

The Bulletin of the
UNIVERSITY of MINNESOTA

Learn for Living



EXTENSION CLASSES

1944-45

CALENDAR

1944			
September	18	Monday	Registration, fall semester, begins
October	2	Monday	Classes begin
October	7	Saturday	Last day for registration without extra fee
December	22	Friday	Christmas recess begins
1945			
January	2	Tuesday	Classes resumed
January	22	Monday	Registration, spring semester, begins
January 29-February 2			Examinations, fall semester
February	2	Friday	Fall semester closes
February	5	Monday	Spring semester classes begin
February	10	Saturday	Last day for registration without extra fee
May 28-June 1			Examinations, spring semester
June	1	Friday	Spring semester closes
June	10	Sunday	Baccalaureate service
June	16	Saturday	Commencement exercises

WHERE TO REGISTER

Minneapolis: (Campus)	402 Administration Building, University of Minnesota Main 8177, Julius M. Nolte, Director
Minneapolis: (Downtown)	690 Northwestern Bank Building, Marquette Ave. and Sixth St. South, Main 0624, Jerome Jackman, Resident Manager
St. Paul:	500 Robert St., Extension Center, Cedar 6175, C. H. Dow, Resident Manager
Duluth:	504 Alworth Building, Melrose 7900, W. H. Livers, Resi- dent Manager

The Administration Building on the University campus may be reached by going one block north on Church Street from the Minneapolis-St. Paul car line, or two blocks south on 17th Avenue S.E., from the Oak-Harriet car line.

OFFICE HOURS

From September 25 to October 7, and from January 29 to February 10, 8:30 a.m. to 8:30 p.m., including Saturdays.

At other times, 8:30 a.m. to 5:00 p.m.; Saturday to 12:00 noon.

From September 18 to March 10 the campus office will be open from 8:30 a.m. to 8:30 p.m., except on Saturday.

REGISTRATION TIME

All registrations should be made and fees paid before the first week of each semester. Registrations made later than Saturday, October 7, for the fall semester, and Saturday, February 10, for the spring semester, are subject to a late registration fee.

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The cover picture is by Harriet Heenan Witesman, instructor in extension classes in photography.

HOW TO STUDY INSTITUTE

The General Extension Division takes pleasure in inviting registered students, and those who are about to register, to attend, without charge, an institute on how to study expertly. Maurice D. Woolf of the Student Counseling Bureau will be in charge of the institute. Meetings will be an hour and forty minutes in length, the first half for lectures by the instructor and the second for questions and discussion designed to clear up difficulties. The lectures will cover the following topics:

1. **ADULT LEARNING.** A brief survey of the relation between age and learning. The importance of proper motivation and effective incentives.

2. **BASIC FORMS OF SKILL.** Importance of reading and vocabulary. Problems of concentration. Need for equating ambitions and abilities. Suggestions for fostering these forms of skill.

3. **TECHNIQUES OF STUDY.** The assignment. Self-recitation. Outlines. Taking lecture notes. Preparing for examinations. Spaced study versus cramming. Practical applications of mental hygiene for extension students.

Dates: September 25, 27, 29
Evenings: Monday, Wednesday, Friday
Hour: 7:00 to 8:40 p.m.
Place: Auditorium of Museum of Natural History, Campus

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INFORMATION

Am I Eligible To Take These Classes?

The University's extension classes are open to everyone who can handle them successfully. If you are in doubt, you are welcome to visit, without charge, the first meeting (but **only** the first meeting) of the class you are interested in and talk with the instructor.

How Much Do They Cost?

Most classes cost \$10 per semester. A few cost more or less than this amount, and some involve a small materials or laboratory fee. The fee for each class is designated in the description of the class further on in this bulletin. **Checks** should be drawn for the exact amount due, payable to the University of Minnesota.

When Do Classes Begin and How Long Do They Last?

Fall semester classes begin the week of October 2, 1944; spring semester classes, the week of February 5, 1945. Most classes start at 6:20 p.m. or 8:05 p.m., last an hour and forty minutes, and have seventeen weekly meetings. Variations are noted in class descriptions. Extension classes meet on **holidays** unless instructors and students agree otherwise.

Where Do Classes Meet?

At the University, or in downtown Minneapolis (690 Northwestern Bank Building) or in downtown St. Paul (500 Robert Street); see class descriptions. The map inside the back cover shows location of buildings on the Main campus of the University.

Who Are the Instructors?

For the most part they are drawn from the university faculties; others are chosen from local professions and businesses because of special knowledge or experience. Instructors named in this bulletin will ordinarily teach as scheduled, but wartime conditions may interfere with these assignments.

How Do I Register for Extension Classes?

Simply fill out the registration form and pay the fee indicated in the description of the class you want.

Registration dates, offices, and office hours are indicated inside the front cover of this bulletin; registration may also be made by mail. Please note that **late registrations** are subject to penalty: \$1 per class for those which are one week late, \$2 per class for those two weeks late. After the third week of a semester, registration for credit may be made only with the approval of the Students' Work Committee.

A student who does not want to do all the required work of a class may register as **auditor** by writing "Aud." in the credit column of the registration form, or by asking his instructor, any time before the final examination, to record him as an auditor. Auditor's status carries no credit. Auditors pay the same fee as other students.

Transfers from one class to another may be made without charge by application to the main office of the General Extension Division.

Refunds of tuition fees are available on a pro-rata basis to students who cancel their registrations, provided the student requesting the refund has not attended the class after its eighth week. Application for refund must be in

writing, accompanied by fee receipt, and submitted before the end of the year during which registration was made.

To help you with your registration, here is a **sample class description**, with explanatory comment:

B.A.152-153† Cost Accounting. 3 credits each semester. \$10.

Principles used to determine the profitableness of each branch of manufacturing, and basis for judging the relative efficiencies of operation; materials, labor and burden; continuous process and production order costs; burden distribution methods, standard costs, etc. Prerequisite: Econ. 25L or equivalent.

Fall Semester

152 W 8:05 St. P. Ext. Center 216,
Tuttle

Spring Semester

153 W 8:05 St. P. Ext. Center 216,
Tuttle

The numbers and names of extension classes are usually the same as those of corresponding day classes. Sometimes the letters **ex** follow the class number; this means that the extension class is a material modification of the corresponding day class for extension purposes. Capital letters preceding the class number refer to university colleges, divisions, and departments: B.A. means Business Administration, G.C. means General College, ArtEd. means Art Education, M.E. means Mechanical Engineering, etc.

The dagger (†) means that both B.A. 152 and B.A. 153 must be completed before credit is given for either. When a class runs through two semesters, as does B.A. 152-153, the second semester is a continuation rather than a repetition of the first semester unless otherwise indicated.

The name of the class is followed by the credits which the class carries. Note that these are **quarter credits**, notwithstanding the fact that extension terms are organized as semesters rather than as quarters. Unless these credits are called extension credits, they are understood to be valid toward a degree in the college under which the class concerned is organized; extension credits count only toward extension certificates, not toward degrees.

Then comes mention of the **tuition fee** (here, \$10) and of any **special fee** which may be involved. All fees are for one semester unless otherwise indicated.

Prerequisites refer to other classes which, in the judgment of the department concerned, should precede the class in question. These prerequisites may be waived in special cases. If you cannot meet the prerequisite of the class you want, consult the instructor.

The **time** and **place** of meeting of classes are indicated by abbreviations which in most cases will be obvious. For example, "W 8:05 St. P. Ext. Center 216" means that the class will meet on Wednesday at 8:05 in the St. Paul Extension Center, Room 216. The **instructor's name** follows the room number.

Where Can I Get Advice About a Program?

The Students' Work Committee in the General Extension Division's campus office in the Administration Building, gives advice on the selection of individual classes and of programs of study leading to extension certificates, assists students to make contact with advisers in the various colleges of the University for information on programs of study leading to degrees, and arranges appointments for the testing and counseling services of the Student Counseling Bureau. The chairman of the Students' Work Committee keeps customary office hours and is also available till 8:30 p.m. during registration periods; at other times conferences may be arranged by appointment.

Are There Other Facts or Regulations Concerning Extension Classes Which I Might Want To Know?

Credits:

Validity—A class designated "3 credits" counts toward a university degree; a class designated "3 extension credits" counts only toward an extension certificate. Note that credits are ordinarily valid only in the college which offers the class in which they are earned; this is especially true of education classes whose credits are valid only in the College of Education.

Transfer—Credits may sometimes be transferred from one college to another, or from another accredited institution to this University, but requests for such transfer are always ruled on individually and according to their merits; consult the Students' Work Committee.

Established by examination—A student who, by independent study or by experience, has gained knowledge which he believes to be equivalent to that covered by a particular extension class may establish credit for such class by passing a special examination on the subject matter covered by the class.

The fee for such special examination is \$5. In the same way, a student may establish credit for work done at an unaccredited institution. Arrangements for special examinations are made through the Students' Work Committee.

Residence—Credits earned in undergraduate extension classes in Minneapolis, St. Paul, and Duluth are "residence" credits.

Graduate—A graduate student may, upon the approval of his graduate adviser, petition the dean of the Graduate School to have transferred to his graduate record not more than six quarter credits under Plan A or nine quarter credits under Plan B in courses numbered 100 and above offered by the Extension Division of the University of Minnesota in the Twin City area, and taught by regularly approved members of the graduate faculty. Petition to transfer is limited to extension credits earned since September, 1943. Such transfers of extension credits will not give residence credit.

Honor points—In the General Extension Division honor points are used only to ascertain whether a student has the C average required for all certificates; they are not used to reduce the number of credits required for a certificate. Students in extension classes who are seeking degrees should consult an officer in the college in which the degree is sought regarding the status of honor points in that college.

Certificates: See page 6.

Degrees: A student who wishes to become a candidate for a degree must meet the admission requirements of the University and the entrance and degree requirements of the college in which the degree is sought. The Students' Work Committee will assist the student to determine his status with regard to these requirements.

Grades: The grades A, B, C, and D indicate work of varying degree of merit, D being the lowest passing grade. The grade F, failure, indicates a deficiency so serious that the student must repeat the class to earn credit in it; nor may a student who receives a failure in a continuation class register for another part of such a class until the failure is made up.

Incomplete work which is of at least D grade, but for acceptable reasons not complete, may be marked I, incomplete, provided the student has completed three fourths of the work of the class. Incomplete work may be completed in any way the instructor directs and should have the student's earliest attention. If this is not done within two semesters following the student's resumption of extension class work, the incomplete becomes a cancellation. In such a case, a student may ask that the cancellation be set aside and that he be permitted to make up the incomplete. If his request is approved, the special examination fee, \$5, is charged.

Reports of students' grades and credits are sent them by the university recorder and will not be furnished by the General Extension Division.

Maximum load: The maximum amount of extension work, including both extension classes and correspondence study courses, to be carried by students regularly employed is 9 or 10 credit hours, the equivalent of three 3-credit or two 5-credit classes, per semester. Permission to exceed this maximum must be sought from the Students' Work Committee.

A student who is regularly registered for day class work in any unit of the University may register for extension classes only with the approval of the dean of his unit.

A student who has been dropped by any unit of the University may not register for extension classes until he has been readmitted to his unit.

Attendance: Attendance at every meeting of a class is expected; success in the work of the class is based on this attendance. Instructors or the Students' Work Committee may inquire into the causes of absence and the student's intentions and make appropriate recommendations. Such inquiry and recommendation is entirely in the interest of the student and in no sense disciplinary; extension students are in classes for very definite purposes, are competent to govern their comings and goings, and may be trusted to give the attendance necessary to the accomplishment of their purposes.

Classes listed in this bulletin may be cancelled because of insufficient enrollment.

Classes not listed in this bulletin will, when possible, be organized on petition from a sufficient number of persons.

Athletic Facilities and Season Tickets

Recreational activities for men and women are listed in this bulletin. In addition, men may use the gymnasium and swimming pool on terms available on request.

Any student enrolled for at least five credits of extension classes (but not correspondence study courses) may purchase one season ticket book if single, or two if married; fee \$8.00—checks not accepted in payment. Books may be bought at downtown extension offices (see inside front cover) or at the Athletics office in Cooke Hall during the week before classes begin. Regulations governing purchase, transfer, and cancellation of these books are available on request.

Minneapolis Symphony Orchestra Tickets

Special rates for season tickets to the regular concert season are available to students registered for at least five credits in extension classes.

Evening Students Association

The association sponsors such extracurricular activities as lectures, dances, sports, bridge, music, dramatics, etc. Consult your class representative or the Students' Work Committee.

Correspondence Study Courses

A large selection of correspondence study courses is available to students who prefer this form of study; ask for a bulletin

EXTENSION CERTIFICATES

The General Extension Division awards certificates for the satisfactory completion of approved programs of study. The work may be done in evening classes, correspondence study courses, or both. Special attention is invited to the four short certificates listed immediately below. For advice or information on programs of study leading to certificates, including permission for substitutions, consult the Students' Work Committee. Certificates are awarded to students who complete with a C average any of the following programs of study:

GENERAL CERTIFICATES

The Citizen's Tool-Kit (27 credits)

First Year

Engl. Comp. 4-5-6 Freshman Composition
Phil. 2 Logic
Speech 1 Fundamentals of Speech

Second Year

Psy. 1 General Psychology
Speech 2-3 Fundamentals of Speech
Phil. 63 Principles of Mature Thinking

North American Certificate: Know Ourselves (27 credits)

First Year

Pol. Sci. 1-2 American Government and Politics
Hist. 20-21-22 American History

Second Year

Any class in American Literature
Hist. 83-84-85 American Economic History

Latin-American Certificate: Know Our Neighbors (24 credits)

First Year

Spanish 1-2 Beginning Spanish
 Spanish 7 Latin-American Culture
 Econ. 126 Economic Problems of Latin America

Second Year

Spanish 3-4 Intermediate Spanish
 Geog. 110 Geography of Latin America
 Hist. 95a Latin America in the 20th Century

International Certificate: Know Our World (24 credits)

First Year

Hist. 1-2 European Civilization
 Geog. 35 Geography of the War Theaters

Second Year

Pol.Sci. 25 World Politics
 Pol.Sci. 30 Problems of Postwar Reconstruction
 Pol.Sci. 85 Problems of World Politics
 Econ. 166 International Economic Problems

Liberal Education Certificate (45 credits)

English requirement: Freshman Composition 4-5-6, or exemption
 Spread requirement: at least 6 credits in each of the following fields

- Humanities:** English composition (beyond 4-5-6) or literature, fine arts, foreign languages, philosophy, speech
- Sciences:** astronomy, botany, chemistry, geology, mathematics, physics, psychology, zoology
- Social Sciences:** anthropology, economics, geography, history, political science, sociology

Concentration requirement: at least 12 credits in one subject, or in approved related subjects, in addition to the 6 credits earned in that subject under the spread requirement above.

Electives: additional courses approved by the Students' Work Committee to make a total of 45 credits for the certificate.

Note—The 90-credit Junior College and Liberal Education certificates have been discontinued, since most students interested in these certificates would probably prefer to work for the new 90-credit degree, associate in liberal arts, now granted by the College of Science, Literature, and the Arts. For information about this degree, consult the Students' Work Committee.

