for 3030. Certificate students must take this course A-N. **Although it is possible to take both FSoS 5029 and 5039 during the same quarter, the department advises students against doing so.** (Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3030. Limited to a combined total of 21)

Spec Term, Sec 6, MW, 6-10, July 28-Aug. 13 (no meeting Aug. 4), McNH 274, StP Campus, Fabunmi

Sa, 9 a.m.-5, Aug. 2, McNH 274, StP Campus, Fabunmi. No late fee through July 2.

★FSoS 5031 COUNSELING SKILLS PRACTICUM III.

4 degree credits, \$208.

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, T, 9 a.m.-5, July 8, 15, 22, McNH 274, StP Campus, Fischer. T, 9 a.m.-1, July 29. No late fee through July 1.

★FSoS 5032 CHEMICAL ABUSE AND THE FAMILY: AN OVERVIEW.

4 degree credits, \$208.

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 10-12, McNH 274, StP Campus, Fischer, Goodman

Th, 6-10, July 17, McNH 274, StP Campus, Fischer, Goodman. No late fee through July 7.

★Limited enrollment class. See page 5.

FSoS 5034 TOPICS IN ALCOHOL AND DRUG ABUSE.

1-5 degree credits, \$52 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 (625-3778 after April 12). (Qualified students may register for graduate credit at the University of Minnesota)

Ten wk, Sec 5, Arr, Fabunmi

Ten wk, Sec 6, Arr, Goodman

Ten wk, Sec 7, Arr, Fischer

FSoS 5035 CLINICAL INTERNSHIP IN CHEMICAL ABUSE PROBLEMS.

2-18 degree credits, \$52 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, \$156.

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 26-28, McNH 274, StP Campus, Fischer, Goodman. No late fee through June 19.

Finance

School of Management

★BFin 3000 FINANCE FUNDAMENTALS.

4 degree credits, \$190 plus \$10 course fee. Total \$200.

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 13, MW, 6-9, BlegH 150

Second 5 wk, Sec 14, MW, 6-9, BlegH 150

★BFin 3100 FINANCIAL MANAGEMENT.

4 degree credits, \$190 plus \$10 course fee. Total \$200.

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 415

★Limited enrollment class. See page 5.

★BFin 3500 REAL ESTATE INVESTMENT ANALYSIS.

4 degree credits, \$190 plus \$10 course fee. Total \$200.

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, 4-6:30, BlegH 105

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, \$155. (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 4, MTh, 6-8:30, CivMinE 213

Second 5 wk, Sec 5, MTh, 6-8:30, CivMinE 213

Fren 1104 INTERMEDIATE FRENCH.

5 degree credits, \$193.75.

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, \$193.75.

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, \$164.

Film work of major vanguards: surrealism; Vigo, Renoir, Wells; Visconti, Rossellini, DiSica.

★Limited enrollment class. See page 5.

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 1, MW, 6-8:30, FolH 107, Tom Conley

General College courses

★GC 1235 UNITED STATES: LAW IN SOCIETY.

4 degree credits, \$155. (IS)

The role of law in our changing society; legal aspects of current topics. Topics include court and 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, MW, 5-7:30, NichH 216, Dennis Hower

★GC 1374 LITERATURE OF THE THEATRE: FILM AND DRAMA.

4 degree credits, \$155.

Stage plays and films, both as art forms and as communication media. Students attend local film showings and theatre performances, view television dramas, and learn to write critical reports on what they see and read. (No prereq. Limited to 50)

Second 5 wk, Sec 1, MW, 6:20-8:50, NichH 213, Carol Miller

★GC 1433 BASIC MATHEMATICS.

4 degree credits, \$155.

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 35)

Ten wk, Sec 4, T, 5-8, FolH 101

GC 1445 MATHEMATICS: INTERMEDIATE ALGEBRA.

5 degree credits, \$193.75. (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, TTh, 5:30-8, FolH 102

★Limited enrollment class. See page 5.

★GC 1502 CAREER PLANNING.

2 degree credits, \$77.50 plus \$10 course fee. Total \$87.50.

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 2, W, 6-9, NichH 214, Gloria Wood

★GC 1513 PRINCIPLES OF SMALL BUSINESS OPERATIONS.

4 degree credits, \$155 (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)

Second 5 wk, Sec 5, TTh, 5-7:30, NichH 109, Mary K. Nelson

★GC 1515 ORIENTATION TO COOPERATIVE INTERNSHIPS.

3 degree credits, \$116.25.

A pre-employment class for students interested in business positions related to their area of study. In the weekly seminars students polish their job skills; locate appropriate work sites; write career goals; develop decision making, problem solving, and communication skills used in a business setting. Students then may be eligible for one of the one-the-job internship experiences (see GC 1517, 3517). **Must be taken S-N.** For further information, contact the Office of Cooperative Education, General College, Elliott Hall N387; telephone 373-5243. (Prereq at least 45 cr. Limited to 30)

Ten wk, Sec 4, Th, 5-7, NichH 209A

GC 1517 COOPERATIVE BUSINESS INTERNSHIPS.

4 degree credits, \$155.

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 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; 625-0585 after May 23). (Prereq 1515 and written #)

Ten wk, Sec 4, W, 5-7:30, NichH 209A

★GC 1534 PRACTICAL LAW.

4 degree credits, \$155. (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 4, MW, 6-8:30, NichH 109

★Limited enrollment class. See page 5.

★GC 1536 COMMERCIAL ART FOR NONPROFESSIONALS.

4 degree credits, (maximum 9 credits), \$155.

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)

Second 5 wk, Sec 3, MW, 6:10-8:40, NichH 102, Margaret MacInnes

★GC 1551 MARKETING: INTRODUCTION.

4 degree credits, \$155. (IS)

Emphasis on fundamentals of marketing activities and design of a strategy. Includes target markets, segmentation analysis, marketing research, consumer behavior, and marketing mix. Current marketing events discussed in relation to text readings. (No prereq. Limited to 40)

Second 5 wk, Sec 2, MW, 5-7:30, NichH 109, Shari Peterson

★GC 1571 INTRODUCTION TO BASIC AND TO MICROCOMPUTERS.

5 degree credits, \$193.75 plus \$5 course fee. Total \$198.75.

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. (Prereq elementary algebra or GCPP Math Level D. Limited to 40)

Ten wk, Sec 4, T, 5-8, ApH 206

★GC 1575 (formerly 1535) INTRODUCTION TO COMPUTERS.

4 degree credits, \$1535, \$155 plus \$5 course fee. Total \$160.

Emphasis is placed on developing computer literacy. Topics include historical development, hardware (input/output, memory, central processor), operating systems, data base management, system development, economic and social impact, and applications in various disciplines. Students apply concepts by programming representative problems in BASIC. Some work on computers outside of class is required; terminals are available on campus at moderate charge. *Sec. 1 is for students with little programming experience. Sec. 2 is for students with prior programming experience.* Lectures for Sec. 1 and Sec. 2 meet concurrently. (No prereq. Limited to 20)

Ten wk, Sec 1, W Lect, 6-7:30, ApH 206, David Glese

W Rec, 5:15-5:50, ApH 206

Ten wk, Sec 2, W Lect, 6-7:30, ApH 206, David Glese

W Rec, 7:40-8:15, ApH 206

★GC 1701 PSYCHOLOGY OF PERSONAL EFFECTIVENESS.

4 degree credits, \$155.

To help students gain better understanding and acceptance of themselves and others, course emphasizes psychological concepts of personal and social adjustment. Students examine their own personality development and adjustment. Class discussion and individual projects based to large extent on students' experiences, needs, and interests. (No prereq. Limited to 40)

First 5 wk, Sec 1, TTh, 5:30-8, NichH 109, Richard Lundy

★Limited enrollment class. See page 5.

★GC 1894 PLANNING A GENERAL COLLEGE BACCALAUREATE PROGRAM.

1 degree credit, \$38.75. (IS)

This is the final offering of this course for applicants to the Bachelor of Applied Studies program. For students whose goals fit what the college can offer, and whose preparation meet the criteria for admission, the instructor explains the program guidelines and, with the help of a study guide, instructs how to write a personal statement and prepare a degree plan for submission to the Baccalaureate Admission Committee. *Written permission required; call 376-2950 (625-3339 after May 24).* (Prereq C 7 NPA, 2.40 GPA, overall [all collegiate credits]; an Associate degree or a minimum of 80 degree credits; completion of the freshman composition writing requirement with C 7 [2.40] grades in each course; documentation of certification in a degree-related field; and two years' full-time employment in an occupational area related to the area of certification. **Must be taken S-N. Limited to 30)**

First 5 wk, Sec 4, T, 5:30-7, NichH 216, Patrick Kroll

GC 3114 PERSONAL ENVIRONMENTAL HEALTH.

4 degree credits, \$157 (♦ \$78.50).

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. (No prereq)

First 5 wk, Sec 2, TTh, 6-8:30, SciCB 125, Douglas Dearden

★GC 3217 COMMUNITY SERVICE INTERNSHIP.

6-12 degree credits. \$39.25 per credit.

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. Required for Aging, Human Services, and Family Studies. **Sec 1 for Aging Studies students only.** (Prereq written #. Limited to 15)

Ten wk, Sec 3, T, 5:30-8, NichH 152, Daniel Detzner

Ten wk, Sec 4, W, 5:30-8, NichH 152, Cathrine Wambach

★GC 3232 THE GROWTH OF AMERICAN INDUSTRIAL TECHNOLOGY.

5 degree credits, \$1232, \$196.25.

Interdisciplinary examination of selected inventions, associated technologies, impact on American life. Relationship of technology to historical, economic, cultural, and scientific developments in nation and world. (No prereq. Limited to 40)

First 5 wk, Sec 1, MW, 5:30-8, NichH 213, Thomas Buckley

★GC 3342 MORAL ISSUES IN BUSINESS.

4 degree credits, \$157 (♦ \$78.50).

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 Zanonl

★Limited enrollment class. See page 5.

★GC 3376 HUMANITIES: THE EXPERIENCE OF AGING.

4 degree credits, \$157.

Using stories, plays, poetry, essays, and narrative films, students examine unique characteristics of and individual responses to aging. Stereotypes, various roles older persons assume, communication between old and young, problems in family relationships, and crises at critical life stages. Students encouraged to analyze attitudes toward their own aging and relationships with older persons. (No prereq. Limited to 35)

First 5 wk, Sec 2, TTh, 6:20-8:50, NichH 213, Robert Yahnke

★GC 3423 WRITING THE RESEARCH OR SURVEY REPORT.

4 degree credits, \$1424, \$157.

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 209, Jill Gidmark

★GC 3464 COMMUNICATION IN ORGANIZATIONS.

4 degree credits, \$157.

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 45)

First 5 wk, Sec 4, TTh, 6:20-8:50, NichH 107, Fred Amram

GC 3517 ADVANCED COOPERATIVE BUSINESS INTERNSHIPS.

4 degree credits, \$157.

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 [625-0585 after May 23]). (Prereq 1515 and written #. Meets concurrently with 1517)

Ten wk, Sec 4, W, 5-7:30, NichH 209A

★GC 3531 WRITING FOR BUSINESS AND THE PROFESSIONS.

4 degree credits, \$1531, \$157 (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, William Adamson

★Limited enrollment class. See page 5.

GC 3560 PERSONNEL ADMINISTRATION.

4 degree credits, \$157. (IS)

An overview of the personnel related activities in business and other organizations. Using the personnel department setting, some areas of study will be recruiting, employee reward systems, employee training, and evaluation techniques. (Prereq 45 cr or written #. Limited to 40)

First 5 wk, Sec 3, MW, 5-7:30, NichH 207, Patrick Kroll

★GC 3571 COMPUTER APPROACH: PROBLEM SOLVING.

5 degree credits, \$196.25 plus \$5 course fee. Total \$201.25.

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 elementary algebra or GCPP Math Level D; previous computer experience helpful. Limited to 40)

Ten wk, Sec 5, Th, 5-7:30, ApH 206, Douglas 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; 625-8015 or 625-6663 after May 23). 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, \$157.

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 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 35

★GC 3587 LEGAL STUDIES: LEGAL STUDIES INTERNSHIP.

Credits arr. \$39.25 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 1, Th, time arr, Peggy O'Hare

★Limited enrollment class. See page 5.

★GC 3605 INTERVIEWING.

4 degree credits, \$157 plus \$25 special fee. Total \$182.

For students planning to enter careers 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, MW, 5:30-8, NichH 111, Thomas Skovholt

★GC 3720 VIOLENCE IN THE FAMILY.

4 degree credits, \$157 (♦\$78.50)

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. Limited to 40)

First 5 wk, Sec 2, MW, 5:30-8, NichH 209, Sander Latts

★GC 3732 CONSUMER TRANSACTIONS AND THE LAW.

4 degree credits, \$157.

Students investigate the relationship between the consumer market place and the law. Focus is on preventive law for the consumer seller/buyer at the pre-agreement, agreement, and post-agreement stages of consumer transactions. Legal self-sufficiency as a cost saving, effective consumer technique is stressed in an applied skills perspective. Topics covered in the course include the following: a general introduction to consumer law; deceptive practices and legal regulation of marketing techniques; extending credit; usury regulation; product warranty issues; security agreement regulations; debtor default and creditor collection remedies; buyer/seller remedies for contractual non-performance; product liability for defective goods, and debt counseling and bankruptcy concerns. (Prereq 1534 or 1235. Limited to 35)

First 5 wk, Sec 2, TTh, 5:30-8, NichH 207, Peter Kahn

German

College of Liberal Arts

Dtch 1110 BEGINNING DUTCH: INDIVIDUALIZED READING, LISTENING, WRITING.

See listing under Dutch, page 48.

★Ger 1110 BEGINNING GERMAN: INDIVIDUALIZED READING, LISTENING, WRITING.

3 degree credits (maximum 15 cr), §1101-1102-1103, \$116.25.

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 Wesbrook Hall Registration Office to pay for the additional credits: \$38.50 per credit. The continuation course is 1104. (No prereq. Limited to 60)

Ten wk, Sec 4, W, 6-8:30, WaLib 15, Nicolaas van der Sanden

★Limited enrollment class. See page 5.

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, \$155.

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 425, Wolfgang Taraba

Ger 0222 READING GERMAN.

No credit, \$155.

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 425, Ray Wakefield

★Ger 3021 BUSINESS GERMAN.

4 degree credits, \$164.

Students learn and use the special terms and expressions needed to deal with everyday situations in business, banking, and personal affairs. This course should be of particular interest to anyone planning to live and do business in Germany. Material includes authentic documents from banks, courts, and public administration. (Prereq 3013. Limited to 25)

First 5 wk, Sec 2, MW, 6-8:30, BlegH 210, John Kelly

Ger 3641 INTRODUCTION TO GERMAN FOLKLORE.

4 degree credits, \$164 (♦ \$82).

The traditional folklore genres; charms (magic), legends, fairy tales, ballads. **Not open for 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 245, Anatoly Liberman

History

College of Liberal Arts

Hist 1003 INTRODUCTION TO MODERN EUROPEAN HISTORY SINCE THE MIDDLE AGES.

4 degree credits, \$1003H, 3003, \$155 (♦ \$77.50). (IS)

1870 to recent times. (No prereq. Not open to jrs, srs. Meets concurrently with 3003)

First 5 wk, Sec 4, MW, 6-8:30, AndH 230, Richard Rudolph

★Limited enrollment class. See page 5.

Hist 1302 AMERICAN HISTORY.

4 degree credits, §1302H, \$155 (♦ \$77.50). (IS)

Modern America from 1880 to the present. (No prereq)

Second 5 wk, Sec 4, TTh, 6-8:30, AndH 350, George Green

Hist 3003 INTRODUCTION TO MODERN EUROPEAN HISTORY SINCE THE MIDDLE AGES.

4 degree credits, §1003, 1003H, \$164.

1870 to recent times. (No prereq. Meets concurrently with 1003)

First 5 wk, Sec 4, MW, 6-8:30, AndH 230, Richard Rudolph

Hist 3721 EUROPE IN THE ERA OF WORLD WAR I.

4 degree credits, \$164. (♦ \$82)

Political, social, and diplomatic background of Europe on eve of World War I; origins of conflict; impact of war and revolution on European society, the peace settlement. (No prereq)

First 5 wk, Sec 2, TTh, 6-8:30, AndH 350

Hist 3812 CIVIL WAR AND RECONSTRUCTION.

4 degree credits, \$164. (♦ \$82)

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. (No prereq)

Second 5 wk, Sec 1, MW, 6-8:30, AndH 350, David Noble

Hist 3823 UNITED STATES IN THE 20TH CENTURY: 1945 TO PRESENT.

4 degree credits, \$164. (♦ \$82)

American society since World War II; origins of the cold war; the great red scare; politics and culture of the Eisenhower era; conflict and confrontation in the 1960s; Watergate and the uncertainties of the 1970s. (No prereq)

First 5 wk, Sec 2, MW, 6-8:30, AndH 350

Humanities

College of Liberal Arts

Hum 1001 HUMANITIES IN THE MODERN WORLD I.

4 degree credits, §3001, §Rhet 1301, \$155 (♦ \$77.50). (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

★ Limited enrollment class. See page 5.

Hum 1301 THE LIFE OF THE MIND: INTRODUCTION TO METHODS IN THE HUMANITIES.

4 degree credits, \$155 (♦\$77.50). (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, \$197.

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)

First 5 wk, Sec 2, TTh, 6-9, MechE 202, E. Barnett

IEOR 5445 TOPICS IN MANAGEMENT SCIENCE: CELLULAR MANUFACTURING.

3-5 degree credits, (1-2 cr term paper option), \$49.25 per credit.

Specialized topics in management science. Analytical tools for decision making and management of the production function. Emphasis on topics appearing in the current literature. Topics change from term to term. **Focus this offering:** Design, evaluation, simulation, implementation and operation of manufacturing cells. Hands-on experience with newly developed software. Significant course inputs from ongoing research program. (Prereq IT student, graduate student, or #; background in all areas of industrial engineering [5010, 5020, 5030 and 5040] recommended. Qualified students may register for graduate credit at the University of Minnesota)

First 5 wk, Sec 3, MW, 6-9, MechE 221, Edward Barnett

Industrial Relations

School of Management

IR 3002 PERSONNEL AND INDUSTRIAL RELATIONS.

4 degree credits, \$8002, \$190. (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 5, MW, 6-8:30, BlegH 260

★Limited enrollment class. See page 5.

IR 3007 COLLECTIVE BARGAINING AND LABOR RELATIONS.

4 degree credits, \$190. (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, \$190.

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, out-placement, 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 5, MW, 6-8:30, BlegH 260

Informal Courses

(See page 95)

Insurance

School of Management

Ins 3100 RISK MANAGEMENT AND INSURANCE.

4 degree credits, \$8100, \$190. (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. Offers agents continuing education credit. (Prereq at least 90 credits completed or in progress. **May be taken S-N only by non-business degree students.** Meets concurrently with 8100)

Second 5 wk, Sec 4, MTh, 5-7:30, AndH 230

Ins 8100 RISK MANAGEMENT AND INSURANCE.

4 degree credits, \$3100, \$360.

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)

Second 5 wk, Sec 4, MTh, 5-7:30, AndH 230

★ Limited enrollment class. See page 5.

Journalism

College of Liberal Arts

Jour 1001 INTRODUCTION TO MASS COMMUNICATION.

2 degree credits, \$77.50 (♦ \$38.75). (IS)

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)

Second 5 wk, Sec 4, TTh, 6:20-8:50, MurH 105, Sandra Braman

Jour 1002 VISUAL COMMUNICATION.

2 degree credits, \$77.50 (♦ \$38.75).

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 1, MW, 6:20-8:50, MurH 105, Michael S. Griffin

Latin

College of Liberal Arts

Lat 1101-1102-1103 LATIN.

5 degree credits, \$193.75. (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, \$193.75. (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

★ Limited enrollment class. See page 5.

Linguistics

College of Liberal Arts

Ling 3001 INTRODUCTION TO LINGUISTICS.

5 degree credits, §3005, 5001, \$205 (♦\$102.50).

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, §3001, 3005, \$205.

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

Logistics Management (LM)

School of Management

★LM 3000 (replaces Tran 3064) INTRODUCTION TO LOGISTICS MANAGEMENT.

4 degree credits, §Tran 3064, §Tran 8264, \$190 plus \$8.50 course fee. Total \$198.50.

Introduction to the management of the flow of physical products (physical supply and physical distribution) of the firm and the linkages between the process of controlling the physical flow of products and the major functions of the firm, i.e., finance, marketing, and operations. Includes coverage of logistics topics as well as analysis of the impact of logistics decisions on other functional areas. **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, D. Harper

LM 3010 (formerly Tran 3054) PRINCIPLES OF TRANSPORTATION.

4 degree credits, §8010, §Tran 3054, §Tran 8154, \$190 plus \$8.50 course fee. Total \$198.50.

Organizational, economic, and service aspects of the transportation system of the United States including rail, highway, water, pipeline, and air transportation. Decision making in transportation companies. Government promotional and regulatory policy regarding transportation. **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**)

Ten wk, Sec 2, W, 5:30-8, BlegH 155, K. Clark

MacPhail Center

(See page 76)

★Limited enrollment class. See page 5.

Management

School of Management

★Mgmt 3001 FUNDAMENTALS OF MANAGEMENT.

4 degree credits, \$8001, \$190 plus \$8 course fee. Total \$198.

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, Carol Jacobson

Second 5 wk, Sec 19, MW, 5:30-8:15, BlegH 245, B. Lawson

Second 5 wk, Sec 20, TTh, 5:30-8:15, BlegH 135, Barbara Stromer

★Mgmt 3002 PSYCHOLOGY IN MANAGEMENT.

4 degree credits, \$190 plus \$8 course fee. Total \$198.

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 225, Todd Hostager

Second 5 wk, Sec 8, TTh, 5:30-8:15, BlegH 155, Todd Hostager

★Mgmt 3004 BUSINESS POLICY: STRATEGY FORMULATION AND IMPLEMENTATION.

5 degree credits, \$237.50 plus \$8 course fee. Total \$245.50.

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 415, 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

★Limited enrollment class. See page 5.

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 attend 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, \$95 plus \$8.50 course fee and \$6 special fee. Total \$109.50.

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 ¶3040 or 3100 or ¶3100 or 3300 or ¶3300 and at least 90 credits completed or in progress.) See schedule below.

MIS 3099 ELEMENTARY FORTRAN.

2 degree credits, \$95 plus \$8.50 course fee and \$6 special fee. Total \$109.50.

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 ¶3040 or 3100 or ¶3100 or 3300 or ¶3300 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 7, M, 6-9:20, BlegH 10

Ten wk, Sec 8, Th, 6-9:20, BlegH 10

SCHEDULE FOR INTERMEDIATE PROGRAMMING COURSES

MIS 5098 INTERMEDIATE COBOL.

2 degree credits, \$95 plus \$8.50 course fee and \$6 special fee. Total \$109.50.

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, T, 6-9:20, BlegH 10

Ten wk, Sec 8, W, 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 [625-2500 after Apr. 25]).

★Limited enrollment class. See page 5.

★MIS 3100 INTRODUCTION TO COMPUTERS AND COMPUTER DATA PROCESSING.

4 degree credits, \$190 plus \$8.50 course fee. Total \$198.50.

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 10, T, 6-9:20, BlegH 220; N. Johnson, C. Roger

Ten wk, Sec 11, Th, 11 a.m.-1:30 (this section in downtown St. Paul; call 376-8236 [624-7558 after May 23] for specific location), J. Friedman

★MIS 3101 INTRODUCTION TO MANAGEMENT INFORMATION SYSTEMS.

4 degree credits, \$190 plus \$8.50 course fee. Total \$198.50.

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 9, Th, 6-9:20, BlegH 220, C. Wells

Ten wk, Sec 10, W, 11 a.m.-1:30 (this section in downtown Minneapolis; call 376-8236 [624-7558 after May 23] for specific day and location), J. Knaufl

Marketing

School of Management

★Mktg 3000 PRINCIPLES OF MARKETING.

4 degree credits, \$190 plus \$10 course fee. Total \$200. (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 16, MW, 6-8:30, BlegH 250

Second 5 wk, Sec 17, MW, 6-8:30, BlegH 250

★Mktg 3010 BUYER BEHAVIOR AND MARKETING ANALYSIS.

4 degree credits, \$3098, 3095; \$190 plus \$10 course fee. Total \$200.

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

★Limited enrollment class. See page 5.

Mathematics

Institute of Technology

★Math 0006 ELEMENTARY ALGEBRA.

Entrance credit, \$193.75.

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 S132

★Math 0009 INTERMEDIATE ALGEBRA.

Entrance credit, \$193.75.

Fundamental operators, factoring, algebraic fractions, functions and graphs, linear equations 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 1005 INTRODUCTION TO ELEMENTARY MATHEMATICS.

4 degree credits, \$155.

Elementary computer programming (BASIC), progressions, financial mathematics, counting problems, other selected topics. (Prereq plane geometry, 2 yrs high school algebra or plane geometry, grade of C or better in 0009 or #. Limited to 35)

Ten wk, Sec 2, TTh, 6-7:40, VinH 207

★Math 1111 COLLEGE ALGEBRA AND ANALYTIC GEOMETRY.