BUSINESS CERTIFICATES

Junior Certificate (45 credits)

Core requirement:

Business English 1ex, or Composition 4, or exemption
 B.A. 51 Business Law
 Econ. 8 Elements of Statistics
 Econ. 6-7 Principles of Economics
 Econ. 20L-25L Principles of Accounting and Laboratory

Spread requirement: at least 3 credits in each of the following fields

Business Administration: B.A. 89 Production Management
 Distribution: Advertising, Marketing and Merchandising, Traffic and Transportation
 Finance
 Labor and Personnel

Concentration requirement: additional courses totaling at least 9 credits in one of the following fields, or approved combination thereof

Accounting	Labor and Personnel
Advertising	Marketing and Merchandising
Economics	Statistics
Finance	Traffic and Transportation
Insurance	

or

Electives: additional courses approved by the Students' Work Committee to make a total of 45 credits for the certificate

Senior Certificate (90 credits)**Core requirement:**

Bus. Engl. 1ex-2ex; or Composition 4-5-6, or exemption
 B.A. 51-52 and either 53 or 54 Business Law
 B.A. 89 Production Management
 Econ. 3 Elements of Money and Banking
 Econ. 5 Elements of Statistics
 Econ. 6-7 Principles of Economics
 Econ. 20L-25L Principles of Accounting and Laboratory
 Econ. 161 Labor Problems and Trade Unionism

Concentration requirement: at least 18 credits in one of the following fields, or approved combination thereof

Accounting	Labor and Personnel
Advertising	Marketing and Merchandising
Economics	Statistics
Finance	Traffic and Transportation
Insurance	

Electives: additional courses approved by the Students' Work Committee to make a total of 90 credits for the certificate

ENGINEERING CERTIFICATES**Junior Certificate (45 credits)****Core requirement:**

M.&M. 11 College Algebra
 M.&M. 12 Trigonometry
 M.&M. 13 Analytical Geometry
 M.&M. 24 Differential Calculus
 M.&M. 25 Integral Calculus
 M.&M. 26 Technical Mechanics: Statics
 Draw. and Des. Geom. 1-2 Engineering Drawing

Electives: additional courses approved by the Students' Work Committee to make a total of 45 credits for the certificate

Senior Certificate (90 credits)**Core requirement:**

M.&M. 11 College Algebra
 M.&M. 12 Trigonometry
 M.&M. 13 Analytical Geometry
 M.&M. 24 Differential Calculus
 M.&M. 25 Integral Calculus
 M.&M. 26 Technical Mechanics: Statics
 M.&M. 127 Technical Mechanics: Dynamics
 M.&M. 128a-128b Strength of Materials
 Draw. and Des. Geom. 1-2 Engineering Drawing

Concentration requirement: at least 30 credits in one of the following fields, or approved combination thereof

Aeronautical Engineering	Electrical Engineering
Civil Engineering	Mechanical Engineering

Electives: additional courses approved by the Students' Work Committee to make a total of 90 credits for the certificate

GENERAL CLASSES

For advice on programs of study leading to extension certificates and degrees, consult the Students' Work Committee, 4th floor, Administration Building.

AGRICULTURE

Grain Grading. Not offered 1944-45.

Home Floriculture. See page 17.

Home Vegetable Gardening. See page 17.

Types and Breeds of Horses. Not offered 1944-45.

Wild Game of Minnesota. See page 22.

ANTHROPOLOGY

Racial and Cultural Democracy. See page 26.

ART

ArtEd. 4-5-6 Drawing from Still Life and Pose. 3 credits each semester. \$10 plus \$1 model fee, payable to instructor.

Emphasis on developing ability to do quick sketches. Especially planned to meet the needs of public school teachers. Includes ArtEd. 4-5-6, 7-8-9, 24-25-26; students may register for any three of these in any semester provided they are taken in sequence. No prerequisite.

Fall Semester

T 6:20 Campus Jones 207, Lewis

Spring Semester

T 6:20 Campus Jones 207, Lewis

ArtEd. 15 Interior Decorating I. 3 credits. \$10 plus 50 cents laboratory fee.

Special attention to identification of period and modern styles of furniture and to successfully combining several styles in one room. Additional subjects included: wall treatment, floor coverings, color schemes, window treatment, lighting. Interesting optional field trips. Drawing not emphasized. Repeated spring semester. No prerequisite.

Fall Semester

M 6:20 Campus Jones 2, Lewis

T 8:05 Campus Jones 2, Lewis

W 6:20 St. P. Ext. Center 212, Lewis

Th 6:20 Campus Jones 2, Lewis

Spring Semester

M 6:20 Campus Jones 203, Lewis

W 8:05 St. P. Ext. Center 212, Lewis

ArtEd. 17-18-19 Art for Elementary Teachers. 3 credits each semester. \$10.

An introductory survey of art with emphasis on appreciation and other experiences important for personal enrichment and for understanding the place of art in modern life and education. 17: The artist's expressive contributions to life, his materials, technics, and basic modes of expression. 18: Design experiences basic to an understanding and appreciation of historic and contemporary art. Experiments with line, shape, color, texture, lettering and symbols; character and sources of modern design. 19: Social and educational significance of modern design on contemporary life; personal appearance, architecture, city planning, industrial design, advertising design, theater, hobbies, etc. It is not necessary to take this sequence in order. No prerequisite.

Fall Semester

19 W 6:20 Campus Jones 203, Gayne

Spring Semester

18 Th 6:20 St. P. Ext. Center 217, Gayne

ArtEd. 22 Interior Decorating II. 3 credits. \$10.

A continuation of ArtEd. 15. Color, history, and identification of decorative fabrics; study of china, glassware, and accessories. Discussion of materials used in building and styles of architecture. Students are required to do some elevation drawings in color. Auditing not advised. Juniors and seniors with skills or maturity in applying principles sufficient to carry this course at Senior College level may register for it as ArtEd. 72; consult instructor. Prerequisite: ArtEd. 15.

Spring Semester

T 8:05 Campus Jones 203, Lewis

W 6:20 St. P. Ext. Center 212, Lewis

ArtEd. 31-32 Handcrafts. 3 credits each semester. \$10.

Experience in simple handcrafts for those interested in campus, playgrounds, workshops, clubs, and adult education. Problems differ in the two semesters. Students may enter either semester. No prerequisite.

Fall Semester

31 T 8:05 Campus Jones 10

Spring Semester

32 T 8:05 Campus Jones 10

ArtEd. 153 Art Movements of 20th Century Scandinavia. 3 credits. \$10.

Illustrated lectures on the timely contributions of Scandinavia's public arts program with emphasis on the organization of the housing, art-in-industry and home-craft movements. The significant social role of the artist will be studied through such contemporary expression as the monumental mural form. No prerequisite.

Spring Semester

W 6:20 Campus Jones 2, Lien

ArtEd. 156 Intercultural Education through Art. 3 credits. \$10.

A lecture course designed to foster national unity and international understanding through recognition of the cultural contributions of diverse peoples to world-wide development and experience with special emphasis on 20th century exchange. Timely approaches towards understanding the fundamental problems arising out of current ethnic and racial conflicts will be considered in the light of specific needs of teacher, community worker, layman. No prerequisite.

Fall Semester

W 6:20 Campus Jones 2, Lien

Fine Arts 1-2 Understanding the Arts. 3 credits each semester. \$10.

An illustrated lecture course designed to give the student an understanding of art, including painting, sculpture, architecture, and the industrial arts. This understanding is based on the study of the great works of art, knowledge of the principles involved in their creation, and recognition of the place of art in its social setting. Students may enter either semester. No prerequisite.

Fall Semester

1 T 6:20 Campus Jones 2, Vincent

Spring Semester

2 T 6:20 Campus Jones 2, Vincent

Life Drawing and Painting I-II. 1½-3 credits each semester. \$10.

Figure composition; pencil, pen, charcoal, oil pastels, and water colors; print making. Amount of credit to be arranged with instructor. Students may register for either class either semester. No prerequisite.

Fall Semester

W 8:05 Campus Main Eng. 417, Burton

Spring Semester

W 8:05 Campus Main Eng. 417, Burton

Freehand Drawing I-II. 1½ credits each semester. \$10.

Theory and practice of freehand drawing; perspective, design, and composition; drawing of geometric solids and ornaments in charcoal, pencil, pen and ink, water color, or other media. Students may register for either class either semester. No prerequisite.

Fall Semester

T 8:05 Campus Main Eng. 417, Doseff

Spring Semester

T 8:05 Campus Main Eng. 417, Doseff

Commercial Drawing I-II. 3 extension credits each semester. \$10.

Elementary and advanced commercial art; design, lettering, layouts, posters in pen and ink, pencil, color, or other media. Solutions of practical problems stressed. Special attention to fashion drawing and design. Students may register for either class either semester. No prerequisite.

Fall Semester

M 8:05 Campus Main Eng. 417, Doseff

Spring Semester

M 8:05 Campus Main Eng. 417, Doseff
Th 8:05 St. P. Ext. Center 216, Doseff

Engineering Drawing. See page 40.**ASTRONOMY**

Note—Students who wish to use astronomy to meet the natural science requirement for either the A.L.A. or B.A. degrees in the College of Science, Literature, and the Arts may do so by completing Astronomy 11 and 13 and another related course approved by the Students' Work Committee.

11 Descriptive Astronomy and Principles of Celestial Navigation. 3 credits. \$10.

The general principles and fundamental facts of astronomy; illustrated by lantern slides, simple problems, and naked eye and telescopic observation. Higher mathematics not necessary. Discussion of the basic facts underlying celestial navigation in accordance with specifications of the Army Air Forces. No prerequisite.

Fall Semester

W 6:20 Campus Physics 133, Luyten

13 Practical and Stellar Astronomy and Principles of Celestial Navigation. 3 credits. \$10.

Supplements Astronomy 11, which, however, is not prerequisite; higher mathematics not necessary. A detailed description of the constellations and individual stars, the structure of the sidereal universe, determination of time from the stars; extended opportunity for the use of the telescope and the observation of the heavenly bodies. Discussion of the basic facts underlying celestial navigation in accordance with specifications of the Army Air Forces.

Spring Semester

W 6:20 Campus Physics 133, Luyten.

BACTERIOLOGY**53 General Bacteriology.** 5 credits. \$17 plus \$2 laboratory fee.

Culture media; methods of staining and identification; principles of sterilization and disinfection; examination of air, water, milk; relation of bacteriology to the industries and to disease; bacteriology as a science; morphology and physiology. Class meets 6 hours per week for 11 weeks. Prerequisite: 10 credits in chemistry and 10 credits in biology.

Fall Semester

TTh 7:00 Campus Millard 214, Skinner

114 Yeasts, Molds and Actinomycetes. 4 credits. \$13.50 plus \$2 laboratory fee.

Isolation and identification of fungi important in industry, medicine, and bacteriology. General principles of mycology with application to industry and medicine. Emphasis on special techniques. Class meets 6 hours per week for 11 weeks. Prerequisite: 53 or equivalent.

Spring Semester

TTh 7:00 Campus Millard 201, Skinner

BOTANY**10ex Minnesota Plant Life.** 3 credits. \$10.

A study of our native wild flowers, trees, shrubs, ferns, liverworts, mosses, lichens, and mushrooms. For teachers, camp and scout leaders, and all who would know more of our native plants and their habits. No prerequisite.

Spring Semester

M 6:20 Campus Botany 4, Huff

12 Plants Useful to Man. 3 credits. \$10.

A survey of the world's more important economic plants including sources of rubber, oils, fibers, edible products, etc., with special attention to those of current strategic importance. No prerequisite.

Fall Semester

M 6:20 Campus Botany Aud., Sharsmith

BUSINESS

See page 34.

CHEMISTRY

Note—The following chemistry classes, except Advanced Quantitative Analysis, meet for a minimum of one lecture, one recitation, and three hours laboratory a week. Class periods: 7:30 to 10:30 p.m., both Tuesdays and Thursdays. These classes require a deposit of \$5, payable at Chemistry Department, of which \$2 is a laboratory fee and the remainder for breakage. The unused portion is to be returned.

9ex General Inorganic—Nonmetals. 5 credits. \$17.

The common nonmetallic elements and their principal compounds; the laws and theories of chemistry. Repeated spring semester. No prerequisite.

Fall Semester

TTh 7:30 Campus Chem. 315, 210 Geiger

Spring Semester

TTh 7:30 Campus Chem. 315, 210 Geiger

12ex Qualitative Analysis. 5 credits. \$17.

The laws, theories, and calculations involved; systematic qualitative analysis. Prerequisite: Chem. 9ex or equivalent.

Spring Semester

TTh 7:30 Campus Chem. 315, 210, Geiger

1ex Quantitative Analysis—Gravimetric. 5 credits. \$17.

Principles and methods of gravimetric analysis; typical problems and proper laboratory practice. Prerequisite: Qualitative Analysis.

Fall Semester

TTh 7:30 Campus Chem. 310, 315, Geiger

2ex Quantitative Analysis—Volumetric. 5 credits. \$17.

General principles, methods, and calculations of volumetric analysis. Prerequisite: Qualitative Analysis.

Spring Semester

TTh 7:30 Campus Chem. 310, 315, Geiger

GENERAL CLASSES

7ex Quantitative Analysis—Premedical. 4 credits. \$13.50.

Introductory, covering principles and methods of gravimetric and volumetric quantitative analysis; typical problems and proper laboratory practice. Prerequisite: Qualitative Analysis.

Spring Semester

TTh 7:30 Campus Chem. 310, 315, Geiger

123-124-125ex. Advanced Quantitative Analysis. 5 credits fall semester, \$17; 4 credits spring semester. \$13.50.

Prerequisite: Analytical Chem. 1-2 or equivalent.

Fall Semester

123-124 TTh 7:30 Campus Chem. 310,
Geiger

Spring Semester

124-125 TTh 7:30 Campus Chem. 310,
Geiger

CHILD WELFARE

40 Child Training. 3 credits. \$10.

Physical and mental development of the child; training of young children; behavior problems; techniques of good and bad management. Repeated spring semester. Prerequisite: Psy. 1-2.

Fall Semester

M. 4:40 St. P. Ext. Center 219, Cummings

Spring Semester

T 4:40 Mpls. N. W. Bank Bldg. 690, Faegre

80 Child Psychology. 3 credits. \$10.

A survey of the psychology of the young child from the standpoint of development and learning. Prerequisite: Psy. 1-2.

Fall Semester

T 6:20 Campus Folwell 101, Maurer

140 Behavior Problems. 3 credits. \$10.

Nature and origin of behavior difficulties. Emphasis on the relation between early behavior trends and later maladjustments. Prerequisite: 12 credits in psy., ed. psy., or soc.

Spring Semester

T 6:20 Campus Folwell 110, Maurer

182 Later Childhood and Adolescence. 3 credits. \$10.

The meaning of adolescence; growth and personality development; vocational guidance; sex education, social adjustment, and emancipation from the family. Repeated spring semester. Prerequisite: C.W. 80 or equivalent.

Fall Semester

M. 4:40 Mpls. N.W. Bank Bldg. 690, Faegre

Spring Semester

M 4:40 St. P. Ext. Center 212, Cummings

185 Children in the War and Postwar Period. 3 credits. \$10.

The effects of war and social stress upon children in the United States and other countries. Methods of meeting situations by individual and group care. Special problems of child care created by evacuation, defense industries, altered family environment, etc. Civilian defense activities for children. Postwar problems of reconstruction and rehabilitation. Repeated spring semester. Prerequisite: 12 credits in psy., ed. psy., or soc.

Fall Semester

T 4:40 Mpls. N.W. Bank Bldg. 690, Faegre

Spring Semester

T 4:40 St. P. Ext. Center 217, Cummings

ECONOMICS FOR THE CITIZEN

A series of three short classes designed to interpret to the citizen some of the aspects of the economic world with which he comes into frequent contact.

Economics for the Citizen. See page 36.

Insurance for You and Your Family. See page 37.

It's Your Money. See page 36.