5 degree credits, §1201, \$193.75. (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 S139

Ten wk, Sec 20, TTh, 6-8:05, Kolth S139

★Math 1142 SHORT CALCULUS.

5 degree credits, §1211, \$193.75. (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.)

★Limited enrollment class. See page 5.

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 S138

Ten wk, Sec 8, TTh, 10 a.m.-12, MacP

Offered through Continuing Education for Women

★Math 1201 PRE-CALCULUS.

5 degree credits, §1111, \$193.75. (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 S136

Ten wk, Sec 15, TTh, 6-8:05, KoltH S136

★Math 1211 CALCULUS I.

5 degree credits, §1142, 1311, \$193.75. (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, VinH 211

★Math 5090 CALCULUS REFRESHER.

5 degree credits, \$246.25.

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 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, 6-8:05, VinH 207

Mechanical Engineering Institute of Technology

ME 1025 ENGINEERING GRAPHICS.

4 degree credits, §EG 1025, \$155. (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

★Limited enrollment class. See page 5.

★ME 5254 DESIGN MORPHOLOGY WITH APPLICATION.

4 degree credits, \$197.

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, \$155.

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, FergH 225, Charles Byrne

★Mus 1051 PIANO CLASS FOR NON-MUSIC MAJORS.

2 degree credits, \$77.50.

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, FergH 259

Mus 5370 VOCAL PERFORMANCE SEMINAR: GREAT BRITAIN TRAVEL-STUDY PERFORMANCE.

2 degree credits, \$82.

Vocal performance in a seminar setting combined with a tour of Great Britain and studying British vocal pedagogy. Cost of tour extra (approximately \$1200-\$1300). For information telephone 373-3439 (624-5270 after May 23). (Prereq 18 cr in applied voice, #. Qualified students may register for graduate credit at the University of Minnesota)

Special Summer Term, Sec 1, July 28-Aug. 11, 1986, Clifton Ware

Mus 5702 AMERICAN MUSIC.

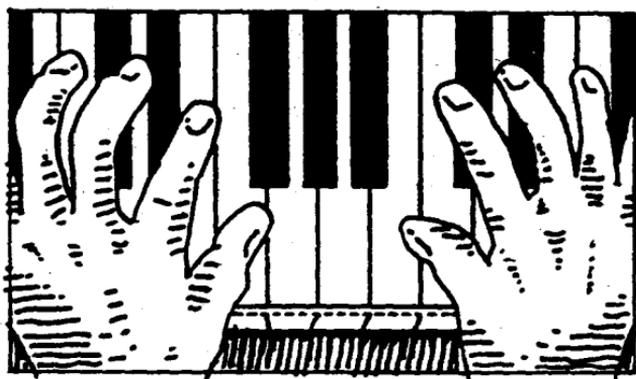
4 degree credits, \$164 (♦ \$82).

History of music in America from the nineteenth century to the present: native American music, ethnic traditions, composers, instrumental and vocal works for concert, jazz and pop performances. (Prereq 1606 or 8 cr in American history or American studies or #. Qualified students may register for graduate credit at the University of Minnesota)

First 5 wk, Sec 1, Th—6:20-8:30, FergH 149, Johannes Riedel

★Limited enrollment class. See page 5.

TRY CHOPSTICKS FOR DINNER TONIGHT.



You've always wanted to—so do it. Come learn to play piano at MacPhail for dinner, during lunch or after work... we have classes to fit your schedule and we're right downtown at 1128 LaSalle Ave. Our teachers are tops and we have private and group lessons for beginners on up. Call Lee at 373-1925 and ask for a class bulletin. Now is the time.



Operations Management

School of Management

Business degree students must take Operations Management courses A-N.

★OM 3000 INTRODUCTION TO OPERATIONS MANAGEMENT.

4 degree credits, \$190 plus \$8.50 course fee. Total \$198.50.

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).

First 5 wk, Sec 9, TTh, 5:30-8:50, BlegH 110, R. Chua

Ten wk, Sec 10, W, 11 a.m.-1:30 (this section in downtown St. Paul; call 376-8236 [624-7558 after May 23] for specific location), H. Straus

★OM 3041 PROJECT MANAGEMENT.

4 degree credits, \$190 plus \$8.50 course fee. Total \$198.50.

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, T, 11 a.m.-1:30 (this section in downtown Minneapolis; call 376-8236 [624-7558 after May 23] for specific location), R. Kletsch

Ten wk, Sec 6, W, 5:30-8:50, BlegH 425

★OM 3059 QUALITY MANAGEMENT.

4 degree credits, \$190 plus \$8.50 course fee. Total \$198.50.

The quality function within manufacturing and service organizations. Topics include quality planning, vendor relations, process control, acceptance sampling, and quality improvement. Taught from a managerial point of view. (Prereq OM 3000 and at least 90 credits completed or in progress. Open to nondegree students with equivalent experience. Limited to 30)

Ten wk, Sec 1, T, 5:30-8:50, BlegH 110, M. Treleven

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)

★Limited enrollment class. See page 5.

in the over-all point average.) \$77.50 plus \$2 course fee and \$30 special fee. Total \$109.50. (IS)

Practical assistance to the student in developing efficient study habits, organizing materials, 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, \$193.75 (♦ \$97). (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, \$193.75 (♦ \$97). (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 3305 MEDICAL ETHICS.

5 degree credits, \$205 (♦ \$102.50)

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)

First 5 wk, Sec 2, MW, 6:20-8:50, MechE 212, 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, \$38.75 plus \$3 course fee and \$10 special fee. Total \$51.75.

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 17-July 17, **Beginners**, Sec 3, MTWTh (no meeting June 16), 9:15 a.m.-10, NorrisH 51, Mary Lampe

First 5 wk, June 17-July 17, **Intermediates**, Sec 4, MTWTh (no meeting June 16), 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, \$193.75 (♦\$97). (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 5, MW, 6-9:15, BlegH 120, Glen Halva-Neubauer

Pol 1025 WORLD POLITICS.

4 degree credits, \$155 (♦\$77.50). (IS)

Contemporary international relations; forms of state interaction; problems of conflict and cooperation. (No prereq)

Second 5 wk, Sec 2, TTh, 6-9:15, BlegH 120, Raymond Duvall

Pol 3835 THE INTERNATIONAL SYSTEM.

4 degree credits, \$164 (♦\$82).

Structure of international system; balance of power, bipolar and other international systems; theories of stability, change, conflict, and cooperation. (No prereq)

First 5 wk, Sec 1, TTh, 6-9:15, AndH 230, Rhona Leibel

Psychology

College of Liberal Arts

Psy 1001 INTRODUCTION TO PSYCHOLOGY.

5 degree credits, \$193.75 (♦\$97). (IS)

Introduction to study of human behavior. Prerequisite for all advanced courses in psychology. (No prereq)

Ten wk, Sec 18, MW, 6:20-8:30, AndH 370

Ten wk, Sec 19, TTh, 6:20-8:30, AndH 370

Psy 1003 APPLICATION OF PSYCHOLOGY TO LIVING.

4 degree credits, \$155 (♦\$77.50).

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 5, TTh, 6-8:30, BlegH 150

Second 5 wk, Sec 6, MW, 6-8:30, BlegH 120

★Psy 1004-1005 INTRODUCTORY LABORATORY PSYCHOLOGY.

4 degree credits each term, \$155 each term.

Experiments illustrating contemporary subject matter such as human and animal learning.

★Limited enrollment class. See page 5.

problem solving, visual perception, measurement of general and special abilities and personality traits. (Prereq 1001 or 11001 for 1004; 1004 for 1005. Limited to 24)

First 5 wk, 1004, Sec 6, TTh, 6:20-9:50, E1H 150-160

Second 5 wk, 1005, Sec 7, TTh, 6:20-9:50, E1H 150-160

Psy 3101 INTRODUCTION TO PERSONALITY.

4 degree credits, \$164 (♦ \$82). (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 5, Th, 6-8:30, AndH 250

Psy 3201 INTRODUCTION TO SOCIAL PSYCHOLOGY.

4 degree credits, \$164 (♦ \$82).

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, E1H N119

Psy 3604 INTRODUCTION TO ABNORMAL PSYCHOLOGY.

4 degree credits, \$5604, \$164 (♦ \$82). (IS)

The field of abnormal psychology. Etiologies of behavior disorders; discussion of available treatments. (Prereq 1001)

Ten wk, Sec 10, M, 6-8:30, Law 35, Richard Depue

Psy 3601 INTRODUCTION TO MEASUREMENT AND STATISTICAL METHODS.

4 degree credits, \$164 (♦ \$82).

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 5, M, 6-8:30, E1H N119

Psy 5202 ATTITUDES AND SOCIAL BEHAVIOR.

4 degree credits, \$164 (♦ \$82).

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, E1H N119

★Limited enrollment class. See page 5.

Public Health

Fourth Annual Summer Occupational Health and Safety Institute September 8-19, 1986

An intensive, interdisciplinary course of study designed for professionals currently or soon to be practicing in occupational health and safety. Ten individual, graduate-level courses will be conducted over the two-week period on the St. Paul campus. Courses include: Occupational Safety, Injury Prevention, Industrial Hygiene Engineering, Ergonomics, Environmental Toxicology, Health Statistics, Occupational Health Nursing, Occupational Medicine, Principles of Management, and the Interdisciplinary Seminar. Courses are accredited (Category I) through the American College of Preventive Medicine for the AMA Physicians Recognition Award; the American Board of Industrial Hygiene; and approved for Nursing Contact Session channels.

For further information, contact: Ruth K. McIntyre, Director, Program in Continuing Education, Midwest Center for Occupational Health and Safety, St. Paul-Ramsey Medical Center, 640 Jackson Street, St. Paul, MN 55101; (612) 221-3992.

School of Public Health Graduate Summer Session in Epidemiology

An intensive program in epidemiology will be offered by the School of Public Health and the Department of Conferences, June 22-July 12, on the Minneapolis campus. This program, which carries graduate credit, is designed for teachers and students in schools of medicine, public health, veterinary medicine, and dentistry and professionals in health research and program agencies. Course offerings include: Infectious Diseases, Chronic Diseases, Environmental and Occupational Diseases, Methods, and Hospital-Associated Diseases. Courses are accredited (Category I) through the American College of Preventive Medicine for the AMA Physicians Recognition Award. Registration is limited. For information contact Leonard M. Schuman, M.D., Director, Graduate Summer Session in Epidemiology, School of Public Health, 1260 Mayo Memorial Bldg., Box 197, University of Minnesota, Minneapolis, MN 55455; (612) 373-8029.

Real Estate

Real Estate Education Program

These courses have been approved by the Commissioner of Commerce pursuant to Minnesota Statutes 82.22, subdivision 6 for initial real estate education.

★RE 0801C INTRODUCTION TO REAL ESTATE, COURSE I.

3 certificate credits, \$Dsgn 3562, \$116.25 plus \$30 course fee. Total \$146.25.

The basics of the real estate business including appraisal, property management, sales brokerage, financing, real estate investments, land development, and preparation of es-

★Limited enrollment class. See page 5.

ential 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, MW, 6:10-9:10, AndH 250, Sidney Weisberg

★RE 0802C INTRODUCTION TO REAL ESTATE, COURSE II.

3 certificate credits, \$116.25 plus \$30 course fee. Total \$146.25.

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 2, MW, 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, \$203 plus \$147 special fee. Total \$350.

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 28 and leave immediately for Montana via University vans, and return to Cooke Hall by 9 p.m., September 10. 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 25. Qualified students may register for graduate credit at the University of Minnesota. Limited to 18) **For further information, contact Leo McAvoy at 373-4232 (625-5887 after Apr. 26).**

Registrations will be accepted in person at 202 Westbrook Hall beginning Tues., April 1. Students may register by mail by sending a completed registration form and check for \$349 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 21, 28, CookeH 226; MT, 6-9 p.m., Aug. 25, 26, CookeH 206; Th, 5 a.m., through W, 9 p.m., Aug. 28-Sept. 10 (field trip to Montana); W, 4-6 p.m., Oct. 1, CookeH 226; and Sa, 3-8 p.m., Oct. 11, CookeH 226; Leo McAvoy

Rhetoric

College of Agriculture

★Rhet 1147 EFFICIENT READING.

4 degree credits, \$5147, \$155 plus \$3 course fee. Total \$158. (IS)

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 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 6, W, 6-8:30, FoIH 102, Michael Bennett

★Limited enrollment class. See page 5.

★**Rhet 1222 PUBLIC SPEAKING.**

4 degree credits, \$155.

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, \$211.

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, KoItH S135, Chester Proshan

★**Rhet 5147 EFFICIENT READING.**

4 degree credits, \$1147, \$211 plus \$3 course fee. Total \$214.

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 4, W, 6-8:30, FolH 102, Michael Bennett

Russian and East European Studies

College of Liberal Arts

Summer Term in Poland

Summer term (July 21-August 31, 1986) at Marie Curie-Sklodowska 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 (625-3379 after May 23)

Scandinavian

College of Liberal Arts

★**Scan 3601 GREAT LITERARY WORKS OF SCANDINAVIA.**

4 degree credits, \$164 (♦\$82).

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

★Limited enrollment class. See page 5.

CLA second language requirement, Route II, for Danish, Finnish, Norwegian, and Swedish)
First 5 wk, Sec 2, TTh, 6-8:30, FolH 110, William Mishler

Scan 5173 GEOGRAPHY OF NORDEN.

4 degree credits, \$Geog 5173, \$164 (♦\$82).

Physical and human geography of Sweden, Finland, Denmark, Norway and Iceland, especially population change and settlement patterns. (No prereq. May be applied toward the CLA second language requirement, Route II, for Danish, Finnish, Norwegian, and Swedish. Qualified students may register for graduate credit at the University of Minnesota)

Second 5 wk, Sec 1, TTh, 6-8:30, BlegH 435, John Rice

Sociology

College of Liberal Arts

Soc 1001 INTRODUCTION TO SOCIOLOGY.

4 degree credits, \$155 (♦\$77.50). (IS)

Introduction to the scientific study of social behavior. Overview of the major theories, methods, concepts, and research findings. Examination of the characteristics of the basic social units (social relations, groups, organizations, institutions, society), their patterns of interrelation, and processes of change. (No prereq)

First 5 wk, Sec 9, MW, 9 a.m.-11:30, MacP

Offered through Continuing Education for Women

First 5 wk, Sec 10, TTh, 6-8:30, BlegH 440, John Clark

Second 5 wk, Sec 11, TTh, 6-8:30, BlegH 440, Joel Nelson

Soc 3101 (formerly CJS 3101) INTRODUCTION TO AMERICAN CRIMINAL JUSTICE.

4 degree credits, \$164 (♦\$82).

Philosophical and policy underpinnings of criminal justice in America. (No prereq)

First 5 wk, Sec 2, TTh, 6-8:30, MechE 212, Joel Samaha

Soc 3102 INTRODUCTION TO CRIMINAL BEHAVIOR AND SOCIAL CONTROL.

4 degree credits, \$164 (♦\$82).

Introduction to the basic issues in criminology and the sociology of law and social control organizations. (Prereq 3101 or equivalent)

Second 5 wk, Sec 2, TTh, 6-8:30, BlegH 420

Soc 3214 UNDERSTANDING EVERYDAY LIFE.

4 degree credits, \$164 (♦\$82).

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. jr, or sr)

First 5 wk, Sec 3, MW, 6-8:30, HHHCtr 25

★Limited enrollment class. See page 5.

Soc 3501 THE FAMILY SYSTEM.

4 degree credits, \$164 (♦\$82).

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, MW, 6-8:30, HHHCtr 20

Soc 3503 SEX, ROMANCE AND RELATIONSHIPS.

4 degree credits, \$164 (♦\$82).

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 4, MW, 6-8:30, HHHCtr 20

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, \$155. (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, \$193.75. (IS)

Speaking and understanding Spanish; pronunciation; writing and reading skills; grammar; cultural aspects of language and civilizations of Spain and Spanish America. (Prereq 1102. Limited to 25)

First 5 wk, Sec 21, MW, 6-8:50, FoIH 104

★Span 1104 INTERMEDIATE SPANISH, ORAL APPROACH: INTERPRETATION OF MODERN PROBLEMS.

4 degree credits, \$155. (IS)

Intensive review of the spoken language, coupled with continued development of reading.

★Limited enrollment class. See page 5.

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 25)

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, \$164 (♦ \$82).

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 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, FoIH 203

Span 3605 POLITICS IN SPANISH AND LATIN AMERICA.

4 degree credits, \$164 (♦ \$82).

The civil wars in Spain; national liberation movements and political upheavals in Latin America. Taught in English. **May not be used for Spanish or Portuguese major credit.** (No prereq. May be applied toward the CLA second language requirement, Route II)

First 5 wk, Sec 1, MW, 6-8:30, FoIH 110

Span 3614 DON QUIJOTE: A STUDY OF LOST ILLUSIONS.

4 degree credits, \$164 (♦ \$82).

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, FoIH 110

Speech-Communication

College of Liberal Arts

★Spch 1101 FUNDAMENTALS OF SPEECH COMMUNICATION: ORAL COMMUNICATION.

4 degree credits, \$155.

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 6, MW, 6-8:30, MoosT 2-580

First 5 wk, Sec 7, TTh, 6-8:30, MoosT 2-580

First 5 wk, Sec 8, TTh, 9 a.m.-11:30, MacP, Krutson (Limit 25)

Offered through Continuing Education for Women

Second 5 wk, Sec 9, MW, 6-8:30, FoIH 305

★Limited enrollment class. See page 5.

Spch 3451 INTERCULTURAL COMMUNICATION: THEORY AND PRACTICE.

4 degree credits, \$164 (♦ \$82).

Theories of and factors influencing intercultural communication. Development of effective intercultural communication skills. (Prereq planning an intercultural experience)

First 5 wk, Sec 1, MW, 6-8:30, FolH 50, Judith Martin

Statistics

College of Liberal Arts

Stat 3091 INTRODUCTION TO PROBABILITY AND STATISTICS.

4 degree credits, \$5121, \$5131, \$164.

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, 6:15-8:45, VinH 20

Study Skills

See Personal Orientation, page 77. See also page 31.

Textiles and Clothing

College of Home Economics

Design, Housing, and Apparel

★TexC 1602 FITTING THE HUMAN SUBJECT.

2 degree credits, \$77.50.

Analysis of a variety of body forms. Use and modification of sizing systems. Relation of fabric to the human body. (Prereq Δ [Call 373-1032 (624-9700 after Apr. 11)]. Limited to 20)

First 5 wk, Sec 2, TTh, 6-8:30, McNH 475, StP Campus

Women's Studies

College of Liberal Arts

WoSt 3200 WOMEN AND WORK.

4 degree credits (maximum 12 cr), \$164 (♦ \$82).

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, FordH 175, Patricia S. Faunce

★WoSt 3301 WOMAN: A SENSE OF IDENTITY.

4 degree credits, \$5301, \$164.

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

★Limited enrollment class. See page 5.

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. No auditors. Meets concurrently with WoSt 5301. Limited to a combined total of 40)

CEW Ten wk, Sec 7, T, 6:20-9:20, FordH 120, D. Loeffler
Offered through Continuing Education for Women.

WoSt 3910 TOPICS IN WOMEN'S STUDIES: CONTEMPORARY FEMINIST ISSUES.

4 degree credits, \$WoSt 5910, \$164 (♦\$82).

Contemporary and controversial issues relevant to feminist theory and activity. Issues range from theoretical problems in feminist thought to topical issues such as the abortion question, the use of reproductive technologies, the role of women in current affairs. Examination of how we choose values and make decisions in everyday life. (No prereq. Meets concurrently with 5910)

Second 5 wk, Sec 4, TTh, 6-8:30, FordH 175

★WoSt 5301 WOMAN: A SENSE OF IDENTITY.

4 degree credits, \$3301, \$164.

See description for 3301. (No prereq. No auditors. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with WoSt 3301. Limited to a combined total of 40)

CEW Ten wk, Sec 7, T, 6:20-9:20, FordH 120, D. Loeffler
Offered through Continuing Education for Women

WoSt 5910 TOPICS IN WOMEN'S STUDIES: CONTEMPORARY FEMINIST ISSUES.

4 degree credits, \$WoSt 3910, \$164.

See course description for WoSt 3910. (No prereq. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3910)

Second 5 wk, Sec 1, TTh, 6-8:30, FordH 175

★Limited enrollment class. See page 5.

Noncredit Courses

Credit courses are listed beginning on page 32.

Continuing Education for Women (CEW)

Continuing Education for Women offers credit and noncredit 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; students need only a desire to learn. Registration in specific programs or classes, however, may require prerequisite courses.

The following credit courses are being offered through CEW during summer 1986:

Math 1142	Short Calculus
Soc 1001	Introduction to Sociology
Spch 1101	Fundamentals of Speech Communication: Oral Communication
WoSt 3301/5301	Woman: A Sense of Identity

Noncredit CEW classes cover the Arts and Humanities, Business and Professional Development; Career Planning/Development/Self-Help; Literature/Writing; Mathematics; and Social Science. They are scheduled for one to ten meetings and offer stimulating and challenging learning in lecture and discussion format with instructors and students.

Arts and Humanities

CEW 0115 AMERICA LOOKS AT ITSELF: PORTRAIT AND LANDSCAPE TRADITIONS, 1680-1880.

No credit, \$53 (age 62, \$43).

Major works by American artists from the early days of settlement through the Gilded Age (1680-1880) provide insight into how Americans of those times viewed themselves and their country. This course particularly focuses on portrait painting and landscape traditions and the ways in which these reflect the various cultural, social, and philosophical developments in American life. Works of art include examples on exhibition at the Minneapolis Institute of Arts in conjunction with the Treasures from the National Museum of American Art touring exhibition. Some of the artists who will be covered are Robert Feke, Benjamin West, John Singleton Copley, Gilbert Stuart, Thomas Cole, Asher Durand, Frederic Edwin Church, and Albert Bierstadt. (Offered in cooperation with the Minneapolis Institute of Arts)

Spec Term, Sec 1, Th, 10:30 a.m.-12:30, June 19-July 17 (5 meetings), Minneapolis Institute of Arts, 2400 3 Ave S, Mpls, Gambone. No late fee through June 12.

(Robert Gambone is Curator, University of Minnesota Art Museum)

CEW 0116 ENGLISH COUNTRY HOUSE INTERIORS.

No credit, \$33 (age 62, \$23).

An elegant limoges box sits on a Jacobean table and under the table is a pair of sturdy leather riding boots. These seemingly unrelated objects are very much at home in an English country house. This course examines English country house interiors of the 16th-19th centuries from historical, cultural, and aesthetic viewpoints. These interiors reflect the changes in styles and English daily life over the centuries. Through an examination of their

★Limited enrollment class. See page 5.

floor plans and physical components (walls, floors, doors, windows, fireplaces, and furnishings) students learn about the people who lived within these environments. Special attention is given to such great houses as Ham, Holkham, Knole, and others.

Spec Term, Sec 1, M, 10 a.m.-11:30, June 16-July 7 (4 meetings), MacP, Erickson.

(Ann Erickson is an associate professor in the Department of Design, Housing, and Apparel teaching decorative arts and interior design courses)

CEW 0117 JAPANESE AESTHETICS TODAY: TRADITION AND TRANSFORMATION.

No credit, \$55 (age 62, \$45).

An exploration of art in contemporary Japan begins by exploding the myth that "modernization" is equivalent to "Westernization." Then students examine the intricate dynamics at work between traditional Japanese conceptions of beauty and the new possibilities of expression and inter-cultural communication that began in the late 19th century. Using the Walker's exhibition, "Tokyo: Form and Spirit" as the primary "text," and supplementing it with slides and videotape, students discuss art forms (performance, painting, architecture, and literature) with focus on the vital role pre-modern Japanese aesthetics continues to play in shaping not only Japanese modernism, but Western conceptions of modernism, and post-modernism as well. (Offered in cooperation with Walker Art Center)

Spec Term, Sec 1, T, 1-3, June 17-July 15 (5 meetings), Walker Art Center, Vineland Place, Mpls, Jackson. No late fee through June 10.

(Earl Jackson, Jr. is an instructor in East Asian Studies)

Career Planning/Development/Self-Help

★CEW 0200 STUDY SKILLS.

No credit, \$22 (age 62, \$12).

Thinking about returning to school? About to begin your first class? Already in school and having problems with your studies? This seminar offers basic 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 30)

Fall Spec Term, Sec 1, W, 9 a.m.-1 p.m., Sept. 10 (1 meeting), MacP, DeNoble. No late fee through Sept. 3.

(Jan DeNoble is a teaching specialist in the Reading and Writing Skills Center)

★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)

Spec Term, Sec 2, T, 10:15 a.m.-12:15, June 17-July 8 (4 meetings), Highland Park Library, 1974 Ford Parkway, StP, Cooper. No late fee through June 10.

(Robin King Cooper is a licensed consulting psychologist in private practice with Psychological Associates, Inc.)

★Limited enrollment class. See page 5.