EDUCATION

Extension Classes and Workshops in Twin City Schools.

During the past summer Twin City principals and teachers were invited to express interest in classes and workshops to be held in the public schools and on the University campus. As a result of the enthusiastic response, the following schedule of extension offerings for 1944-45 has been arranged. Watch September issues of the public school bulletins of Minneapolis and St. Paul for additional announcements.

Additional classes and workshops will be scheduled in the schools on demand.

ArtEd. 4-5-6, 15, 17-18-19, 22, 31-32, 153, 156. See page 9.

Choral Reading for Elementary School Teachers. 3 credits. \$10.

This is a workshop course. All lectures on the history, theories, psychology, and techniques of group reading will be subordinated to the laboratory technique of learning through doing. Bibliographies and anthologies will be compiled to suit class needs and will include usable material for specific holiday occasions as well as material for classroom assignments at various grade levels, integrating ideas from social studies, literature, speech, and folk arts.

Class participation will be required in manuscript research, analyzation, program building, and group performance.

Choral reading demonstrations of class members and own reading group with class evaluation will be an integral part of course wherever possible. No prerequisite.

Fall Semester

M 4:00 Campus Folwell 308, Owen

Ed.C.I. 61 The Teaching of the Social Studies in the Elementary School. To be announced.

Ed.C.I. 63 Children's Literature. 3 credits. \$10.

A study of the varied purposes of reading in the elementary school. Bases of selecting materials for extensive reading. Analysis of studies of children's interests. Extensive critical survey of old and new materials for children's reading. Does not duplicate Ed.C.I. 44.

Spring Semester

Th 6:20 Campus Burton 205, Smith

Ed.C.I. 65 The Teaching of Science in the Elementary School. To be announced.

Ed.C.I. 127—P.H. 180 Community and School Health Education. 3 credits. \$10.

A workshop type of evening class in community and school health education will be offered for the first time. This class is planned for school administrators, teachers, nurses, and other community health workers. Members of the class will be given an opportunity to work in special interest groups, as well as in sessions with the group as a whole. Special assistance will be given to individual members who wish to follow independent studies. Individual and group conferences will be arranged.

Particular attention will be given to the organization and functioning of health councils; health education in secondary schools during the war and postwar period; utilization of community resources for health education; and in-service training of school personnel. Other problems that are of interest to the participants will be considered. No prerequisite.

Fall Semester

W 6:20 Campus Med. Sci. 111, Freeman,
Grout, Starr

Ed.C.I. 173 Organizing Units of Instruction. To be announced.

Ed.Psy. 60 Introduction to Statistical Methods. 3 credits. \$10.

Statistical methods applied to educational investigation; measures of central tendency, variability, and correlation; primarily for classroom teachers and principals. Higher mathematics useful but not required. Prerequisite: 6 credits in psychology.

Spring Semester

Th 6:20 St. P. Ext. Center 214, Van Wagenen

Ed.Psy. 113 Psychology of Elementary School Subjects. 3 credits. \$10.

A survey and evaluation of the psychological studies in reading and language. Prerequisite: 10 credits in psychology and education.

Spring Semester

M 6:20 Mpls. N. W. Bank Bldg. 690,
Van Wagenen

GENERAL CLASSES

Ed.Psy. 115 Psychology of Elementary School Subjects. 3 credits. \$10.

A survey and evaluation of the psychological studies in arithmetic, spelling, history, geography, elementary science, art and music. Prerequisite: 10 credits in psychology and education.

Fall Semester

Th 6:20 St. P. Ext. Center 217, Van Wagenen

Ed.Psy. 120 Basic Principles of Measurement. 3 credits. \$10.

Principles of measurement applied to the construction and evaluation of educational and psychological tests and to the interpretation of scores. Prerequisite: Ed.Psy. 60 or equivalent.

Fall Semester

M 6:20 Mpls. N. W. Bank Bldg. 690,
Van Wagenen

Ed.Psy. 133 Guidance in Secondary Schools. To be announced.**H.Ed. 150 Education for Postwar Reconstruction. 3 credits. \$10.**

An examination of educational plans, problems, and prospects for the postwar period in the setting of national and international developments. No prerequisite.

Spring Semester

M 6:20 Mpls. N.W. Bank 1175, Brameld

Intercultural Education. See the following note.

NOTE—Those interested in an Intercultural Education sequence should take Racial and Cultural Democracy (see page 26) or Intercultural Education through Art (see page 10) in the fall and either Art Movements of 20th Century Scandinavia (see page 10) or Intercultural Education Workshop (to be announced) in the spring.

Child Welfare. See page 12.**Health Education. See page 13.****Nursing Education. See page 22.****Physical Education. See page 27.**

ENGINEERING

See page 40.

ENGLISH

Classes in Composition

English Placement Tests.

Admission to composition classes above Preparatory Composition is based on satisfactory score in English Placement Test, or satisfactory completion of Preparatory Composition. Please note the following:

1. If you took the Placement Test in high school within the last four years, you must ask for assignment to the proper composition class a week before the first meeting of the class. (You need not take the test again.) Telephone, write, or call in person.

2. If you have not taken the test, report for it at the first date scheduled below:

Fall Semester

7:00 Thursday, September 28
7:00 Thursday, October 5

Room 102, Folwell Hall, Campus
Room 102, Folwell Hall, Campus

Spring Semester

7:00 Thursday, February 1

Room 102, Folwell Hall, Campus

Preparatory Composition. No credit. \$7.50.

Intensive drill on grammatical forms, structure, and theme writing. Repeated spring semester. No prerequisite. Note Composition 4-5-6 below.

Fall Semester

T 6:20 Campus Folwell 209, Litchfield

Spring Semester

4-5-6 Freshman Composition. (One-year course.) 4½ credits each semester. \$15.

This sequence satisfies the English requirement for graduation and is prerequisite to other English classes. Class meets for a period of 2½ hours each week. Repeated spring semester. Prerequisite: Preparatory Composition or satisfactory score on English Placement Test, explained above.

Fall Semester

4-5 M 6:20 Campus Folwell 102, Grandy
4-5 W 6:20 St. P. Ext. Center 217, Briggs
5-6 W 6:20 Campus Folwell 207, Stein

Spring Semester

4-5 T 6:20 Campus Folwell 212, Stein
5-6 M 6:20 Campus Folwell 102, Grandy
5-6 W 6:20 St. P. Ext. Center 217, Briggs

4-5-6 Freshman Composition. 3 credits each semester. \$10.

This is the same sequence as that above except that it moves at a slow pace, occupying three semesters instead of two. Course 6 will be offered next year.

Fall Semester

4 Th 6:20 Campus Folwell 207, Scallon

Spring Semester

5 Th 6:20 Campus Folwell 207, Scallon

English Review. 1½ extension credits. \$5.

A "refresher" course for those who need a quick and thoro review of grammar, mechanics, and usage. More intensive than Preparatory Composition. Eight meetings. Repeated spring semester. No prerequisite.

Fall Semester

Th 8:05 Campus Folwell 209, Stein

Spring Semester

W 6:20 St. P. Ext. Center 214, Litchfield

Classes in Writing

27-28† Advanced Writing. 3 credits each semester. \$10.

Offers training in the fundamentals of creative writing, through lectures and the criticism of manuscripts. Advanced Writing 27 deals with expository writing: articles, essays, criticism, etc. Advanced Writing 28 deals with description and narration. Students may begin with either 27 or 28. Prerequisite: Comp. 4-5-6, or consent of instructor.

Fall Semester

27 Th 8:05 Campus Folwell 203, Christie

Spring Semester

28 Th 8:05 Campus Folwell 203, Christie

91-92 Seminar in Writing (Advanced Short Story). 3 credits each semester. \$10.

For advanced and professional students who write with facility and desire personal direction. Criticism of manuscripts submitted. Prerequisite: consult instructor.

Fall Semester

91 M 6:20 Campus Folwell 203, Phelan

Spring Semester

92 M 6:20 Campus Folwell 203, Phelan

See also **Business English**, p. 36, **Radio Script Writing**, p. 26, **Journalism**, p. 20.

Classes in Literature

38 Modern Poetry. 3 credits. \$10.

A study of the relation of the poets of our time to the life of our time. Class analysis and discussion of some poems to arrive at a clearer understanding of ideas, purposes, and techniques and to discover the poet's place in the larger poetic tradition.

Spring Semester

Th 6:20 Campus Folwell 209, Stein

55-56 Shakespeare. 3 credits each semester. \$10.

Shakespeare's development as a dramatist; a careful study of a selected list of plays. Prerequisite: Comp. 4-5-6 or exemption; and 6 additional credits in English, or 10 credits in 21-23-23.

Fall Semester

55 W 6:20 Campus Folwell 101, Hessler

Spring Semester

56 W 6:20 Campus Folwell 101, Hessler

114 Literature of the Middle West. 3 credits. \$10.

A survey of middlewestern literature from about 1825 to the present, with considerable attention to the development of a consciously western literature as revealed in editorials, magazines, and the choice of native themes and characters. The instructor will stress the realistic impulse from the early attempts of writers like James Hall, Caroline Kirkland, and Edward Eggleston through the early naturalists like Hamlin Garland to the

† Classes marked with a dagger (†) are continuation classes and require the completion of two or three semesters, as indicated, before any credit is given.

GENERAL CLASSES

contemporary writers such as Sinclair Lewis, Masters, Sandburg, and James Farrell. The course is centered on the region northwest of the Ohio River, with emphasis on Minnesota contributions to literature. Prerequisite: Engl. 73-74 or Hist. 20-21-22.

Fall Semester

M 6:20 Campus Folwell 303, Flanagan

The Bible as Literature. No credit. \$7.50.

A study of the history, literary forms, and contents of the books of the Old Testament. In this series of informal lectures Dr. Powell will present in condensed form the material from the extension classes which he taught under the same title so successfully for many years.

The lectures will be offered under the auspices of the Center for Continuation Study and will ordinarily meet in the library of the Center. Twelve lectures beginning October 4. No prerequisite.

Fall Semester

W 8:05 Campus Library of Center for Continuation Study, Powell

Book Reviews. No credit. \$6.

A series of ten lectures on current books for persons interested in interpreting the world today, its scenes, personalities, and changing values as reported by the most able and significant of contemporary authors. Spring semester will include reviews of different books and of current New York plays. No prerequisite.

Fall Semester

T 6:20 St. P. Ext. Center 212, Acker
Th 6:20 Campus Folwell 113, Acker

How To Read Rapidly and Well. Credit and fee: see below.

Ability to read rapidly and well is more than an agreeable social accomplishment; it is a necessity. Many people are seriously handicapped in business, professional, and social life by their inability to read with speed and comprehension. Many others are unaware of the pleasure and profit that come from extensive reading of good books and magazines. Work in this class is designed to improve the student's reading ability. During the class periods, students' reading problems will be analyzed, their reading skills improved, and their acquaintance with a wide variety of reading materials broadened.

The reading clinic will be open Monday and Wednesday evenings from 7 until 9 o'clock. Students may register for one or two hours per night and up to four hours per week. The minimum registration fee will be \$5, which will cover one hour per week for sixteen weeks. The fee for a more intensive attendance at the clinic will be a multiple of \$5 depending on the number of hours per week desired. A fee of \$5 will yield 1½ extension credits, and so forth.

It is only fair to point out that students who register for several periods will benefit most from the clinic.

Fall Semester

MW 7-9 Campus Eddy 113, Woolf

Spring Semester

MW 7-9 Campus Eddy 113, Woolf

FRENCH

1-2 Beginning French. 3 credits each semester. \$10.

Grammar, pronunciation, reading, and practice in speaking. No prerequisite.

Fall Semester

1 W 6:20 Campus Folwell 227, Wilson

Spring Semester

2 W 6:20 Campus Folwell 227, Wilson

3-4 Intermediate French. 3 credits each semester. \$10.

Readings from modern authors, review of essential grammar, stress on spoken French. Prerequisite: French 1-2 or 2 years of preparatory French.

Fall Semester

3 M 6:20 Campus Folwell 213, Wilson

Spring Semester

4 M 6:20 Campus Folwell 213, Wilson

55-56 Advanced French. 3 credits each semester. \$10.

Practical conversation including rudiments of commercial French; also discussions in French based on selected texts dealing with French culture and literature. Designed especially as a continuation of French 53-54. Prerequisite: French 4 or consent of instructor.

Fall Semester

55 M 6:20 Campus Folwell 304, Fermaud

Spring Semester

56 M 6:20 Campus Folwell 304, Fermaud

67-68 Advanced French Conversation. 3 credits each semester. \$10.

To be conducted in French as a seminar on the contemporary French novel. Open only to those who speak French fluently.

Fall Semester

67 W 6:20 Campus Folwell 203, Fermaud

Spring Semester

68 W 6:20 Campus Folwell 203, Fermaud

GARDENING

Hort. 10 Home Floriculture. 3 credits. \$10.

Practical aspects of growing for the practical gardener. Soils and their improvement; selection of seeds and plants; methods of reproduction. Annuals and perennial flowers, flowering shrubs and peonies, special attention to roses for Minnesota and surrounding states. Soils and their improvement, preparation of flower beds, selection of seeds and plants, planting and transplanting, methods of reproduction, pruning, cultivating, weeding, watering, control of insects and diseases. No prerequisite.

Spring Semester

T 8:05 Campus Botany 4, Wilcox

Hort. 32 Home Vegetable Gardening. 3 credits. \$10.

Methods of producing the common vegetables in a small garden. Types of home and commercial gardens. Procedures in handling, from selection of proper varieties to storing for winter use, will be outlined in detail. The more important vegetables such as tomatoes, root crops, beans, and cabbage, are given special emphasis. No prerequisite.

Spring Semester

Th 8:05 Campus Botany 200, Currence

Minnesota Plant Life. See page 11.

Plants Useful to Man. See page 11.

GEOGRAPHY

11 Human Geography. 5 credits. \$17.

A study of the development, types, and uses of maps, followed by a consideration of the factors of the physical environment and their effect on human activities. Current problems in the use of our natural resources are used as illustrative material. This is a basic course and a prerequisite for further courses in geography. It likewise supplies background material necessary for intelligent interpretation of the world's news. No prerequisite.

Fall Semester

T 6:20 Campus Burton 103, Davis

35 Geography of the World War Theaters. 2 credits. \$7.

A series of sixteen illustrated lectures, one hour and fifteen minutes in length, designed to help students follow the progress of the war more intelligently. The lectures will deal with those geographical areas most in the news at the time the lectures are given. Repeated spring semester. No prerequisite.

Fall Semester

W 6:45 Campus Burton 103, Dicken

Spring Semester

M 6:45 St. P. Ext. Center 212, Dicken

110 Geography of South America. 3 credits. \$10.

A detailed study of selected type areas as a basis for discussion of the population distribution and economic activities of larger geographic units. In these studies existing opportunity, present utilization of natural resources, and probable future developments are considered, to enable the student to form an opinion as to the function of South America in the future economic life of the Americas. Prerequisite: Geog. 11.

Spring Semester

T 6:20 Campus Burton 103, Brown

GEOLOGY

25 Elements of Rock Study. 3 credits. \$10.

A study of rock-forming minerals and of igneous, sedimentary, and metamorphic rocks, their occurrence and classification. No prerequisite.

Fall Semester

Th 6:20 Campus Pillsbury 110, Gruner

GERMAN

1-2 Beginning German. 3 credits each semester. \$10.

Fall Semester

1 T 6:20 Campus Folwell 207, Downs

Spring Semester

2 T 6:20 Campus Folwell 207, Downs

3 Beginning German. 3 credits. \$10.

Prerequisite: German 1-2.