★CEW 0205 CAREER PLANNING

No credit, \$60 plus \$10 special fee. Total \$70 (age 62, \$50 plus \$10 special fee. Total \$60). 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 interests, learn how to research jobs, identify available and alternative positions, and present themselves professionally. (Limited to 23)

Spec Term, Sec 2, M, 6-8, June 16-July 14 (5 meetings), NCCE Library, Emerson.

(Nadine Emerson is a licensed psychologist in private practice)

★CEW 0226 EQUAL PARTNERSHIP: LEGAL INFORMATION FOR MARRIED WOMEN.

No credit, \$25 (age 62, \$15).

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. (Limited to 25)

Spec Term, Sec 2, T, 6-8:15, June 17, 24 (2 meetings), NCCE Library, Roback. No late fee through June 10.

(Donna L. Roback is an attorney in private practice specializing in the areas of family law, employment law, real estate, and business)

★CEW 0229 CAREER DILEMMAS OF WOMEN.

No credit, \$23 (age 62, \$13).

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, risk taking, and how to ask for and expand your support base. Lecture and small-group exercises. (Limited to 35)

Spec Term, Sec 1, MTh, 6-8, June 9, 12 (2 meetings), Walker Library, 2880 Hennepin Ave, Mpls, Emerson. No late fee through June 2.

(Nadine Emerson is a licensed psychologist in private practice)

★CEW 0230 INVESTMENT CHOICES AND STRATEGIES.

No credit, \$20 (age 62, \$10).

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 1, W, 5:30-8:30, June 25 (1 meeting), Walker Library, 2880 Hennepin Ave, Mpls, Whittlinger. No late fee through June 18.

(Erica Whittlinger is a financial adviser with Whittlinger, Dubuque Incorporated, and an instructor in the graduate program in management at the College of St. Thomas)

★Limited enrollment class. See page 5.

★CEW 0231 MALE-FEMALE COMMUNICATION.

No credit, \$34 (age 62, \$24).

What dynamics are involved when men and women communicate in their personal, social, and professional lives? Examine how socialization (acquired sex roles), style and communication patterns differ between men and women, and how this affects and impacts their interpersonal communication. Students discuss how language and culture reflect and reinforce gender roles, the role of conflict and power issues involved in male-female interactions and ways to improve the male-female, communication dynamic. (Limited to 25)

Spec Term, Sec 1, T, 6-8, June 24-July 8 (3 meetings), NCCE 229, Foster. No late fee through June 17.

(Scherrie Foster is an instructor of communication in the General College)

★CEW 0232 CARING SINGLES: LIVING WELL IN A COUPLED WORLD.

No credit, \$34 (age 62, \$24).

A seminar for singles, open to men and women, who want to explore components of healthy, dynamic, and rewarding intimate relationships. The aim of the program is to emphasize positive aspects of friendships and loving partnerships in nonmarital relationships. Discussions include how to give and receive love; being comfortable with your own sexuality; commitment versus autonomy; aloneness versus loneliness; making, keeping, and letting go of friendships. There will be an opportunity to interact with a panel of single, caring role models in various nonmarital relationships. The seminar is designed as an education experience, not a therapy or social group. (Limited to 26)

Spec Term, Sec 1, W, 6-8, June 18-July 2 (3 meetings), NCCE Library, Thoen.

(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)

Literature/Writing

★CEW 0302 CREATIVE WRITING.

No credit, \$49 (age 62, \$39).

A workshop for both new and experienced writers of prose. The class encourages students to discover how to best write about their life, feelings, and thoughts. Exercises will be given to generate raw material, experiment with different voices, and polish and play with language. Students are expected to complete two projects in the following genres: fiction, memoir, and creative essay. The aim is to enjoy the satisfaction of writing while developing style and technique. (Limited to 15)

Spec Term, Sec 2, T, 10 a.m.-12, June 17-July 15 (5 meetings), MacP, Rockcastle.

(Mary Francois Rockcastle is an adjunct faculty member in the Department of English)

CEW 0318 COLETTE.

No credit, \$48 (age 62, \$38).

The joy of life permeates the life of Colette. Her life as interesting as fiction, she was perhaps the first truly liberated woman and the best known woman novelist in any language. A celebration of the life force, be it in plants, animals, or humans, characterizes her novels and short stories. The class will study *My Mother's House*, describing the memories of her childhood and her intense attachment to her mother, as well as *The Ripening Seed*, an astute and, at the time, scandalizing portrayal of young love, and *Cheri*.

Spec Term, Sec 1, W, 9:30 a.m.-11:30, July 9-Aug. 6 (5 meetings), MacP, Kheim. No late fee through July 2.

(Johanna Kheim has taught French and humanities at the University of Minnesota)

★Limited enrollment class. See page 5.

★CEW 0319 NONFICTION WRITING FOR PUBLICATION.

No credit, \$53 (age 62, \$43).

Students develop their writing skills and learn procedures necessary to sell their work in 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 15)

Spec Term, Sec 1, T, 6-8, June 17-July 15 (5 meetings), Walker Library, 2880 Hennepin Ave, Mpls, Vick.

(Judith Vick is a published author and market consultant)

★CEW 0320 PUBLISHING NEWSLETTERS FOR ORGANIZATIONS.

No credit, \$42 (age 62, \$32).

A practical course designed for volunteer and paid staff who publish newsletters for an organization or community group. Students learn how to develop or improve a publication to meet the group's needs. Sessions cover defining editorial objectives, designing the format, planning a schedule, sources of information, principles of layout and copyfitting, and printing options. Participants will have the opportunity to apply the concepts to their newsletters. (Limited to 16)

Spec Term, Sec 1, Th, 9:30 a.m.-11:30, June 19-July 10 (4 meetings), MacP, Schmitt.

(Kay Schmitt is a teaching assistant in the School of Journalism and Mass Communication)

CEW 0321 READING AND WRITING ABOUT MOTHER EARTH.

No credit, \$48 (age 62, \$38).

Do men and women experience the wilderness in different ways? What cultural meanings do we harvest from our ideas of nature? How is nature writing related to environmental efforts to save the earth? Excerpts from Thoreau's *Walden*, Margaret Atwood's *Surfacing*, and Sigrid Olson's *The Singing Wilderness* are used as a basis to discuss these and other questions. Students are encouraged (on a purely optional basis) to produce their own bits of nature writing, describing their favorite natural places, or giving accounts of outdoor trips they have taken.

Spec Term, Sec 1, T, 10 a.m.-12, June 17-July 15 (5 meetings), MacP, Sugnet.

(Charles Sugnet is an associate professor in the Department of English)

Mathematics/Computer Technology

★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.

★Limited enrollment class. See page 5.

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 18-Aug. 27 (11 meetings), Kolth S132, S133, Robertson.

(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 (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 mathematics program and supportive services is given.

Spec Term, Sec 5, M, 5:30-8:30, June 2 (1 meeting), NCCE 140, Robertson, Claesgens. No late fee through May 23.

(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 0513 PEOPLE, POLITICS, AND PARTIES: THE MINNESOTA EXPERIENCE.

No credit, \$44 (age 62, \$34).

An informal look at how Minnesota politics became the way it is today. Students examine the careers of the colorful figures who shaped the Minnesota political scene—from Floyd B. Olson and Harold Stassen in the 1930s to Hubert Humphrey and Eugene McCarthy in the 1950s and 1960s, and Walter Mondale, Al Quie, and Rudy Perpich in more recent years. And we will discuss Minnesota's unusual political parties—how the most successful third party in twentieth century America gave way to a system of two parties, both with hyphenated names.

Spec Term, Sec 1, M, 1-3, June 16-July 7 (4 meetings), MacP, Spear.

(Allan Spear is an associate professor in the Department of History, and a Minnesota State Senator)

CEW 0514 THE U.S. AND INTERNATIONAL TERRORISM.

No credit, \$18 (age 62, \$8).

First session is a discussion of international terrorism, terrorists, and terrorist groups in Europe and the Middle East. Students examine causes of terrorism, methods of terrorism, "success" of terrorism, and what this notion means, and terrorism as a tactic used within the context of different political movements. Second session includes what the U.S. can do about international terrorism. What action should be taken towards terrorists or other governments that are believed to support terrorism. An examination of the difficulties of combating terrorism; comparison of the U.S. stance on terrorism with other countries— Israel, Soviet Union, Libya, and Western European countries; and the distinctions between terrorists and revolutionary groups.

Spec Term, Sec 1, Th, 1:30-3:30, June 19, 26 (2 meetings), MacP, Job.

(Brian Job is an associate professor in the Department of Political Science, and Director of International Relations)

★ Limited enrollment class. See page 5.

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 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)

Spec Term, Sec 2, Sa, 9 a.m.-4, June 21 (1 meeting), NCCE 140, Ackerman-Clarke.

(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 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)

Spec Term, Sec 2, W, 9 a.m.-4, June 25 (1 meeting), EBCEC 52, StP Campus, Reed. No late fee through June 18.

(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 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 32)

Spec Term, Sec 2, Sa, 9 a.m.-4, June 28 (1 meeting), NCCE 140, Moen. No late fee through June 20.

(Marilyn Moen has been a consultant for 16 years, and is owner and director of Moen Training; Minneapolis)

Informal Courses

Informal Courses are noncompetitive, flexible noncredit courses. There are no grades, examinations, transcripts or credits, and no entrance requirements. Young persons 12 to 16 may register for \$3 tuition when they are accompanied by an adult registered in the same class (space-available basis). Everyone must pay full special fees or course fees as specified in course descriptions unless otherwise specified.

★Limited enrollment class. See page 5.

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.

Senior citizens 62 and over may register for most Informal Courses at \$10 less than the cost of the regular tuition rate, plus all course fees and special fees (if any). In limited-enrollment Informal Courses, registrations will be accepted beginning the second week of mail registration. Young persons 12-16 may register for \$3 in nonlimited Informal Courses (plus full course fees and special fees, if any) only if they are genuinely interested, unusually mature and are accompanied by an adult registered in the same class (youth reduced-tuition fees for limited-enrollment classes are available only on a space-available basis after full-tuition students have registered and paid fees). Senior citizens and youth may enroll in nonlimited-enrollment classes during regular registration dates.

★IC 0205 NATURAL HISTORY OF THE PRAIRIE.

No credit (3.5 CEUs available), \$56 (age 62, \$46). \$51 for Bell Museum members. 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. 2** (morning), Schaefer Prairie; **Aug. 9** (morning), Barn Bluff—Red Wing; and **Aug. 16-17**, 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 22-Aug. 19, (5 evening meetings plus field trips) BellMus 175 (use northwest entrance facing Folwell Hall), Sigford, Johnson. No late fee through July 15.

(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 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. 13** (Minnesota River Valley); **Sept. 20** (Wood Lake Nature Center). One weekend trip: **Sept. 27, 28** to the Cloquet area (camping at Jay Cooke State Park or staying at a local motel). (Offered in cooperation with the Bell Museum of Natural History. Limited to 25)

Spec Term, Sec 2, T, 7-9, Sept. 2-30 (5 meetings plus field trips), BellMus 175 (use NW entrance), Sigford, Johnson. No late fee through Aug. 26.

(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)

★Limited enrollment class. See page 5.



★IC 0232 WILDFLOWERS OF THE BOG.

No credit (0.6 CEUs available), \$19 (age 62, \$9). \$17 for Bell Museum members.

Learn to identify the colorful blooming flowers found in bogs during the summer. An evening session will introduce amateur botanists to the wildflowers that are likely to be seen in Minnesota bogs, and will include natural history information, slides of bog wildflowers, and tips on using field guides. Field identification of bog wildflowers will be made during a Saturday morning field trip (June 14) to Beckman Lake Bog at Cedar Creek Natural History Area. (Offered in cooperation with the Bell Museum of Natural History. Limited to 25)

Spec Term, Sec 1, Th, 7-9, June 12 (1 evening meeting plus field trip), BellMus 311 (use SW entrance facing Nolte Center), Cowan. No late fee through June 5.

(Mary Lynn Cowan is a graduate student in the Department of Ecology and Behavioral Biology and has worked as a naturalist and environmental educator for six years)

★IC 0233 WILDFLOWERS OF THE PRAIRIE.

No credit (0.6 CEUs available), \$19 (age 62, \$9). \$17 for Bell Museum members.

Focuses on prairie wildflowers, using the same format as IC 0232 (*Wildflowers of the Bog*). A wide variety of wildflowers will be observed during the Saturday field trip (July 12) to Schaefer Prairie, a 160-acre nature conservancy site that includes both wet and dry prairie habitats. (Offered in cooperation with the Bell Museum of Natural History. Limited to 25)

Spec Term, Sec 1, Th, 7-9, July 10 (1 evening meeting plus field trip), BellMus 311 (use SW entrance facing Nolte Center), Cowan. No late fee through July 3.