Fall Semester

T 6:20 Campus Folwell 206, Wangsness

4 Intermediate German. 3 credits. \$10.

Modern narrative prose. Prerequisite: German 3.

Spring Semester

T 6:20 Campus Folwell 206, Wangsness

17 German for Graduate Students. No credit. \$10.

Designed to help graduate students acquire a reading knowledge of German as required of candidates for higher degrees. Grammar is reduced to a minimum, with stress on recognition of forms encountered in reading. Rapid reading of simple, graded material. Intensive reading of more difficult material selected from the various fields of specialization. Detailed study of several sets of examinations in each of the fields. No prerequisite.

Fall Semester

M 6:20 Campus Folwell 212, Meessen

Spring Semester

M 6:20 Campus Folwell 212, Meessen

63 Classic German Drama. 3 credits. \$10.

Reading and discussion of plays by Lessing, Goethe, and Schiller. Prerequisite: German 60 or consent of instructor.

Fall Semester

T 6:20 Campus Folwell 202, Prottengeier

64 Nineteenth-Century German Drama. 3 credits. \$10.

Reading and discussion of plays by Kleist, Grillparzer, and Hebbel. Prerequisite: German 60 or consent of instructor.

Spring Semester

T 6:20 Campus Folwell 202, Prottengeier

HEALTH**Your Health. 3 credits. \$10.**

Everyone wants vigorous health but many find it difficult to obtain authentic health information, unbiased by sales talk, prejudice, and superstition. The aim of this course is to provide dependable information on the health problems most often encountered by adults in their personal, family, and community life, and to answer the questions on health which people most commonly ask. The lectures on personal health present information on such subjects as allergies, colds, cancer, heart disease, tuberculosis, venereal disease, mental hygiene, and suggested immunization programs. Those on family health include such topics as maternal welfare, care of the young child, selection of a family physician, and health insurance plans. Those on public health discuss food and drug laws, sanitation of eating establishments, control of contagious disease, and plans for national medical care. The lectures will be illustrated by means of films, slides, and models. Corresponds to P.H. 50 Public and Personal Health; gives credit in all colleges and contributes to fulfilling College of Education requirements. No prerequisite.

Fall Semester

T 6:20 Campus Westbrook 200, Potthoff

P.H. 53 Elements of Preventive Medicine. 5 credits. \$17.

Nutrition, diet, susceptibility, resistance and immunity to disease; methods of spread and prevention of communicable and degenerative diseases; protection of food, water, and milk; school health work; vital statistics. Prerequisite: 12 credits in biol. sci. or consent of instructor.

Fall Semester

T 6:20 Campus Millard 129, Cowan

P.H. 126 Industrial Health Problems. 3 credits. \$10.

Organization of industrial health services, state programs in industrial hygiene. Industrial hazards and their control. Procedures in industrial health services. Prerequisite: P.H. 53, Chemistry I and 2 or equivalent or permission of instructor.

Spring Semester

Th. 6:20 Campus Med. Sci. 111, Foker

P.H. 170 Supervision in Public Health Nursing. 3 credits. \$10.

Nature of supervision, classification of activities; methods of supervision, including field visitation, individual counselling, group conferences, staff education programs, administrative functions of supervisors, preparation and selection of supervisors. Prerequisite: P.H. 53, 61, 63, and experience in public health nursing or permission.

Spring Semester

T 6:20 Campus Med. Sci. 111, Freeman

P.H. 180—Ed.C.I. 127 Community and School Health Education. 3 credits. \$10.

A workshop type of evening class in community and school health education will be offered for the first time. This class is planned for school administrators, teachers, nurses, and other community health workers. Members of the class will be given an opportunity to work in special interest groups, as well as in sessions with the group as a whole. Special assistance will be given to individual members who wish to follow independent studies. Individual and group conferences will be arranged.

Particular attention will be given to the organization and functioning of health councils; health education in secondary schools during the war and postwar period; utilization of community resources for health education; and in-service training of school personnel. Other problems that are of interest to the participants will be considered. No prerequisite.

Fall Semester

W 6:20 Campus Med. Sci. 111, Freeman,
Grout, Starr

Note—Students who register for Public Health classes are invited to take advantage of the opportunity to confer sometime during the semester with Dr. Boynton or Miss Freeman about their professional objectives and study plans. Appointments for this conference can be made by calling Main 8177, Ext. 111.

Nursing Education. See page 22.

HISTORY**20-21-22 American History. (One-year course.) 4½ credits each semester. \$15.**

For students who want to cover the entire sequence of History 20-21-22 in one year. Class meets for one period of 2½ hours each week. No prerequisite.

Fall Semester

20-21 T 6:20 Campus Folwell 109, Kane

Spring Semester

21-22 T 6:20 Campus Folwell 109, Kane

22 American History. 3 credits. \$10.

American history from 1877 to the present with special emphasis on social and economic factors. No prerequisite but primarily for students who have completed History 20-21.

Fall Semester

M 6:20 St. P. Ext. Center 219, Kane

56-57-58 Early Modern European History. (One-year course.) 4½ credits each semester. \$15.

History 56: 1684 to 1789; 57: the French Revolution; 58: the Napoleonic era. No prerequisite.

Fall Semester

56-57 Th 6:20 Campus Folwell 104, Kane

Spring Semester

57-58 Th 6:20 Campus Folwell 104, Kane

65-66 Europe in the Twentieth Century. 3 credits each semester. \$10.

Course 65: 1900-1918; 66: 1918 to present. Background and causes of the First World War, history of Europe during four years of war, the Paris Conference and peace treaties, the new political and social order in central and eastern Europe, problems of the western democracies, the attempt at a new world order and its collapse, the background and outbreak of the Second World War. No prerequisite.

Fall Semester

65 M 8:05 St. P. Ext. Center 219, Kane
W 6:20 Campus Folwell 202, Kane

Spring Semester

66 M 8:05 St. P. Ext. Center 219, Kane
W 6:20 Campus Folwell 202, Kane

80-81-82 Introduction to Economic History. 4½ credits each semester. \$15.

Basic purpose: To understand the functioning of our own economic system. To this end

- (1) We learn how to evaluate economic systems by studying less complicated structures;
- (2) We study the historical development of our own system;
- (3) We examine contemporary systems.

Secondary purpose: To learn the techniques of appraising different cultures. Especially recommended to those interested in racial and cultural problems. No prerequisite.

Fall Semester

80-81 M 6:20 Campus Folwell 104,
Mudgett

Spring Semester

81-82 M 6:20 Campus Folwell 104,
Mudgett

95a Latin America in the Twentieth Century. 3 credits. \$10.

A survey of the recent history of the Latin-American countries with special attention to their background and development, their internal problems and policies, their relations with Europe and the United States, their economic, social, and cultural development, especially as related to Pan-Americanism. No prerequisite.

Fall Semester

M 6:20 Campus Burton 111, Tyler

HOME WORKSHOP**Woodworking Problems in Home Workshops. 3 extension credits each semester. \$10 plus \$1 laboratory fee.**

A course to develop skill in the manipulation and care of hand tools and woodworking machinery. Practice in the conditioning and operation of tools and special woodworking machines. The identification of wood, use of abrasives and cleaning materials, the application of stains and fillers, paints, shellac, wax, lacquer, and varnish; blending of stains and matching of colors and their effects on different types of wood; types and uses of glue. No prerequisite.

Fall Semester

Th 8:05 Campus Mech. Eng. 206, Richards

Spring Semester

Th 8:05 Campus Mech. Eng. 206, Richards

Handcrafts. See page 9.

HOUSING**Your Postwar Home. 2 extension credits. \$7 plus 50 cents laboratory fee.**

This is a nontechnical course prepared for those who plan to build, modernize, or redecorate their home after the war. The course will review the principles of planning and decorating and will investigate modern materials and techniques. It is intended to explain modern trends in residential design and to evaluate new developments so that home planners may invest their money wisely. Eleven meetings beginning October 3. No prerequisite.

Fall Semester

T 8:05 Campus Folwell 110, Cerny

HOW TO READ

See page 16.

INTERIOR DECORATING

See page 9.

JOURNALISM**13 Introduction to Reporting. 3 credits. \$10.**

News, its sources, methods of finding and gathering; correct style of written presentation; brief survey of the place and purpose of the newspaper and the processes of newspaper production. Prerequisite: Eng. Comp. 4-5-6 or exemption.

Fall Semester

W 6:20 Campus Murphy 311, Gerald

73 Magazine Writing and Editing. 3 credits. \$10.

The writing of nonfiction articles for general and specialized periodicals, and newspaper feature articles; subjects and materials; analysis of manuscript markets; study of magazine policies and practices; training in editing procedures; use of pictures. Prerequisite: consent of instructor.

Fall Semester

T 6:20 Campus Murphy 311, Ford

97 Advertising Copy, Layout, and Typography. 3 credits. \$10.

Practical study of advertising copy, layout, and typography, with particular emphasis upon retail classification of newspaper advertising. Lectures and laboratory work are designed to teach the student how to write and arrange copy and headline forms, how to handle illustrations, borders, and other type devices, and how to improve attention-getting qualities of display advertising. Students receive individual criticism of all advertisements prepared as class projects. Prerequisite: consent of instructor.

Fall Semester

Th 6:20 Campus Murphy 311, Barnhart

MUSIC

Individual instruction in music, as well as study in the regular classes offered by the Department of Music, is open to registration through the General Extension Division by students not able to attend day classes full time. This includes instruction in piano, organ, voice, violin, cello, and all orchestral instruments, as well as classes in history and theory of music. Students will register as for extension classes but attend the regular day sessions. The courses offered, the time and place of meeting, and the fees for individual instruction will be found in the program of classes for the College of Science, Literature, and the Arts, in the Combined Class Schedule. For further information consult any office of the General Extension Division.

Enjoying Music. 3 extension credits each semester. \$10.

This is a class for those who wish to develop or increase their enjoyment and understanding of music as a means toward life enrichment. The lectures are carefully and completely illustrated by recordings. Students registered for this class are cordially invited to come early (any time between 7:00 and 8:00), during which time the instructor or an assistant will be present to play whatever recordings students may care to select from the extensive record library of the General College. Students may enter either semester. No prerequisite.

Fall Semester	Spring Semester
T 8:05 Campus Wesbrook 202, Hill	T 8:05 Campus Wesbrook 202, Hill

1T-2T-3T Music Theory. 3 credits each semester. \$15.

A correlated course including ear training, sight singing, melodic and harmonic dictation, keyboard and written harmony. 3T not offered in 1944-45. No prerequisite.

Fall Semester	Spring Semester
1T MTh 6:20 Campus Music 4, Malcolm	2T MTh 6:20 Campus Music 4, Malcolm

34-35-36 History of Music. 3 credits each semester. \$10.

A course in historical appreciation, designed to give an understanding of music as literature, a nontechnical account of the principal music forms, the historic origins and associations; the nature and scope of musical expression. The class covers the history of music from Ancient Greece to the present day; it begins with Bach, continues to the twentieth century, and then reverts to the earliest period. Extensive musical illustrations. No prerequisite.

Fall Semester	Spring Semester
36-36 Th 6:20 Campus Music 103, Ferguson	36-34 Th 6:20 Campus Music 103, Ferguson

40-41-42 University Symphony Orchestra. 1½ credits each semester. \$5.

Standard orchestral literature is performed. Open to players of orchestral instruments. Prerequisite: consent of instructor.

Fall Semester	Spring Semester
T 7:00 Campus Northrop Aud., Oberg	T 7:00 Campus Northrop Aud., Oberg

43-44-45 University Chorus. 3 credits for the year. \$5 per semester.

The University Chorus is available to extension students through the General Extension Division. Students may enter either semester upon consent of director.

Fall Semester	Spring Semester
T 7:00 Campus Burton Aud., Killeen	T 7:00 Campus Burton Aud., Killeen

56-57-58 Bach, Beethoven, Wagner, and Brahms. 3 credits each semester. \$10.

Critical study of selections from the master works of the four greatest composers; biographical readings, topics and analyses, giving historical and literary background to culminative periods in composition. 58 not offered in 1944-45. Prerequisite: History of Music 34-35-36.

Fall Semester	Spring Semester
56 W 6:20 Campus Music 103, Ferguson	57 W 6:20 Campus Music 103, Ferguson

77-78-79 Composition. 3 credits each semester. \$10.

Writing in the simpler forms, the degree of complexity to be determined by the aptitude of the individual student. Prerequisite: 2 quarters of Harmony or some ability in free improvisation at the piano.

Fall Semester	Spring Semester
77-78 W 6:20 Campus Music 103, Ferguson	78-79 W 6:20 Campus Music 103, Ferguson

Note—Mr. Ferguson will teach either *Composition* or *Bach, Beethoven, Wagner, and Brahms*, depending upon demand.

GENERAL CLASSES

Piano Playing for Pleasure. 3 extension credits each semester. \$10 plus \$1 laboratory fee.

It is easy to play the piano. Within a semester's time enough of the art may be acquired to enable one to enjoy playing for one's own pleasure. The fundamentals will be taught to individuals in small groups. Open to all, without previous musical training, but limited to 20 students. Students may either begin or continue in the spring semester.

Fall Semester

W 8:05 Campus Music 104, Twichell

Spring Semester

W 8:05 Campus Music 104, Twichell

Choral Reading. See page 13.

NATURAL HISTORY

Birds of Minnesota. 3 extension credits. \$10.

A laboratory and field class in identifying and enjoying the birds of this region. Early meetings will make use of collections of the Museum of Natural History, but as soon as weather permits the class will meet in field locations. Study will be based on the manual of Dr. T. S. Roberts, who will be responsible for the class. No prerequisite.

Spring SemesterW 6:20 Campus Museum of Natl. Hist. 309,
Roberts, Breckenridge, Kilgore

Fish and Fishing in Minnesota. 2 extension credits. \$7.

A short course for sportsmen and others who want accurate—but nontechnical—knowledge of Minnesota fish; their habits and habitats, their feeding and propagation, their distribution and importance. Lectures, demonstrations, and discussion. 11 meetings beginning February 28. No prerequisite.

Spring Semester

W 8:05 Campus Zoology 313, Eddy

Wild Game of Minnesota. 2 extension credits. \$7.

A nontechnical survey of the upland game birds, waterfowl, and big game of Minnesota; their habits, characteristics, requirements, and the problems of increasing their numbers. Emphasis on the recognition of the more difficult plumages encountered by the hunter and on conservation of the principal game species. Illustrated lectures and demonstrations. 11 meetings beginning October 4. No prerequisite.

Fall SemesterW 6:20 Campus Museum of Natl. Hist. 309,
Breckenridge

Minnesota Plant Life. See page 11.

Plants Useful to Man. See page 11.

NURSING EDUCATION

60 Ward Administration. 3 credits. \$10.

Organization of the hospital; authority, responsibility and relationships of the head nurse, principles of administration; analysis and maintenance of a good nursing service; environment of the patient; selection, orientation, assignment, and motivation of personnel; planning clinical teaching programs. Repeated spring semester. Open to graduate nurses.

Fall SemesterW 5:00 Mpls. N. W. Bank Bldg. 1175,
Hoffert**Spring Semester**W 5:00 Mpls. N. W. Bank Bldg. 1175,
Randall

62 Personnel Work in Schools of Nursing. 3 credits. \$10.

Survey of principles of techniques of personnel work applied to problems in schools of nursing. The relationship of such topics as individual differences, human behavior, personality, emotions, and intelligence to the problem of personnel guidance. Study of such techniques as psychological tests, personnel records, orientation periods, remedial programs, and counseling interviews in schools of nursing. Open to graduate nurses.