(Mary Lynn Cowan is a graduate student in the Department of Ecology and Behavioral Biology and has worked as a naturalist and environmental educator for six years)

★IC 0234 WILDFLOWERS OF THE OAK SAVANNA.

No credit (0.6 CEUs available), \$19 (age 62, \$9). \$17 for Bell Museum members.

The wildflowers of the oak savanna are explored, using the same format as IC 0232 (*Wildflowers of the Bog*). Although intermediate between the forest and prairie, the savanna contains many unique plants among those shared with the other habitats. Field identification will be made during a Saturday morning field trip (Aug. 9) to Cedar Creek Natural History Area and the Helen Allison Savanna Scientific and Natural Area. (Offered in cooperation with the Bell Museum of Natural History. Limited to 25)

Spec Term, Sec 1, Th, 7-9, Aug. 7 (1 evening meeting plus field trip), BellMus 311 (use SW entrance), Cowan. No late fee through July 31.

(Mary Lynn Cowan is a graduate student in the Department of Ecology and Behavioral Biology and has worked as a naturalist and environmental educator for six years)

★IC 0241 HERBS FOR EVERY GARDEN.

No credit, \$28 (age 62, \$18). \$26 for Arboretum members.

Through time spent in classroom, greenhouse, and gardens, participants will become familiar with the world of fragrant and culinary herbs. Emphasis is on identification, culture, and ornamental traits of the plants, although some information on harvest and uses will be provided. Propagation labs are designed to provide hands-on-experience in growing herbs. (Limited to 25)

Spec Term, Sec 1, T, 7-9, June 17, 24, July 1 (3 meetings), Minnesota Landscape Arboretum, 3675 Arboretum Dr. Chanhassen, Tanck. No late fee through June 10.

(Sandy Tanck is an instructor at the Minnesota Landscape Arboretum)

★Limited enrollment class. See page 5.

★IC 0274 NATURE PHOTOGRAPHY, ART AND TECHNIQUE.

No credit (2.4 CEUs available), \$53 (age 62, \$43). \$46 for Bell Museum members. 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 cooperation with the Bell Museum of Natural History. Limited to 25)

Spec Term, Sec 2, M, 7-9, June 23-July 21 (5 evening meetings plus 3 Saturday morning field trips), BellMus 311 (use southwest entrance facing Nolte Center), Edinger. No late fee through June 16.

(Bruce Edinger is a graduate student in the Department of Ecology and Behavioral Biology and has published his photographs in national magazines)

★IC 0298 SAILBOAT CRUISING: ON THE WATER.

No credit. \$50 tuition plus \$245 course fee; total \$295. *Senior citizen rate not available.* 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 Wesbrook 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 25, in room 155 Earle Brown Continuing Education Center on the St. Paul campus. 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, Sec 1, W, 7-9, June 25 (1 meeting plus field trip), EBCEC 155, Bodley, Ammend; June 26, July 10, 24, Aug. 9, 22, 29. No late fee through June 18.

(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. *Senior citizen rate not available.* 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. Each student will be instructed and have the

★Limited enrollment class. See page 5.

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 dates in order of your preference. (Limited to 5)

Spec Term, Sec 1, Sat., Aug. 2 to Fri., Aug. 8. No late fee through July 25.

Spec Term, Sec 2, Wed., Aug. 13 to Tues., Aug. 19. No late fee through Aug. 6.

IC 0306 PRAIRIES, BLUE CORN AND POTSDERDS—PREHISTORIC PRAIRIE LIFE.

No credit, \$30 (age 62, \$20).

A one-day excursion to Winnebago, Minn. (south of Mankato) gives you the opportunity to explore both the archaeology and ecology of this area. Students visit a remnant of the once-extensive southern Minnesota prairie to look at native grasses and flowers. Then a visit to an active archaeological site investigating a village of the Oneota people. There will be a chance to see the experimental garden growing ancient varieties of corn, beans, and squash. And finally, a stop at the Winnebago Area Museum to see more artifacts and displays. Directions to the meeting place in Winnebago will be mailed to you one week before the course begins.

Spec Term, Sec 1, Sa, 10 a.m.-3:30, July 26 (one meeting), Winnebago, Minn., Sigford, Dobbs. No late fee through July 18.

(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 prehistoric archaeology during the last six years focusing on Minnesota sites)

★IC 0400 TENNIS.

No credit. \$46 (age 62, \$36).

Basic fundamentals of skills and shots; rules and game strategy. (No prereq. Limited to 16)

Summer Spec Term, Sec 1, M, 6-8, June 2-July 7 (6 meetings), Fourth Street Tennis Courts. No late fee through May 26.

★IC 0401 GOLF.

No credit. \$46 (age 62, \$36).

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 3-July 8 (6 meetings), University Golf Course. No late fee through May 27.

★IC 0450 CAREER DECISIONS: STRATEGIES FOR CHANGE.

No credit, \$60 (age 62, \$50).

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.

★Limited enrollment class. See page 5.

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 24-July 29 (6 meetings), NCCE 235, Kott. No late fee through June 17.

(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 Wesbrook 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 0923 THE WILDLIFE AND WILDLANDS OF ALASKA. July 18-29, 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—bears, caribou, trumpeter swans, arctic loons, and whales, to name a few. The 12-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 18)

Spec Term, Sec 1, no credit. \$1,890 approximate price includes all transportation, lodging, some meals, and one pre-trip lecture. 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 0936 ROCKY MOUNTAIN WILDFLOWER PHOTOGRAPHY WORKSHOP. June 15-22, 1986.

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.

★Limited enrollment class. See page 5.

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**. (Ask about group rates for family members not attending workshop. Limited enrollment)

Spec Term, Sec 1, no credit. \$775 approximate price includes all workshop instruction, lodging, food, and one pre-trip lecture. Breneman.

(Don Breneman, veteran nature photographer, is an associate professor in the College of Agriculture and is the workshop instructor)

★STA 0939 THE NATURAL HISTORY OF THE SWEDISH COUNTRYSIDE. June 20-July 4, 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 glassmaking; 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)

Spec Term, Sec 1, no credit. \$1,570 approximate price includes surface transportation, all lodging, and one pre-trip lecture. Does not include airfare.

★STA 0945 BIRDS OF MINNESOTA'S NORTH SHORE: A WEEKEND FIELD TRIP. June 20-22, 1986.

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.

Spec Term, Sec 1, no credit. \$99 approximate price includes two nights lodging (double occupancy), 3 meals, and one pre-trip lecture. Eliason.

(Roger Eliason, group leader, is a field biologist and an experienced birder)

★Limited enrollment class. See page 5.

★**STA 0946 ART TREASURES OF ITALY. September 1986.**

Italy is a land of art. And what better way to learn about this wonderful national treasure than with Michael Stoughton, Associate Professor of Art History, who knows this country intimately, having lived and studied there for many years. See the incredible Sistine Chapel and Borghese gardens in Rome, the famous Ghiberti doors and Michaelangelo's magnificent *David* in Florence, and the incomparable San Marco's square in Venice. Sample the famous local wines, taste the excellent Italian cuisine, and finally, throw a coin in the famous Trevi Fountain to ensure your return. Group size limited. Call now 376-7500 (624-3300 after May 24) to reserve a spot and request a detailed itinerary.

Spec Term, Sec 1, no credit. \$1999 approximate price includes all transportation, 13 nights lodging (double occupancy), all entrance fees, some meals, and one pre-trip lecture.

University Research Expeditions

You can now join a University of Minnesota research team and share the challenges and excitement of discovery.

Feel a real sense of accomplishment with your involvement in the search for understanding. Steadily rising costs cut seriously into research programs. Your participation as a volunteer can make a difference.

Volunteers pay costs of their involvement. Because participating individuals donate both funds and personal services to assist research of University of Minnesota faculty, your contribution to cover costs is tax deductible.

Following are research projects which need volunteers during the summer of 1986. The project leader will review all applications from interested individuals and select those best suited.

(More research projects will be available in the coming months. Add your name to our mailing list and we will send updated information as soon as it becomes available.)

For more information and applications, call 373-3926 (624-9345 after May 23).

Limnology

Minnesota—the land of 10,000 (plus) lakes—offers an environment for extensive lake ecology research. Delve into the intricacies of larval fish predation on zooplankton, or unravel the mysteries of the effects of visibility on fish feeding. Treatment for blue-green algae, the bane of swimmer and boater alike, is also a concern of our research teams. Help sample the waters and run the lab work under the guidance of Minnesota faculty researchers. Projects are scheduled at the Lake Itasca Biology Station and on lakes within the Twin Cities greater metropolitan area.

Lake Itasca Forestry and Biological Station (June 15–July 19)

Collect, maintain, and analyze study samples while learning natural history of fishes. Help in field experiments in Lake Itasca and subsequent laboratory analyses in this research field study of larval fish predation. Volunteers must have biology background or are required to take R1 133 Nature Study, a three-week, five-credit course offered at Itasca Station. Volunteers sign up for five weeks (three-week course if needed [cost in addition], plus two weeks). **Contribution: \$150 plus cost of accommodations.**

★ Limited enrollment class. See page 5.

Lake Itasca Forestry and Biological Station (July and August)

Participate in classic limnological sampling techniques on three lakes in the Itasca area while conducting field behavior experiments on fish populations. *Minimum of two weeks.* **Contribution: \$150 plus costs of accommodations.**

Lake Minnetonka and St. Paul Reservoir Lakes (June, July, and August)

Enlarge your interest in lake ecology by joining a Gray Freshwater Biological Institute research team on the lake to study the effects of copper sulfate treatment. Water sampling techniques and laboratory procedures will expand your knowledge of Minnesota's valuable lake resources. *Minimum two weeks.* **Contribution: \$150 plus costs of accommodations.**

Natural Resources

Tettegouche Park—Silver Bay, Minnesota (September)

In an area of 4613 acres of Minnesota North Shore recently acquired by the State of Minnesota, the Sea Grant Extension Program of the University of Minnesota, Duluth (UMD) will conduct a focus group survey to determine and recommend to the state usage (or nonusage) of the retreat lodge situated on MicMac Lake. The Tettegouche encompasses Baptism River State Park and land purchased by the Nature Conservancy from a private individual. Give your support and assistance to this important Minnesota project and enjoy the North Shore autumn season. **Contribution: \$150 plus costs of accommodations.**

Summer Institute on Aging

Multidisciplinary Perspectives on Aging: A multidisciplinary introduction to aging and the aging process. Topics include biological, social, psychological aspects of aging; theories of aging; death and bereavement, issues and problems of 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. Offered by a number of departments including (tentative) Educ, SHCE, HSU, SW, Soc; 4 degree credits; graduate credit available. Special term: June 16-20, 23-27 (half days).

Humanities and Aging: An examination of aging—through the perspectives of literature, music, art, philosophy, and history. Topics include the historical experience of today's elderly cohort, paternalism, generational conflict, cross-cultural ceremonies of aging, and changing attitudes toward the elderly in America. Offered by a number of departments; 2 degree credits; graduate credit available. Special term: July 14-18 (half days).

Biology of Aging: Lecture/discussion format under the direction of several faculty members. Offered through HSU, 2 degree credits; graduate credit available. Special term: July 7-11 (half days).

For more information, call Extension Classes at 373-5167 or the All-University Council on Aging at 376-1759. Students may register in 202 Westbrook Hall.

Elderhostel (for those over 60)

The University of Minnesota, along with several other Minnesota colleges, offers persons 60 and older a sampling of college life through a program called Elderhostel. The colleges will offer 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 ninth year in Minnesota, Elderhostel is part of a national network that began twelve 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 \$205 for food, lodging, and class instruction.

June 22-28, St. Paul Campus: **Engineering Our Environment: Gene Cloning; The Family in World Perspective; Out of the Past—Antiques.**

July 6-12, Minneapolis Campus: **Contemporary African Politics; Is It Possible To Understand Another Culture?; The Phenomenon of Liszt.**

Call 376-2704 (624-7004 after May 24) 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 (\$5.45 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 Wesbrook 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 625-6800 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. 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 (625-6800 after April 25).

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; 625-2900 after April 25) 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), \$75; first 5-week term, \$26.75; second 5-week term (plus 4-week interim), \$48.25.

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; half of the eligible 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 some specialist health care and counseling are provided to students at Boynton Health Service who pay the plan fee. Students also receive needed diagnostic laboratory services. Charges are made for prescription drugs, glasses, dental care, routine physical examinations, and some specialty care. (Mental health and x-ray services are charged to the student's insurance plan.)

Students and their spouses who do not belong to the prepaid 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 \$79.50 for both summer sessions plus interim. Payment should be made to the cashier, Room W220, Boynton. Call 624-0627 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 (625-3333 after May 24) and request the booklet, **Welcome to Boynton Health Service**, or pick it up at 101 Wesbrook Hall.