Fall Semester

M 7:30 Mpls. N. W. Bank Bldg. 1175, Gordon

68 Construction and Use of Achievement Tests and Measurements in Schools of Nursing. 3 credits. \$10.

Techniques for developing objective type examinations; study of criteria for judging tests and test scores in relation to course content and to grading systems; discussion of other available methods of measuring achievement in schools of nursing.

Spring Semester

M 4:40 Mpls. N. W. Bank Bldg. 1175, Gordon

72 Principles of Teaching and Supervision in Schools of Nursing. 3 credits. \$10.

Principles of teaching applicable in schools of nursing. Planning of classwork. Use of case studies, ward clinics, and demonstrations, and assignment of practice, as methods of clinical teaching. Methods of evaluating students' work. Principles of supervision and their application for the improvement of nursing practice. Open to graduate nurses.

Fall Semester

T 6:20 Donaldson Bldg. 1100, Harrington

77 Principles of Teaching and Supervision in Schools of Nursing. 3 credits. \$10.

A more advanced and detailed study of methods and materials applicable to teaching in schools of nursing. Prerequisite: Nursing Education 72.

Spring Semester

T 6:20 Donaldson Bldg. 1100, Harrington

PHILOSOPHY**1 Problems of Philosophy. 3 credits. \$10.**

Introduction to the problems of philosophy; main fields of investigation; permanent problems; principal methods and schools of philosophy; historical and contemporary views. No prerequisite.

Fall Semester

W 8:05 Campus Folwell 322, Conger

2 Logic. 3 credits. \$10.

There is a difference between "straight" and "crooked" thinking. Logic is the study of these differences. What pitfalls beset the attempt to think straight? When is a term properly defined? Why are sound definitions important? What do you understand by proof? When is proof of a statement called for? When is it complete? What is a hypothesis? How many of these do you use in an average conversation? What is meant by "scientific" thinking? Do you do any of it? Through systematic analysis of these and other related questions, the study of logic will show you what is involved in straight thinking. No prerequisite.

Fall Semester

M 6:20 Campus Folwell 322, Castell

3 Ethics. 3 credits. \$10.

Problems of life in terms of (1) contemporary social, political, and economic forces, and (2) the character of the individual; the psychological and philosophical foundations of morality; the reconstruction of morality; the history of morals and ethical thought. No prerequisite.

Spring Semester

M 6:20 Campus Folwell 322, Castell

10 Science and Religion. 3 credits. \$10.

An introductory survey of problems of the relations of religion and science, followed by an investigation of religious experience and scientific thinking. No prerequisite.

Fall Semester

T 6:20 St. P. Ext. Center 217, Phillips

54 Introduction to the Scientific Way of Thinking. 3 credits. \$10.

This class endeavors to clarify the meaning of modern science by examining its basic concepts, methods, and presuppositions. Only through such an integrative understanding can the dangers connected with high specializations be counteracted. Among the topics discussed are: principles of mature thinking; scientific procedures such as observation, measurement, experimentation, logical and mathematical reasoning, description, explanations, statistics, etc.; outstanding theories and problems of science; philosophy, religion, and social issues; the unity of science. No prerequisite.

Fall Semester

Th 6:20 Campus Folwell 322, Feigl

70 Modern Philosophies of Social Reform. 3 credits. \$10.

A historical and critical survey of social reformers from Adam Smith to the present, with special attention to the philosophical ideas underlying reform movements. No prerequisite.

Spring Semester

Th 8:05 Campus Folwell 322, Shaw

135 Philosophy in Modern Literature. 3 credits. \$10.

A survey of the basic philosophical ideas in twentieth century civilization as they are expressed in major works of contemporary literature. Lectures on Spengler, Marx, Darwin, Freud, and others. Readings and discussions of Ibsen, Proust, Joyce, Tolstoy, Shaw, Huxley, Dostoevski, and others. Prerequisite: consent of instructor.

Spring Semester

W 6:20 Campus Folwell 322, Phillips

GENERAL CLASSES

PHOTOGRAPHY

Cameracraft. 3 extension credits each semester. \$10 plus \$5 laboratory fee.

Two informal classes—one for beginners and one for advanced amateur photographers. Both classes will enjoy the stimulating experience of working with other amateurs under the guidance of an experienced instructor. Both classes will use the extensive and modern photographic laboratory of the School of Journalism. Both classes offered both semesters; students may enter either semester. Sections limited to 25 students. No prerequisite, but consult instructor about choice of beginning or advanced class.

Fall Semester

Adv. M 6:20 Murphy 20, Witesman
Beg. W 6:20 Murphy 20, Witesman

Spring Semester

Adv. M 6:20 Murphy 20, Witesman
Beg. W 6:20 Murphy 20, Witesman

PHYSICS

Modern Physics. 3 extension credits. \$10.

We are daily confronted with physical phenomena which we do not understand. Why is it, for example, that some of us need to wear glasses? What causes fog and hail? Why is the sky blue? How does your radio set work, or your refrigerator? What goes on in the famous "atom smasher" behind the Physics Building? What is radar and how does it detect submarines and distant aircraft? The aim of this class is to provide answers to such questions and to help you think intelligently about the physical world in which you live. Lectures and demonstrations. No prerequisite.

Fall Semester

Th 6:20 Campus Physics 133, Members of department

Physics of Ophthalmic Lenses. 3 extension credits. \$10.

This course will begin with a review of the mathematics used in computing lens curvatures and thickness. The fundamental laws of optics will be discussed and illustrated by experiments. These laws will then be applied to problems arising in the design and manufacture of ophthalmic lenses. Class meets twice a week for 8 weeks. No prerequisite.

Spring Semester

MW 8:05 Campus Physics 166, Valasek

Note—General Physics 7-8-9, which is a requirement in practically all engineering curriculums and which has not been taught as an extension class for several years, will be scheduled next year. Its prerequisite is completion of or concurrent registration in differential calculus, so students who intend to take Physics 7-8-9 next year should meet their mathematics prerequisites this year (see page 41).

POLITICAL SCIENCE

1 American Government and Politics: Part I. 3 credits. \$10.

All of us are aware of the impact of the war upon the American system of government and of the tremendous part that government plays in our lives. This course is designed to provide an intelligent understanding of certain fundamental features of our governmental system: the nature of our constitution, the protection of individual rights and liberties, political parties, public opinion, nominations and elections. Special attention will be given throughout the current developments, wartime changes, and possible postwar problems. No prerequisite.

Fall Semester

T 8:05 Campus Burton 209

2 American Government and Politics: Part II. 3 credits. \$10.

Recognizing that the American citizen must have an understanding of our system of government if he is to play an active and intelligent part in helping it meet the problems of the future, this course is designed to provide a description, analysis, and evaluation of the legislative, executive, and judicial branches of our government (national, state, and local) with special attention to current developments, wartime changes, and possible postwar problems. No prerequisite.

Spring Semester

T 8:05 Campus Burton 209

3 American Government and Politics, Part III. 3 credits. \$10.

The emphasis of this course is not upon the structure of American government but upon the functions and activities which it undertakes and upon those factors in our contemporary society which affect the range of these activities. The course is designed to aid the citizen who wishes to be informed on how we conduct our foreign relations; who is responsible for our national defense policies; what are the revenue sources which government may tap in order to finance its manifold activities. The currently discussed problems of the relationships of government to business, to agriculture, and to labor are stressed. Evaluations of social welfare programs, ranging from public educational services and housing programs to old age and unemployment insurance, are included within the subject matter. No prerequisite.

Fall Semester

M 8:05 Campus Burton 209

25 World Politics. 3 credits. \$10.

Significance of contemporary events abroad and their effect on American interests. Problems of the last peace conference and the next. Schedule of lectures will be altered to explain current developments and trace causes. No prerequisite.

Fall Semester

Th 6:20 Campus Burton 209, Mills

30 Problems of Postwar Reconstruction. 3 credits. \$10.

Based on the significant hypothesis that we dare not blunder our way into peace, this course is designed to analyze some of the important international and domestic problems that will confront the United States in the postwar period; to review proposals such as those made by Culbertson, Beveridge, and various planning agencies; and to provide the general background that will help to understand the period through which we are passing. No prerequisite.

Spring Semester

T 6:20 Campus Burton 209, Kirkpatrick

38 American Political Campaigns and Elections. 3 credits. \$10.

An analysis of the structure and dynamics of American politics; the nature of our party system and the relation of party government to democracy; the role of pressure groups, political machines, and political bosses; campaigns and elections; the outlook for party government in the United States. No prerequisite.

Fall Semester

W 8:05 St. P. Ext. Center 212

40 Contemporary Political Philosophies. 3 credits. \$10.

We are living on the thin edge of history and it is essential that we know something of the ideological background of the great political movements of the modern world—democracy, communism, nazism, socialism, fascism. This class, therefore, has as its objective the examination, comparison, and evaluation of the main ideas behind these various movements in order that the student may have a greater appreciation of the values inherent in the democratic system. No prerequisite.

Spring Semester

W 8:05 St. P. Ext. Center 214

45 Problems of Democracy. 3 credits. \$10.

With democracy fighting for survival all over the world, it is essential—if we are to act intelligently as citizens—that we have an understanding of the nature of democracy and of the problems confronting it. This course, therefore, is designed to provide an analysis of the nature and operation of democratic government; an evaluation of the concept of democracy in relation to totalitarian dictatorship; and an examination of the domestic and international problems that confront democracy today. No prerequisite.

Fall Semester

T 6:20 Campus Burton 209, Kirkpatrick

85 Problems of World Politics. 3 credits. \$10.

The causes of the conflict between Japan, the United States, and the other western powers in the Far East and the western Pacific from the Philippines to French Indo-China and the Dutch East Indies; the role of tin, rubber, and oil; the Singapore naval base; the strength and weakness of Japan's position; how Japan's ambitions are linked with Russia's policy and the war in Europe. The problems of the Mediterranean from Gibraltar and North Africa to the Balkans and the Dardanelles; the aims of Germany, Italy, and Russia; the policies of Great Britain, France, and Turkey; the significance of Palestine, Iraq, and the Suez Canal. The contest between sea power and air power. No prerequisite.

Spring Semester

Th 6:20 Campus Burton 209, Mills

PORTUGUESE**1-2 Beginning Portuguese. 3 credits each semester. \$10.**

Grammar, pronunciation, reading, and practice in speaking. No prerequisite.

Fall Semester

1. Th 6:20 Campus Folwell 201, Autret

Spring Semester

2. Th 6:20 Campus Folwell 201, Autret

PSYCHOLOGY**1ex Application of Psychology to Living. 3 credits. \$10.**

This course is devoted to psychology in personal relationships and in the achievement of mental health. It centers, for the most part, around our fundamental needs—the source of all our actions and satisfactions—and it presents principles highly applicable in the life of every person. This course has no prerequisite, and it may be taken with the same satisfaction before or after Psychology 1-2. Repeated spring semester.

Fall Semester

M 6:20 St. P. Ext. Center 212, White

T 6:20 Campus Folwell 110, White

F 6:20 Campus Folwell 110, White

Spring Semester

M 8:05 Campus Folwell 110, White

T 8:05 St. P. Ext. Center 212, White

F 6:20 Campus Folwell 110, White

1-2 General Psychology. 3 credits each semester. \$10.

This course is prerequisite to most advanced courses in psychology. It is designed to acquaint students extensively with scientific methods and findings of psychology. No prerequisite.

Fall Semester

1 W 6:20 Campus Folwell 110, White
Th 8:05 St. P. Ext. Center 212, White

Spring Semester

2 W 6:20 Campus Folwell 110, White
Th 8:05 St. P. Ext. Center 212, White

4-5 Introductory Laboratory Psychology. 2 credits each semester. \$10.

Student experiments illustrating the subject matter and methods of the psychology of today. Each student interprets his own performances with respect to general ability, special abilities (mechanical, clerical, artistic, etc.), interests, and personality traits. Supplies the laboratory experience necessary for using psychology as the natural science requirement in the Junior College. May be taken with or after Psychology 1-2.

Fall Semester

4 W 6:20 Campus Psychology 211,
Stacey

Spring Semester

5 W 6:20 Campus Psychology 211,
Stacey

107-108 Vocational and Personnel Psychology. 3 credits each semester. \$10 plus \$1 laboratory fee.

Deals with selecting, counseling, training, and maintaining an efficient labor force in industry. Theory and practice of giving, interpreting, and evaluating psychological tests and of interviewing; constructing and using rating scales; training, maintaining, and promoting employees. There will also be actual practice in the use of psychological tests. Not open for credit to those who have taken Psy. 160-161 for credit. No prerequisite altho Psychology 1-2 is recommended.

Fall Semester

107 T 6:20 Campus Psychology 211,
Longstaff

Spring Semester

108 T 6:20 Campus Psychology 211,
Longstaff

144-145 Abnormal Psychology. 3 credits each semester. \$10.

Normal and abnormal behavior contrasted; varieties of maladjustment as illustrated in criminality, deficiency, fanaticism, and insanity; the inadequacies of personality as shown in everyday life. Prerequisite: consult instructor.

Fall Semester

144 M 8:05 Campus Psychology 115, Bird

Spring Semester

145 M 8:05 Campus Psychology 115, Bird

Note: In 1945-46 General Psychology 1-2 will be prerequisite to most advanced courses in psychology.

Other Personnel classes. See pages 22 and 38.

RACE RELATIONS

Racial and Cultural Democracy. Credit: consult instructor. \$10.

A course for those who want to see democracy better expressed in the field of racial and cultural relations and for those who wish to equip themselves for an active part in this improvement. Representatives of minority groups will explain the problems of their groups. For those desiring credit, special reading lists, tests, etc. will be arranged. No prerequisite.

Fall Semester

T 7:00 Mpls. N. W. Bank Bldg. 1175,
Mudgett and others
W 6:20 St. P. Ext. Center 219, Mudgett and
others

NOTE—Those interested in an Intercultural Education sequence should take **Racial and Cultural Democracy** (see page 26) or **Intercultural Education through Art** (see page 10) in the fall and either **Art Movements of 20th Century Scandinavia** (see page 10) or **Intercultural Education Workshop** (to be announced) in the spring.

RADIO

Radio Script Writing I. 3 extension credits. \$10 plus \$1 laboratory fee.

Fundamentals of writing "for the ear." Designed for amateurs in radio writing and for all writers; also for educators, advertisers, and public service executives. Students are encouraged to select script subjects to fit their particular interests or jobs. Students begin with brief announcements and build longer radio programs of drama, interview, news, etc. Handling of sound effects and music. Evaluation of current radio programs. Attention to "how to listen." Selected work may be presented on WLB or other stations. Repeated spring semester. Prerequisite: a good command of English.

Fall Semester

Th 6:20 Campus Murphy 302, Weaver

Spring Semester

M 6:20 Campus Murphy 302, Weaver

Radio Script Writing II-III. 3 extension credits each semester. \$10 plus \$1 laboratory fee.

Basic plan: writing a series of 15-minute or longer programs for consecutive presentation on the air. Students set up projects in their own fields of interest or employment. Used by active script writers to get unhampered criticism of their work. Experimentation is encouraged. Selected work frequently presented on WLB or other stations. Prerequisite: I to precede II, II to precede III.

Fall Semester**Spring Semester**

III M 6:20 Campus Murphy 302, Weaver II Th 6:20 Campus Murphy 302, Weaver

Radio Speech (Speech 65). 3 credits. \$10 plus \$1 laboratory fee.

Speech art and psychology of the radio; announcing and broadcasting; radio speech; radio drama; interpretive reading, voice, diction, articulation, and pronunciation. Practice, exercises, projects, and reports on problems of appeal and audience response. Voice recordings will be made. Repeated spring semester. Prerequisite: Speech 1-2-3.

Fall Semester**Spring Semester**

W 6:20 Campus Murphy 302, Ziebarth W 6:20 Campus Murphy 302, Ziebarth

Radio Drama (Speech 66). 3 credits. \$10.

A study of the historical development of radio drama with an analysis of various types of radio drama including actual participation in production, direction, and acting. Prerequisite: Speech 1-2.

Fall Semester

W 8:05 Campus Murphy 302, Dusenbury

Radio in the War and Postwar World (Speech 72). 3 credits. \$10.

A study of the technique used to transmit information and to stimulate opinion about war and peace by means of various types of radio broadcasting—talk, round table, and special emphasis on the radio drama. Students will study and analyze actual radio broadcasts by means of transcriptions, as well as prepare and produce their own programs in class. No prerequisite.

Spring Semester

W 8:05 Campus Murphy 302, Dusenbury

Other Speech classes. See page 32.

Other Writing classes. See pages 15 and 20.

RECREATION

Note that these recreational activities are offered in three groups: for women only, for both men and women, for men only. Unless otherwise designated, all classes meet one hour per week, carry no credit, and require no prerequisites.

Activities Open Only to Women

Badminton—for Women. \$5.

This game is growing in popularity, both in the school program and as a form of recreation. This class emphasizes methods of teaching badminton but is also open to those who want to play for fun. Group and individual instruction.

Fall Semester

T 6:30 Norris Gym. 153, Snell

Golf (Beginning)—for Women. \$5.

Class and individual instruction in the use of the brassie, midiron, mashie, and putter. Discussion of rules, golf etiquette, and terminology. Last few lessons at University Golf Course. Class limited to 25. Equipment (clubs and soft balls) furnished by students. Repeated spring semester.

Fall Semester

T 6:30 Campus Norris Gym. 60, Jaeger

Spring Semester

T 6:30 Campus Norris Gym. 60, Jaeger

Golf (Intermediate)—for Women. \$5.

First ten weeks: class and individual instruction in the use of the brassie, midiron, mashie, and putter; next seven weeks: supervised play at the University Golf Course. Students furnish own clubs. Class limited to 25. Prerequisite: some knowledge of and experience in golf.

Spring Semester

W 6:30 Campus Norris Gym. 60, Snell

Rhythmic Exercise and Recreational Games for Physical Fitness—for Women. \$5.

Rhythmic exercise, group and individual, for general body control with special emphasis on streamlining the figure; posture, carriage, and relaxation. Repeated spring semester.

Fall Semester

Spring Semester

W 6:30 Campus Norris Gym. 153, Kelly

W 6:30 Campus Norris Gym. 153, Kelly

Swimming (Beginning)—for Women. \$5.

For beginners and those who want to increase their skill in strokes and diving. A health examination, for which a fee of 50 cents is charged, will be given at the first class meeting. University furnishes regulation suit and towel for a fee of 10 cents. Repeated spring semester.

Fall Semester

Spring Semester

W 7:30 Campus Norris Gym. 51, Starr

W 7:30 Campus Norris Gym. 51, Starr

Swimming (Intermediate and Advanced)—for Women. \$5.

A course for those who know how to swim but wish to learn new strokes or polish up on those they already know. Instruction in diving and water safety included. Repeated spring semester.

Fall Semester

Spring Semester

W 6:30 Campus Norris Gym. 51, Starr

W 6:30 Campus Norris Gym. 51, Starr

Swimming (General)—for Women. \$5.

Instruction for beginning, intermediate, and advanced swimmers; water emergency tests; strokes; diving; lifesaving. University furnishes regulation suits. Health Examination at first meeting. Repeated spring semester.

Fall Semester

Spring Semester

Th 6:30 Univ. Farm Gym., Eibner
Th 7:30 Univ. Farm Gym., Eibner

Th 6:30 Univ. Farm Gym., Eibner
Th 7:30 Univ. Farm Gym., Eibner

Synchronized Swimming and Water Ballet—for Women. \$5.

Instruction in, and adaptation of, strokes and aquatic activities to, synchronized and water-ballet swimming. Experience in developing group and individual routines. Repeated spring semester.

Fall Semester

Spring Semester

T 7:00 Campus Norris Gym. 51, Starr

T 7:00 Campus Norris Gym. 51, Starr

Tennis (Beginning)—for Women. \$5 plus court fees (25 cents each time or \$1 for season, payable at courts).

Group and individual instruction. First eleven weeks' instruction given indoors; last six weeks at the university tennis courts. Individual practice for the improvement of strokes; working with tennis robot. Students furnish own tennis rackets and balls.

Spring Semester

Th 6:00 Campus Norris Gym. 151, Jaeger

Health Education. See page 13.

Activities Open to Both Men and Women**American Country Dancing—for Men and Women. \$5 plus \$1 laboratory fee.**

A recreational course reviving old American quadrilles, contradances, the schottische, polka, mazurka, Viennese waltz, and the more popular European folk dances. Repeated spring semester.

Fall Semester

Spring Semester

W 7:00 Campus Norris Gym. 151

W 7:00 Campus Norris Gym. 151

Badminton Club—for Men and Women. One period, 5 months, \$7.

Four periods per week, as scheduled below, will be devoted to playing the game. Registration will be by periods, with a maximum of 16 players accepted for each. Prospective students should register at the campus office of the General Extension Division to insure acceptance in any period. Registration may be for more than one period per week. Students furnish own rackets and shuttlecocks.

Periods: 6:00 to 7:30 p.m., and 7:30 to 9:00 p.m., Cooke Hall gymnasium, Monday and Friday, beginning October 2 and continuing through February with a recess at Christmas. In addition to the regular class periods, those registered may use the badminton courts when available for general intramural play. In charge: Smith, Bowman.

Activities Open Only to Men**Golf—for Men. \$5 plus \$1 laboratory fee.**

The fundamentals of golf. Motion pictures or stereopticon slides show proper form of stroke. Eight to ten meetings for pictures, lectures, etc., will be held on Monday nights beginning February 5. Lessons or appointments with competent golf instructors in the golf gymnasium will be scheduled for Tuesday, Wednesday, Thursday, or Friday evenings.

between February 13 and April 15. The last five meetings will be held, weather permitting, at the University Golf Course, where various professionals will assist. The outdoor schedule is adjusted to light. Students will furnish their own clubs.

Spring Semester

M 7:00 Campus Cooke Hall 205, Smith

Physical Development—for Men. \$5.

Exercises based on individual needs. Includes calisthenics, weight lifting, apparatus work, dual sports, and recreational activities. Adaptable for handicapped individuals.

Fall Semester

T 7:00 Campus Cooke Hall 215, Osell

Swimming—for Men. \$5.

Class and individual instruction for beginners in all swimming strokes, in diving, in senior lifesaving; preparation for Red Cross examinations. Woolen bathing suits not permitted. Health examination at first meeting. Other sections arranged on demand.

Fall Semester

T 8:05 Campus Cooke Hall, Thorpe

Spring Semester

T 8:05 Campus Cooke Hall, Thorpe.

See also Art, p. 9; Gardening, p. 17; Minnesota Plant Life, p. 11; Music, p. 21; Natural History, p. 22; Photography, p. 24.

ROMANCE LANGUAGES

See French, p. 16; Portuguese, p. 25; Spanish, p. 31.

RUSSIAN

1-2 Beginning Russian. 3 credits each semester. \$10.

A beginning course with emphasis on reading and conversation. Useful for those who want an introduction to the Russian language, for those preparing for graduate reading examinations, for those wanting pronunciation training for singing, etc. No prerequisite.

Fall Semester

1 Th 6:20 Campus Folwell 109, Reichardt

Spring Semester

2 Th 6:20 Campus Folwell 109, Reichardt

30-31 Reading and Discussion of Russian Literature. 3 credits each semester. \$10.

Interpretation of poetry and prose in Russian 19th century literature. Pushkin, Lermontov, Turgenev, Dostoevski, Tolstoy, etc. Discussion of syntax and style. Prerequisite: Russian 1-2.

Fall Semester

30 Th 8:05 Campus Folwell 109, Reichardt

Spring Semester

31 Th 8:05 Campus Folwell 109, Reichardt

SCANDINAVIAN

1-2 Beginning Norwegian. 3 credits each semester. \$10.

Elements of grammar, conversation, simple composition, readings in easy prose and poetry. No prerequisite.

Fall Semester

1 W 6:20 Campus Folwell 12, Farseth

Spring Semester

2 W 6:20 Campus Folwell 12, Farseth

3-4 Second Year Norwegian. 3 credits each semester. \$10.

Composition, conversation, readings in Norwegian prose and poetry. Prerequisite: Scandinavian 1-2 or equivalent.

Fall Semester

3 M 6:20 Campus Folwell 12, Farseth

Spring Semester

4 M 6:20 Campus Folwell 12, Farseth

5 Norwegian Conversation. 3 credits. \$10.

Designed primarily for those who have some previous knowledge of Norwegian. The classroom method will be the so-called "direct method," avoiding insofar as possible grammatical terminology.

Fall Semester

W 8:05 Campus Folwell 12, Farseth

7-8 Beginning Swedish. 3 credits each semester. \$10.

Minimum of grammar, simple composition and conversation, reading of selected prose. No prerequisite.

Fall Semester

7 T 6:20 Campus Folwell 12, Gustafson

Spring Semester

8 T 6:20 Campus Folwell 12, Gustafson

9-10 Second Year Swedish. 3 credits each semester. \$10.

Composition, conversation, readings in Swedish prose and poetry. Prerequisite: Scandinavian 7-8 or equivalent.

Fall Semester

9 T 8:05 Campus Folwell 12, Gustafson

Spring Semester

10 T 8:05 Campus Folwell 12, Gustafson

61 The Modern Scandinavian Novel. 3 credits. \$10.

Lectures on the general tendencies in thought and literature in the Scandinavian countries in the latter nineteenth and early twentieth centuries; followed by a more intensive examination into the techniques and ideas of representative Scandinavian novelists, including Jacobsen, Lie, Kielland, Garborg, Selma Lagerlöf, Heidenstam, Hamsun, and Sigrid Undseth. Required readings available in English translations. Prerequisite: consult instructor.

Spring Semester

Th 8:05 Campus Folwell 12, Gustafson

71 The Modern Scandinavian Drama. 3 credits. \$10.

Informal lectures on the general background of the Scandinavian drama and the development of characteristic dramatic forms and thought tendencies as represented in Ibsen, Björnson, Strindberg, and others. Required reading available in English translation. No prerequisite.

Fall Semester

Th 8:05 Campus Folwell 12, Gustafson

Art Movements of 20th Century Scandinavia. See page 10.**SOCIOLOGY AND SOCIAL WORK****Classes in Sociology**

(Prerequisite to technical social work classes)

1 Introduction to Sociology. 3 credits. \$10.

A study of the characteristics of human group life. An analysis of the factors associated with the development of human group life and man's social environment; the structure of the social environment and its influence upon the individual's behavior; the processes involved in social change and the social problems that accompany social change. A survey of the fundamental social institutions, such as the family and the church; the development and decline of social institutions; change in the institutional functions and social disorganization. Repeated spring semester. No prerequisite.

Fall Semester

W 6:20 Campus Jones 104, Schneider

Spring Semester

Th 6:20 Campus Jones 109, Schneider

2 Individual and Group Adjustment. Not offered 1944-45.**49 Social Pathology. 3 credits. \$10.**

A survey course in contemporary social problems with especial emphasis on personal demoralization and social disorganization. The scientific approach to the study of poverty, physical diseases and defectiveness, feeble-mindedness, insanity, vagrancy, etc. Prerequisite: Soc. 1 or 10 credits in soc. sci.

Fall Semester

W 6:20 Campus Jones 109, Sletto

64 Human Behavior Mechanisms. Not offered 1944-45.**96 Recent Social Trends. Not offered 1944-45.****119 Contemporary Marriage Problems. Not offered 1944-45.****Classes in Social Work**

These classes are open to persons employed in social work positions who are recommended by the executive of the agency in which they are employed and approved by an adviser in the School of Social Work. In satisfaction of requirements for membership in professional social work organizations, the courses listed are accounted as "technical social work" courses.

79 The Philosophy of Social Work. Not offered 1944-45.

80 The Social Worker and the School. 3 credits. \$10.

A consideration of the social services offered by the school to individual children; the co-ordination between school and social services offered by the community in treatment of children's problems; the relationship between social workers and school personnel. Prerequisite: 130 or equivalent.

Spring Semester

Th 6:20 Campus Jones 2, Laabs

176 Dynamics of Human Behavior. 3 credits. \$10.

The application of psychoanalysis in the understanding of abnormal behavior; the lectures deal essentially with abnormal behavior, especially in relation to problems met by the social worker and teacher. Prerequisite: 6 credits in sociology and 6 credits in psychology and consent of an adviser in the School of Social Work.

Fall Semester

Th 6:20 St. P. Wilder Dispensary, Lippman

SPANISH**1-2 Beginning Spanish. 3 credits each semester. \$10.**

Grammar, pronunciation, reading, and practice in speaking. No prerequisite.

Fall Semester

1 M 6:20 Campus Folwell 227, Grismer
T 5:00 Mpls. N.W. Bank Bldg. 1175
T 6:20 St. P. Ext. Center 214
Th 6:20 Campus Folwell 227

Spring Semester

2 M 6:20 Campus Folwell 227, Grismer
T 5:00 Mpls. N.W. Bank Bldg. 1175
T 6:20 St. P. Ext. Center 214

1 Beginning Spanish. 5 credits. \$17.

This class is for students who want to begin Spanish in the spring semester. It meets for three hours once a week. Students who successfully complete this class and certain recommended readings during the following summer should be ready for Spanish 3 in the fall of 1945. No prerequisite.

Spring Semester

T 6:20 Campus Folwell 227
T 6:20 St. P. Ext. Center 219

3-4 Intermediate Spanish. 3 credits each semester. \$10.

Review, composition, readings from modern authors. Attention to correspondence and commercial practice if desired. Prerequisite: Spanish 1-2 or 2 years of preparatory Spanish.

Fall Semester

3 T 6:20 Campus Folwell 201, Brackney
T 6:20 St. P. Ext. Center 219
Th 4:40 Mpls. N.W. Bank Bldg. 1175,
Pattison

Spring Semester

4 T 6:20 Campus Folwell 201, Brackney
T 6:20 St. P. Ext. Center 219
Th 4:40 Mpls. N.W. Bank Bldg. 1175,
Pattison

5-6 Intermediate Spanish. 3 credits each semester. \$10.

Review grammar and composition, reading from modern authors, practice in speaking. Students who complete courses 1-6 (18 credits) will have completed approximately the same amount of work as is covered in day-school classes 1-4 (20 credits). Prerequisite: 3-4.

Fall Semester

5 Th 6:20 Campus Folwell 213

Spring Semester

6 Th 6:20 Campus Folwell 227

7 Latin-American Culture. 3 credits. \$10.

This course offers a panoramic view of Latin-American culture. It attempts to interpret the land, the people, and their history; the political, social, and economic organization; the cultural and literary traditions in such a way as to give the North American a unified picture of the twenty countries of Latin America. Lectures and readings in English; Spanish not necessary. No prerequisite.

Fall Semester

T 8:05 St. P. Ext. Center 217
Th 8:05 Campus Folwell 213

53-54 Spanish Composition and Conversation. 3 credits each semester. \$10.