Libraries

The University of Minnesota—Twin Cities Libraries contain more than 4 million catalogued volumes. In addition to books and periodicals, the libraries have substantial holdings of government documents, manuscripts, archives, phonograph records, audiovisual tapes, and other materials.

Humanities and social science collections: The main humanities and social sciences collections are in Wilson Library on the West Bank and include American studies, anthropology, art, business, film, geography, history, language, literature, philosophy, political science, religion, sociology, and women's studies. The collections for education, library science, and psychology are found in Walter Library on the East Bank. (Walter also includes a broad general undergraduate collection.) The collections in design, vocational education, family social science, rural sociology, and textiles are found in the St. Paul Central Library on the St. Paul campus.

Science collections: The main science and technology collection, including chemistry, engineering, geology, and physics is housed in the Science and Engineering Library in Walter Library. The health science collections, including allied health, dentistry, medicine, mortuary science, nursing, pharmacy, and public health are in the Bio-Medical Library in Diehl Hall on the East Bank. The agricultural and biological sciences collections are found in the St. Paul Central Library on the St. Paul campus.

Many subject collections are located in other buildings, as well. Call for locations on materials in horticulture, architecture, entomology, mathematics, forestry, plant pathology,

law, journalism, maps, music, public affairs, government publications, biochemistry, natural history, East Asia, South Asia, and the Middle East. Special collections exist for children's literature, social welfare history, and other areas.

Reference and research service points are located in major library buildings: for humanities and social sciences, Walter Library, first floor, and Wilson Library, first floor; for business, Wilson Library, second floor; for government publications, Wilson Library, fourth floor; for bio-medical subjects, Diehl Hall, third floor; for science and technology, Walter Library, second floor; and on the ground floor of the St. Paul Campus Central Library.

Specialized services of University Libraries include in-depth reference service, library instruction, computer-literature searching, inter-library borrowing, and photocopying.

Continuing Education and Extension students are encouraged to use library services. A current fee statement (the student's receipted copy of the registration form) is needed to borrow materials. For 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: Coffman Union Information Desk, 373-2403 or 373-2404 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; discount movie passes; and campus bus (Route 13) punch cards.

Parking Facilities

Ample parking is available for Extension students at a nominal fee. Call 624-2388 (after April 25) 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 (624-3550 starting summer term); 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 (624-3550 starting summer term). For the evening escort service, call 376-WALK (624-WALK starting summer term). For an emergency, dial 911 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 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 (624-2345 after April 25). 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 (625-2500 after April 25) to arrange day or evening advising. For complete information, see page 545 in the 1985-86 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.)

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 1985-86 Extension Classes Bulletin, page 571.

**For free program advising, telephone 373-3905
(625-2500 after April 25)**

Campus Buildings

AndH, *Anderson Hall (West Bank)*
AkerH, *Akerman Hall*
Aph, *Appleby Hall*
Arch, *Architecture*
ArtB, *Art Building (West Bank)*
BellMus, *Bell Museum of Natural History*
BioSci, *Biological Science Center (St. Paul)*
BlegH, *Blegen Hall (West Bank)*
BorH, *Borlaug Hall (St. Paul)*
CivMinE, *Civil and Mineral Engineering*
CookeH, *Cooke Hall*
EBCEC, *Earle Brown Continuing Education Center (St. Paul)*
EddyH, *Eddy Hall*
EltH, *Elliott Hall*
FergH, *Ferguson Hall (West Bank)*
FolH, *Folwell Hall*
FordH, *Ford Hall*
FraserH, *Fraser Hall*

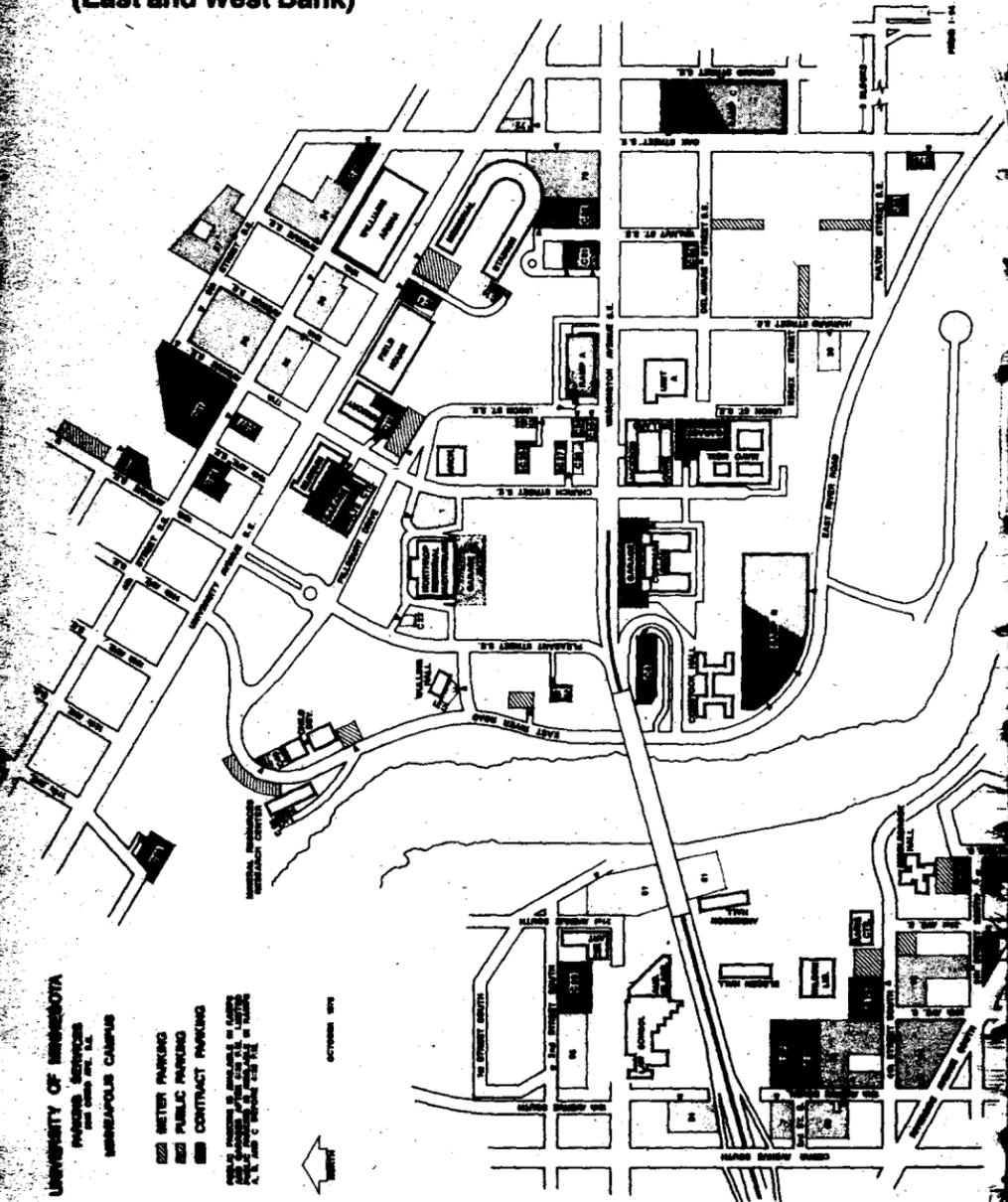
HckrH, *Haecker Hall (St. Paul)*
HHHCtr, *Humphrey Center (West Bank)*
JonesH, *Jones Hall*
Kolth, *Kolthoff Hall*
Law, *Law Building (West Bank)*
MacP, *MacPhail Center, 1128 LaSalle Avenue, downtown Minneapolis*
MechE, *Mechanical Engineering*
McNH, *McNeal Hall (St. Paul)*
MoosT, *Moos Tower (formerly HSUnitA)*
MurH, *Murphy Hall*
NichH, *Nicholson Hall*
NCCE, *Nofta Center for Continuing Education*
NorrisH, *Norris Hall*
SciCB, *Science Classroom Building*
VinH, *Vincent Hall*
WaLib, *Walter Library*

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*
Jour, *Journalism and Mass Communication*
Lat, *Latin*
Ling, *Linguistics*
LM, *Logistics Management*
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*
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 (see LM)*
WoSt, *Women's Studies*

PARKING FACILITIES (East and West Bank)



UNIVERSITY OF MINNESOTA
 PARKING SERVICES
 321 CHURCH ST. S.E.
 MINNEAPOLIS CAMPUS

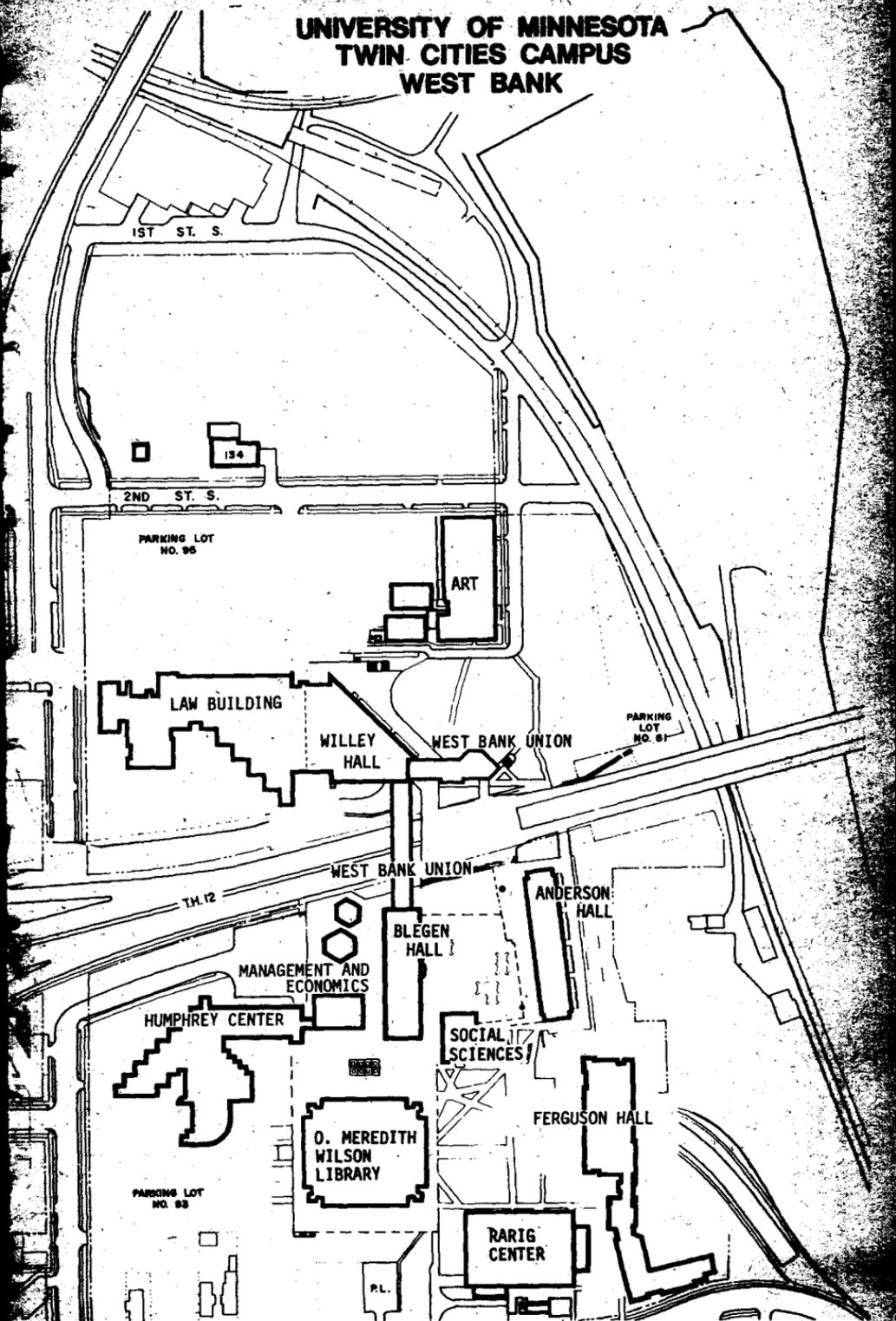
[Hatched Box] METER PARKING
 [Stippled Box] PUBLIC PARKING
 [Solid Black Box] CONTRACT PARKING