Practical composition, including correspondence and conversation. Prerequisite: Spanish 3-4.

Fall Semester

53 T 6:20 Campus Folwell 213

Spring Semester

54 T 6:20 Campus Folwell 213

Geography of South America. See page 17.

Latin America in the 20th Century. See page 20.

SPEECH

1-2-3 Fundamentals of Speech. 3 credits each semester. \$10 plus \$1 laboratory fee.

Speech as a means of social adaptation and control; techniques of body and voice; organization of speech material and study of types of speeches; practice for correctness and effectiveness in presentation. Voice recordings. No prerequisite.

Fall Semester

1	M	8:05	Campus Folwell 308, Ziebarth
	Th	6:20	St. P. Ext. Center 212, Gilkinson
2	M	8:05	Campus Folwell 308, Ziebarth
	Th	6:20	St. P. Ext. Center 212, Gilkinson
3	M	8:05	Campus Folwell 308, Ziebarth
	Th	6:20	St. P. Ext. Center 212, Gilkinson

Spring Semester

1	M	8:05	Campus Folwell 308, Ziebarth
	Th	6:20	St. P. Ext. Center 212, Gilkinson
2	M	8:05	Campus Folwell 308, Ziebarth
	Th	6:20	St. P. Ext. Center 212, Gilkinson
3	M	8:05	Campus Folwell 308, Ziebarth
	Th	6:20	St. P. Ext. Center 212, Gilkinson

Beginning Practical Speech Making. 3 extension credits. \$10 plus \$1 laboratory fee.

A beginning course for business and professional people who are desirous of learning to speak extemporaneously so that their ideas may be presented in an organized way and expressed with confidence and effectiveness; individual attention to cases of nervousness or embarrassment. Each student speaks before the class each meeting. Beginning classes each semester; students may continue in Advanced Practical Speech Making. Voice recordings will be made. No prerequisite.

Fall Semester

M	6:20	Campus Folwell 5, Nichols
W	6:20	Campus Folwell 5, Nichols

Spring Semester

M	6:20	Campus Folwell 5, Nichols
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Advanced Practical Speech Making. 3 extension credits. \$10 plus \$1 laboratory fee.

An advanced course for business and professional people who are desirous of developing skill in extemporaneous speaking dealing with life problems and public questions; individual attention to special problems. Each student speaks before the class each meeting. Voice recordings will be made. Open only to students who have completed Beginning Practical Speech Making, except by special permission of instructor.

Spring Semester

W	6:20	Campus Folwell 5, Nichols
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61 Speech Hygiene. Not offered 1944-45.

65 Radio Speech. See page 27.

66 Radio Drama. See page 27.

Vocabulary Building I. 1½ extension credits. \$5 plus \$1 materials fee.

A practical course designed to increase students' speaking and reading vocabularies. Mimeographed matter, in lieu of text, issued each meeting. Home study suggested but not required. Not a recitation class. Meets weekly for one hour. No prerequisite.

Fall Semester

M	6:20	Campus Folwell 308, Dreher
M	8:05	St. P. Ext. Center 212, Dreher

Vocabulary Building II. 1½ extension credits. \$5 plus \$1 materials fee.

A more advanced and detailed study of words. Includes written composition, exercises, reports, tests; not a recitation class; home study recommended. May be taken as a continuation of Course I, or together with it. Meets weekly for one hour. No prerequisite.

Spring Semester

M	6:20	Campus Folwell 308, Dreher
M	8:05	St. P. Ext. Center 212, Dreher

THEATER

Introduction to the Theater (Speech 31). 3 credits. \$10.

This class is a prerequisite for students majoring in speech sequence B. It is designed to acquaint students with the theater of today. Demonstrations, projects, and excursions to Twin City theaters. A survey of modern theater practices to develop a keen appreciation of the theater. Individual and group exercises for the student. Prerequisite: Speech 1-2-3 or 5-6, or concurrent registration.

Fall Semester

T	8:05	Campus Music 19, Whiting
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Beginning Acting (Speech 32). 3 credits. \$10 plus \$1 laboratory fee.

Creative and technical approaches. Designed particularly for the student interested in gaining skill in self-expression. A study of the art of pantomime based upon observation and memory recall. Underlying principles of stage technique and voice. Exercises and projects in characterization and work in University Theatre. Students may register for either class either semester and are eligible for tryout in construction and acting phases of University Theatre activities. Prerequisite: Speech 1-2-3 (or 4-5) or concurrent registration, and Speech 31.

Spring Semester

T 8:05 Campus Music 19, Whiting

Radio Drama. See page 27.

ZOOLOGY

1-2ex† General Zoology. 5 credits each semester. \$17.

Structure, physiology, embryology, classification, genetics, and evolution of animals. Equivalent to Zool. 1-2-3 in day class. No prerequisite.

Fall Semester

Spring Semester

1 MW 6:20 Campus Zool. 211

2 MW 6:20 Campus Zool. 211

Birds of Minnesota. See page 22.

Fish and Fishing in Minnesota. See page 22.

Wild Game of Minnesota. See page 22.

† Classes marked with a dagger (†) are continuation classes and require the completion of two or three semesters, as indicated, before any credit is given.

BUSINESS CLASSES

For advice on programs of study leading to extension certificates in business or to a degree in the School of Business Administration, consult the Students' Work Committee, 4th floor, Administration Building.

ACCOUNTING

Accounting classes are listed in two groups: Sequence Classes and Special Interest Classes. Students who are beginning the study of accounting should take the Introductory Sequence (consisting of the basic class, Econ. 20L-25L Principles of Accounting and Accounting Laboratory, and B.A. 150-151 Accounting Practice and Procedure) and then go on with the advanced sequences: Cost Accounting, Auditing, Advanced Accounting. Students with special interests will want to take certain of the Special Interest Classes.

Sequence Classes

Introductory Accounting Sequence

Econ. 20L-25L Principles of Accounting and Accounting Laboratory. 4 credits each semester. \$13.50 plus \$1 materials fee.

Lectures and discussion with working out of selected cases; compilation of accounting data; balance sheets; operating statements, accounting records, adjustment of accounts, accounting work sheets; the principles underlying the computation of profit and loss and the statement thereof. Class period is four hours long. No prerequisite.

Fall Semester

20L	M	6:20	Campus Vincent 307, Smith
M	6:20	1st Natl. Bank, East 904 (A.I.B.), LeBoriorus	
T	6:20	Campus Vincent 307, Ostlund	
W	6:20	St. P. Ext. Center 218, Montgomery	
Th	6:20	Mpls. N. W. Bank Bldg. 1175 Smith	
F	6:20	St. P. Ext. Center 218, LeBoriorus	

Spring Semester

25L	M	6:20	Campus Vincent 307, Smith
M	6:20	1st Natl. Bank, East 904 (A.I.B.), LeBoriorus	
T	6:20	Campus Vincent 307, Ostlund	
W	6:20	St. P. Ext. Center 218, Montgomery	
Th	6:20	Mpls. N. W. Bank Bldg. 1175 Smith	
F	6:20	St. P. Ext. Center 218, LeBoriorus	

Note—The following combined course offers. Accounting 20L-25L complete in one semester—20L the first eight weeks and 25L the second eight weeks. Fees: \$13.50 each course plus \$1 materials fee in St. Paul class. Registration and fees accepted for combined course or for one class at a time, either class.

Spring Semester

MF	6:20	Campus Vincent 306, Sevenich
TTh	6:20	St. P. Ext. Center 218, LeBoriorus and Montgomery

B.A. 150-151† Accounting Practice and Procedure A and B. 3 credits each semester. \$10 plus \$1 materials fee.

Practice in the peculiar accounting problems of business and the particular skills of the practicing accountant. Prerequisite: Econ. 20L-25L or equivalent.

Fall Semester

150	M	8:05	Campus Vincent 113, Houston
T	6:20	St. P. Ext. Center 218, LeBoriorus	

Spring Semester

151	M	8:05	Campus Vincent 113, Houston
T	6:20	St. P. Ext. Center 216, LeBoriorus	

Advanced Accounting Problems. 3 extension credits. \$10.

A sequence course following courses B.A. 150-151. Students who possess considerable accounting experience may also be admitted at the option of the instructor. Designed to meet the needs of advanced accounting students, professional accountants, and controllers; concerned primarily with the analysis of accounting problems and their solution; representative problems from various state C.P.A. examinations. Repeated spring semester.

Fall Semester

W	6:20	St. P. Ext. Center 216, Rotzel
W	7:00	Campus Vincent 313, Sevenich

Spring Semester

W	6:20	St. P. Ext. Center 216, Rotzel
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Cost Accounting Sequence

B.A. 152-153† Beginning Cost Accounting. 3 credits each semester. \$10.

Principles used to determine the profitability of each branch of manufacturing, and basis for judging the relative efficiencies of operations; materials, labor, and burden; continuous process and production order costs; burden distribution methods, standard costs, etc. Prerequisite: Econ. 25L or equivalent.

Fall Semester

152	M	6:20	Campus Vincent 115, Rotzel
T	8:05	St. P. Ext. Center 216, Tuttle	

Spring Semester

153	M	6:20	Campus Vincent 115, Rotzel
T	8:05	St. P. Ext. Center 216, Tuttle	

† Classes marked with a dagger (†) are continuation classes and require the completion of two or three semesters, as indicated, before any credit is given.

B.A. 133 Standard Costs. 3 credits. \$10.

Methods of standard costs; meaning of standards; setting of standards for materials, labor, and overhead; analysis of and accounting for variations; development and application of standards to distribution as well as to production activities. 8 weeks. Prerequisite: see instructor.

Fall Semester

M 8:05 Campus Vincent 115, Rotzel

Advanced Standard Costs. 3 extension credits. \$10.

A continuation of B.A. 133 Standard Costs, primarily for those who took B.A. 133 during the summer. Double periods for 8 weeks.

Fall Semester

Th 6:20 St. P. Ext. Center 216, Tuttle

Auditing Sequence

B.A. 135 Auditing and Public Accounting. 3 credits. \$10.

The application of principles and technical methods used in professional auditing practice. Typical frauds and errors in accounting records; auditors' working papers, financial exhibits, certificates, and reports are studied. Prerequisite: B.A. 139 or 150-151.

Fall Semester

T 6:20 Campus Vincent 113, Reighard
W 8:05 St. P. Ext. Center 218, Rotzel

B.A. 182A Accounting Topics—Audits and Investigations. 3 credits. \$10.

Adjusting general entries; financial condition; problems in inventory valuation, in property accounting; appraisals; "writing down" of assets and depreciation; application of funds; balance sheet giving effect of financing; the auditor's "results from operations" statement; material facts; certificate and reports. Prerequisite: consent of instructor.

Spring Semester

W 8:05 St. P. Ext. Center 218, Rotzel

Special Interest Classes

Elements and Principles of Accounting (A.I.B.) I and II. 3¼ credits each semester. \$12.50.

A special class, primarily for members of the American Institute of Banking, Minneapolis chapter, covering the essentials of Econ. 20L and 25L, for which see p. 34. Students completing receive 7½ credits and may continue with advanced classes in accounting. Begins September 19. No prerequisite.

Fall Semester

I TF 6:30 McKnight Bldg. 250, Lund

Spring Semester

II TF 6:30 McKnight Bldg. 250, Lund

B.A. 134 Income Tax Accounting I-II. First eight weeks, 3 credits, \$10; next sixteen weeks, 3 credits for certificate, \$10.

Application of income tax laws to various business conditions; possible errors in preparation of income tax reports; state and federal problems. Course I meets once a week for three hours and twenty minutes from October 2 to November 20; Course II, which is a continuation of Course I, meets once a week for one hour and forty minutes from November 27 to March 19. Prerequisite: B.A. 151.

October 2—November 20

I M 6:20 St. P. Ext. Center 216, Connolly
T 6:20 Campus Vincent 105, Connolly

November 27—March 19

II M 6:20 St. P. Ext. Center 216, Connolly
T 6:20 Campus Vincent 105, Connolly

B.A. 134ex Income Tax Accounting Survey. 2 credits. \$7.

A brief survey of current regulations and principles governing the preparation of tax returns from accounting and other records. Eleven meetings beginning January 4. No prerequisite.

January 4—March 15

Th 6:20 Campus Vincent 113, Reighard

B.A. 158 Governmental Accounting. 3 credits. \$10.

Use of budgetary and financial accounts; fund accounting and statements; consolidated municipal statements; accounting for fixed properties, depreciation, improvements, special assessments, and revolving funds; debt service and sinking fund. Prerequisite: B.A. 139 or 151.

Fall Semester

W 6:20 Campus Vincent 205, Heilman

Constructive Accounting. 3 extension credits. \$10.

The design and installation of a modern accounting system; the makeup of various forms for use in the system—purchase orders, receiving slips, invoices, requisitions, shop tickets, etc.; design and ruling of books of original entry; ledgers of various kinds. Prerequisite: see instructor.

Fall Semester

T 6:20 St. P. Ext. Center 216, Tuttle

Accounting Systems. 3 extension credits. \$10.

Classification of industry according to types of accounting problems; special features of each; constructive, operative, interpretative features. Case method used. Prerequisite: see instructor.

Spring Semester

T 6:20 St. P. Ext. Center 220, Tuttle

BUSINESS ENGLISH**1ex Business English.** 3 extension credits. \$10.

A practical class for business people who recognize the value of good English in business and in general writing and conversation. Various kinds of business writing are studied with some attention to letter types; application of good grammar and correct forms in all business writing. No prerequisite.

Fall Semester

M 8:05 St. P. Ext. Center 214, Guthrie
Th 8:05 Campus Folwell 105, Randel

Spring Semester

Th 6:20 Campus Folwell 101, Guthrie

2ex Business Correspondence. 3 extension credits. \$10.

A more advanced class with less emphasis on grammar and mechanics. Practical adaptations of successful letter writing to specialized correspondence under such headings as: executive, personnel, and financial problems. Each student will work out an individual communications project related to his own most imperative business needs. No prerequisite, but Business English or its equivalent is, for practical reasons, strongly recommended.

Spring Semester

Th 8:05 Campus Folwell 105, Randel

BUSINESS LAW

B.A. 51-52-53†, 54 Business Law. 3 credits each semester; 51, 52, 53 must be completed before credit for degree is granted; 51, 52, and either 53 or 54 for the 90-credit business certificate. \$10 plus \$1 materials fee.

Comprehensive course in the fundamental principles of law for the business and professional man. B.A. 51: contracts—formation, operation, transfer, discharge; agency—creation, nature, and terms of the relation, rights, and liabilities of the parties. B.A. 52: organization, management, and responsibility of association; business trusts; partnerships and corporations; bankruptcy. B.A. 53: personal property and transactions concerning it; law of sales, of bailments, and the Uniform Negotiable Instruments and Bills of Lading acts. B.A. 54: nature and classification of real estate; deeds and conveyances; landlord and tenant; recording and abstracting; Torrens titles; liens and mortgages; wills, probating of estates, and duties of administrators and executors. No prerequisite but B.A. 51 should precede other classes.

Fall Semester

51 M 6:20 St. P. Ext. Center 217, Jackman
T 6:20 Campus Vincent 221, Jackman
53 W 6:20 Campus Vincent 221, Jackman
54 M 8:05 St. P. Ext. Center 217, Jackman
T 8:05 Campus Vincent 221, Jackman

Spring Semester

51 M 8:05 St. P. Ext. Center 217, Jackman
T 8:05 Campus Vincent 221, Jackman
W 6:20 Campus Vincent 221, Jackman
53 M 6:20 St. P. Ext. Center 217, Jackman
T 6:20 Campus Vincent 221, Jackman

ECONOMICS AND STATISTICS**Economics for the Citizen.** 1½ extension credits. \$5.