THIS MAP IS AVAILABLE IN LARGE
 SIZE FORMS AT THE UNIVERSITY OF
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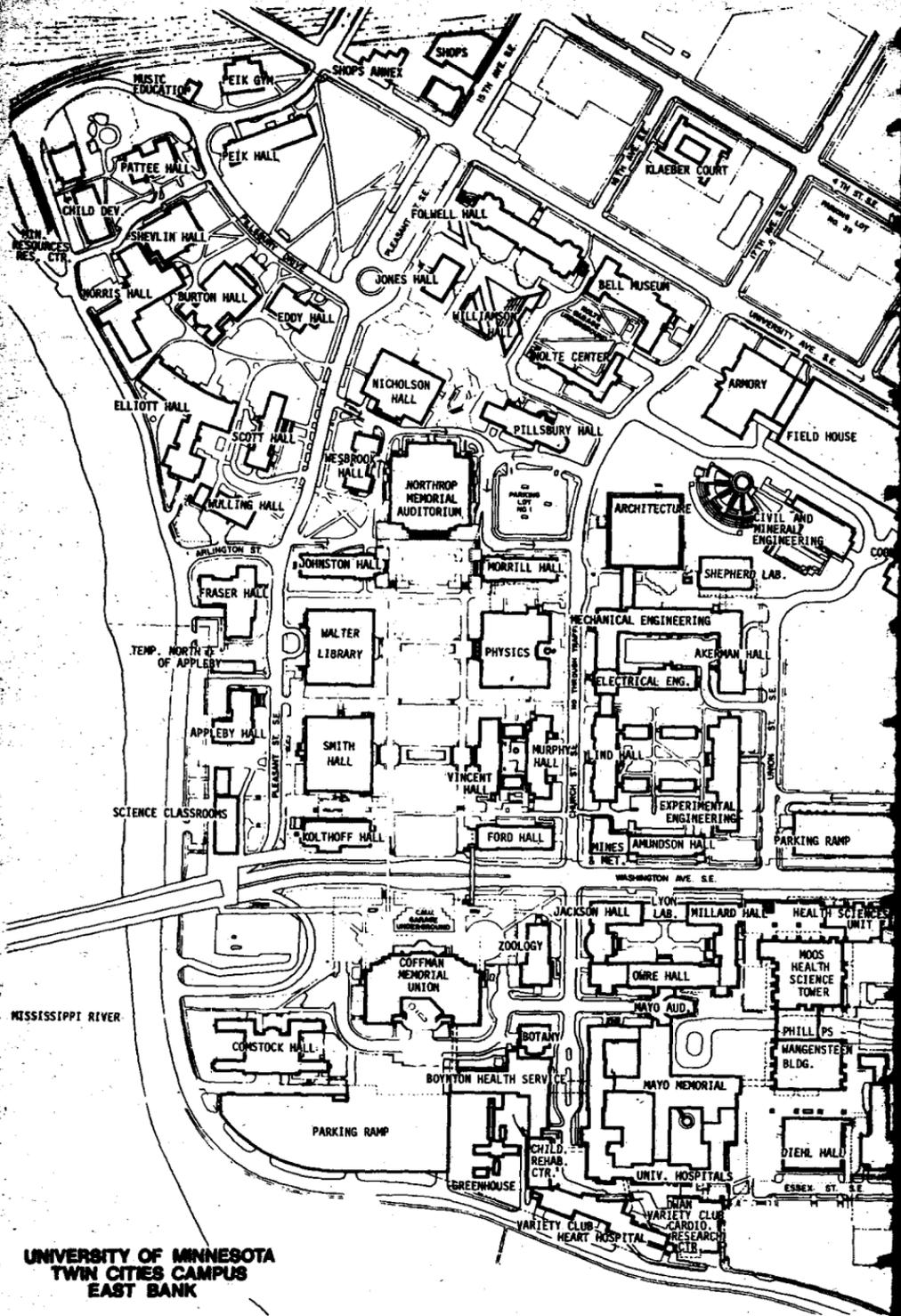
↑ NORTH
 ↙ WEST

**UNIVERSITY OF MINNESOTA
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EAST BANK CAMPUS

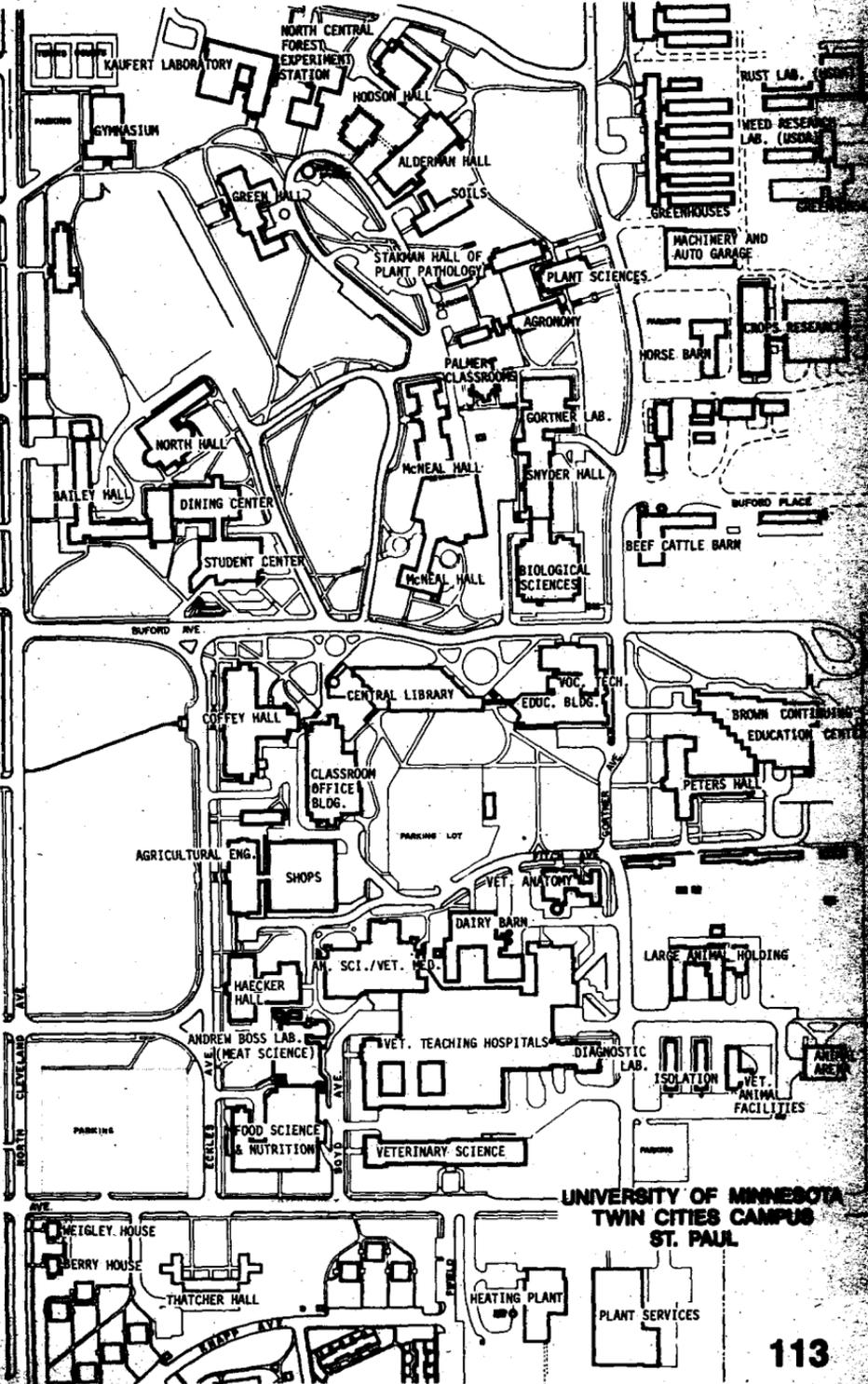
NORTH



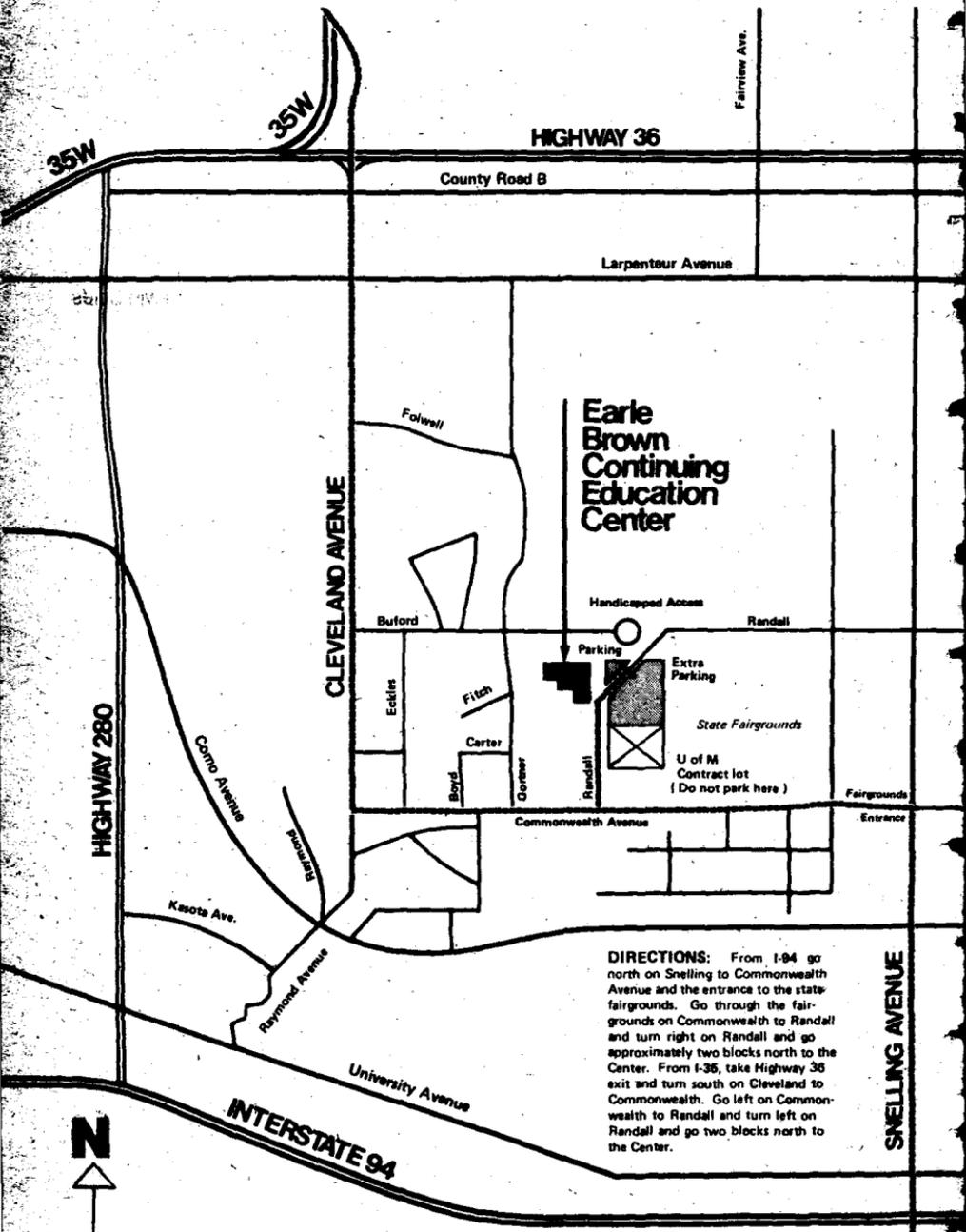
**UNIVERSITY OF MINNESOTA
TWIN CITIES CAMPUS
EAST BANK**

ST. PAUL CAMPUS

NORTH



ACCESS ROUTES TO EARLE BROWN CONTINUING EDUCATION CENTER—ST. PAUL CAMPUS



Earle Brown Continuing Education Center

Handicapped Access

Parking

Extra Parking

State Fairgrounds

U of M Contract lot
(Do not park here)

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.

N



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NOTES

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 (625-3379 after May 24) 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 #)

Studio Arts in Mexico: Winter quarter in Cuernavaca, Mexico, cosponsored by the Department of Studio Arts and ECOSA. Pre-Hispanic, contemporary Mexican Folk art provide source of material for studio arts studies; Spanish language instruction. Graduate credit available. (11-13 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, summer terms. (18-27 cr)

Minnesota Studies in International Development: Internship program for Third World development. Locations in Colombia, Jamaica, India, Kenya, Senegal; variable credits.

Extension Classes
University of Minnesota
101 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, MN 55455

Second Class Postage Paid
At Minneapolis, Minnesota

First Five-week Term:

June 16 to July 19

Ten-week Term:

June 16 to August 23

Second Five-week Term:

July 21 to August 23

Continuing Education
and Extension
University of Minnesota

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To correct your name or address on our lists, send the mailing label above to: Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. And, along with the label, please send your date of birth for coding purposes. We **cannot** correct our lists without knowing your date of birth.