Our economic system is a jungle for most of us. The purpose of this course is to interpret to the citizen those aspects of the economic system with which he comes into daily contact—either personally or through his newspaper and radio. It will explain banks and the monetary system and how they are related to changes in price levels and how these in turn influence employment, wages, and business activity. It will explain why it is that problems arise in the fields of agriculture, business, and labor which require government legislation and controls. It will compare the significance of capitalism, socialism, and communism for individual and national welfare. Finally, it will survey the economic relations between the United States and other countries in the light of postwar economic problems. Eight meetings beginning October 2. No prerequisite.

Fall Semester

M 8:05 Campus Vincent 105, Hines

It's Your Money. 1½ extension credits. \$5.

What are you going to do with it? What can you do with savings? If you favor investments, can you understand your company's financial statements? When should you buy insurance? What factors ought one to keep in mind regarding loans and installment buying? What does social security provide for you? Designed as a follow-up of the course Economics for the Citizen (though the latter is not prerequisite), this course will consist of eight meetings beginning January 8. No prerequisite.

January 8—February 26

M 6:20 Campus Vincent 105, Burns

† Classes marked with a dagger (†) are continuation classes and require the completion of two or three semesters, as indicated, before any credit is given.

Econ. 3 Elements of Money and Banking. 3 credits. \$10.

The nature and functions of money and credit; a study of commercial banking and the Federal Reserve System—their functions in private finance, ordinary governmental finance, and war finance. Machinery designed to control alternate periods of inflation and deflation; other types of financial institutions and security exchanges; changes in form and functions resulting from legislation or revised business practices. No prerequisite.

Fall Semester

W 6:20 St. P. Ext. Center 214, Berrettoni
Th 6:20 Campus Vincent 115, Stehman

Econ. 5 Elements of Statistics. 3 credits. \$10.

The principles of statistical methods applied to business; collection, tabulation, and interpretation of statistical data; averages, ratios, errors, index numbers, graphs, and charts. No prerequisite.

Fall Semester

W 8:05 Campus Vincent 105, Graves
W 8:05 St. P. Ext. Center 214, Berrettoni

Econ. 6-7† Principles of Economics. 3 credits each semester. \$10.

Fundamental principles underlying the economic activities of society; utility and valuation; prices and the cost of production; the factors of production; division of labor and its relation to the development of industry; wages, rent, interest; capitalization, enterprise, business profits. Fundamental to the study of any business subject. No prerequisite.

Fall Semester

6 M 6:20 St. P. Ext. Center 214, Morgner
Th 8:05 Campus Vincent 207, Graves

Spring Semester

6 W 6:20 Campus Vincent 207, Graves
7 M 6:20 St. P. Ext. Center 219, Morgner
Th 8:05 Campus Vincent 207, Graves

Econ. 166 International Economic Problems. 3 credits. \$10.

The economic situation before and following World War I; reparations and war debts; unstable factors in the 1920's in relation to the depression beginning in 1929; the economics of conquest (raw materials, population, colonies); the export of capital; selected problems in international economic policy. Prerequisite: Econ. 6-7.

Fall Semester

W 6:20 Campus Vincent 105, Hines

B.A. 112 Business Statistics. 3 credits. \$10.

The technique of time series analysis; methods of determining normal or trend values; methods of measuring seasonal variation and adjustment of data for seasonal fluctuation; measurement of degree of relation between time series, graphically and by correlation technique; analysis and comparison of index numbers of local and national business conditions. Prerequisite: Econ. 5, or 14, or equivalent.

Spring Semester

W 8:05 Campus Vincent 115, Berrettoni

Introduction to Economic History. See page 19.

INSURANCE

Insurance for You and Your Family. 1½ extension credits. \$5.

Some degree of protection against the risks of sickness, accident, automobile driving and other casualties and some provision for retirement, and death are needed by every person. But insurance is offered on so many different terms and forms, and from so many different sources that the ordinary person is confused by the complexities of the subject. He does not always know what protection he has or needs. This course will provide facts designed to help the average person arrive at reasoned conclusions as to his own requirements. It will explain the principles on which insurance is based, the kinds of contracts, their limitations and advantages, different sources from which insurance is obtained, and how government regulation is involved in protecting the insured, and in standardizing terms and rates. Eight meetings beginning March 5. No prerequisite.

Spring Semester

M 8:05 Campus Vincent 105, Graves

Property and Casualty Insurance Curriculum. In co-operation with the American Institute for Property and Liability Underwriters, Inc.

The University of Minnesota co-operates with the American Institute for Property and Liability Underwriters, Inc. by offering an educational program that provides the basic courses needed by those who wish to take the institute's examinations for the Chartered Property Casualty Underwriter (C.P.C.U.) award. Complete details of this program of training are printed in the institute's annual announcements, copies of which may be obtained from the General Extension Division of the University of Minnesota. Following is

† Classes marked with a dagger (†) are continuation classes and require the completion of two or three semesters, as indicated, before any credit is given.

an outline of the program, with a list of the appropriate courses offered by the General Extension Division.

<p>Parts I-II Insurance Principles and Practices</p> <p>Part III General Education Economics Government Social Legislation English</p> <p>Part IV Law</p> <p>Part V Accounting and Finance Accounting Finance Business Organization</p>	<p>Econ. 50ex Insurance Principles B.A. 60 Fire and Marine Insurance B.A. 61 Casualty Insurance Suretyship</p> <p>Econ. 6-7 Principles of Economics Pol.Sci. 1-2 American Government Econ. 164 Labor Legislation and Social Insurance English Review or Business English</p> <p>B.A.51-52-53-54 Business Law (does not include Law -of Negligence)</p> <p>Econ. 20L-25L Principles of Accounting Econ. 3 Elements of Money and Banking B.A. 89 Production Management and B.A. 52 Business Law</p>
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LABOR AND PERSONNEL RELATIONS

Econ. 161 Labor Problems and Trade Unionism. 3 credits. \$10.

Employment; hours; wages; extent and stronghold of unionism; open and closed shop; collective bargaining; industrial unrest; government regulation of labor disputes. Special emphasis on the current proposals for industrial recovery and the re-employment of labor. Prerequisite: Econ. 6-7.

Fall Semester

T 8:05 Campus Vincent 205, Yoder

B.A. 167 Personnel Administration. 3 credits. \$10.

Evaluation of managerial policies and devices for the control of personnel; determination of labor needs; methods of dealing with workers; selective devices; training and safety programs; compensation; collective bargaining; governmental personnel programs. Prerequisite: Econ. 161.

Spring Semester

T 8:05 Campus Vincent 205, Yoder

Vocational and Personnel Psychology. See page 26.

Special labor classes for trade union members. Ask for announcement.

MARKETING AND MERCHANDISING

Salesmanship. 3 extension credits. \$10.

Principles underlying salesmanship—buying motives; pre-approach, approach, the interview, meeting objections, closing the sale; demonstration sales. Repeated spring semester. No prerequisite.

Fall Semester

M 8:05 Campus Vincent 205, Faragher

Spring Semester

M 8:05 Campus Vincent 205, Faragher

Wholesale Credit and Collection Curriculum. In co-operation with the National Institute of Credit.

The University of Minnesota co-operates with the Minneapolis and St. Paul chapters of the National Institute of Credit in a program of educational training leading toward the awards of associate and fellow of the National Institute of Credit. The National Institute of Credit is the educational branch of the National Association of Credit Men. Course registrations may be made through the association offices, 420 Rand Tower, Minneapolis, and 801 Guardian Building, St. Paul. Registration in the National Institute of Credit is required for credit toward awards of associate and fellow. Transfer credit may be applied for courses completed previously in recognized colleges, up to 50 per cent of the requirements listed below.

The following program has been approved as fulfilling the requirements for awards of associate and fellow of the National Institute of Credit:

Classes in Association Curriculum	Equivalent Extension Classes
Associate Award	
Economics.....	Econ. 6-7 Principles of Economics
Fundamentals of Accounting.....	Econ. 20L-25L Principles of Accounting
Business English.....	2ex Business Correspondence
Credits and Collections.....	To be announced
Fellow Award (in addition to courses above)	
Business Law.....	B.A. 51-53 Business Law
Marketing.....	B.A. 77 Survey in Marketing
Public Speaking.....	Beginning Practical Speech Making
Problems of Credit Management.....	To be announced

Advertising. See page 20.

TRAFFIC AND TRANSPORTATION

B.A. 71-72 Transportation: Services and Charges. 3 credits each semester. \$10.

The rail, water, air, and highway transportation facilities, services, rates, and laws, and their relation to business establishments; problems in handling freight, express, and parcel-post shipments; scope, selection, and use of the facilities and services of common carriers; rate structures; problems involving freight classification and use of tariffs. 71 to precede 72. Prerequisite: Econ. 6-7.

Fall Semester

71 M 6:20 Vincent 1, Nightingale

Spring Semester

72 M 6:20 Vincent 1, Nightingale

B.A. 180-181 Senior Topics: Transportation. 3 credits each semester. \$10.

Advanced study of tariffs and tariff construction, of rate structures, and of auxiliary services, including problems thereon. Analysis of important current cases and decisions affecting shippers and carriers. Prerequisite: 71-72.

Fall Semester180 M 8:05 Campus Vincent 1,
Nightingale**Spring Semester**181 M 8:05 Campus Vincent 1,
Nightingale

ENGINEERING CLASSES

For a number of reasons it is not practical to offer this year as wide a selection of engineering classes as has been made available in past years. The classes listed hereinafter are designed for the following clientele:

- (1) Those who wish to meet the mathematics and drawing requirements for either the junior or senior extension engineering certificates as described on page 8 of this bulletin.
- (2) Those who wish to meet the requirements of the first year of the new two-year subprofessional curricula of the Institute of Technology.
- (3) Those who wish to meet the requirements of the first year of the regular four-year aeronautical, agricultural, civil, electrical, geological, mechanical, metallurgical, mining, and petroleum engineering curricula of the Institute of Technology.
- (4) Those who want certain classes for which there is a heavy current demand such as plastics; heat treatment, etc.

Many subjects not offered as regular extension classes are available as war training (ESMWT) classes or correspondence study courses. Ask for bulletins.

For advice on programs of study leading to the above-mentioned objectives, consult the Students' Work Committee, 4th floor, Administration Building.

AERONAUTICAL ENGINEERING

Aircraft Engines 1-2. 3 extension credits each semester. \$10 plus \$1 laboratory fee.

Types of engines and their development; calculation of size and horsepower; use of dynamometers and torque stands; aviation gasoline, specifications and tests, octane numbers; principles of ignition, magnetos, starters, carburetors, combustion; modern operation systems; performance; oils and oil testing; the aviation Diesel. Lectures and laboratory tests. No prerequisite.

Fall Semester

1 W 7:30 Campus Oak St. Lab.,
Robertson

Spring Semester

2 W 7:30 Campus Oak St. Lab.,
Robertson

Aeronautics I: Airplane Construction. 3 extension credits. \$10.

Nomenclature; theory of lift and drag; wind tunnel; airfoil characteristics; airplane performance; stability and control; types of airplanes; demonstration and inspection of airplane and its parts; materials and their properties; principles in propeller theory. Repeated spring semester. Prerequisite: elementary mathematics.

Fall Semester

T 7:30 Campus Armory 105, Ruszaj

Aeronautics II: Elementary Navigation and Meteorology. 3 extension credits. \$10.

Navigation instruments; principles of celestial navigation; laying out and checking course; dead reckoning; radio use; magnetic compass and its use; maps and charts; the atmosphere and clouds; reading of weather maps. Prerequisite: elementary mathematics.

Spring Semester

T 7:30 Campus Armory 105

DRAWING AND DESCRIPTIVE GEOMETRY

1 Engineering Drawing. 3 credits. \$10.

Elements of drafting, geometry, sketching, lettering, dimensioning, conventions, working drawings, tracing. Repeated spring semester. No prerequisite.

Fall Semester

W 7:30 Campus Main Eng. 201, Myers
W 7:30 St. P. Mech. Arts High 101, Dow
Th 7:30 Campus Main Eng. 101, French

Spring Semester

W 7:30 Campus Main Eng. 201, Myers
W 7:30 St. P. Mech. Arts High 101, Dow
Th 7:30 Campus Main Eng. 101, French

2 Engineering Drawing. 3 credits. \$10.

Detail drawings, auxiliary views, sectional views, assembly drawings, tracing. Repeated spring semester. Prerequisite: Drawing 1 or consent of instructor.

Fall Semester

W 7:30 Campus Main Eng. 201, Myers
W 7:30 St. P. Mech. Arts High 101, Dow
Th 7:30 Campus Main Eng. 101, French

Spring Semester

W 7:30 Campus Main Eng. 201, Myers
W 7:30 St. P. Mech. Arts High 101, Dow
Th 7:30 Campus Main Eng. 101, French

3 Descriptive Geomeyry. 3 credits. \$10.

Elementary course in the methods of representation, correlated in part with analytical geometry. Graphical and algebraic solutions. Lectures, demonstrations, and drafting. Prerequisite: Draw. 2, M.&M. 11.

Fall Semester

W 7:00 Campus Main Eng. 101, Quaid

20 Advanced Mechanical Drawing. 2 extension credits. \$7.

Working drawings, gearing, cams, developments, multiple auxiliary views, special projections. St. Paul class repeated spring semester. Prerequisite: Draw. 1.

Fall Semester

W 7:30 Campus Main Eng. 101, Quaid
W 7:30 St. P. Mech. Arts High 101, Dow

Spring Semester

W 7:30 St. P. Mech. Arts High 101, Dow

22 Structural Drafting. 3 credits. \$10.

Details of fabrication of beams, girders, columns, trusses, etc.; material bills. Repeated spring semester. Prerequisite: Draw. 1.

Fall Semester

Th 7:30 Campus Main Eng. 101, French

Spring Semester

Th 7:30 Campus Main Eng. 101, French

29 Aeronautical Drafting. 2 credits. \$7.

Detail, assembly, and layout drawings. Standard practices in the aircraft industry. Army-Navy standards and specifications; tolerances and allowances; graphical integration. Prerequisite: Draw. 2 or consent of instructor.

Fall Semester

W 6:20 Campus Main Eng. 101, Quaid

GENERAL ENGINEERING

70 Use of the Engineer's Slide Rule. 1½ extension credits. \$5.

Theory and computation practice necessary for those who wish to use the slide rule in ordinary office computations. Meets one hour weekly. No prerequisite.

Fall Semester

Th 7:00 Campus Main Eng. 205, Boon

81 Building Cost Estimating. 3 extension credits. \$10.

Blueprint reading, quantity survey, mensuration; estimates of concrete, brick, timber, and steel structures. No prerequisite.

Fall Semester

Th 8:05 Campus Main Eng. 205, Boon

MATHEMATICS AND MECHANICS

Basic Mathematics. 3 extension credits. \$10.

A practical course for shop men in defense or other machine work, and for those who need an elementary background in mathematics for entrance into various branches of the armed services. The work includes arithmetic through fractions, decimals, percentage; elementary geometry involving areas of plane figures, proportion, problems relating to navigation, volumes and weights; elementary algebra, graphs, motion problems on land, sea, and in the air; elementary trigonometry and logarithms including problems in navigation and artillery practice. The course is also valuable as a refresher in elementary secondary mathematics and to teachers of applied mathematics under the Smith-Hughes or defense education acts. Repeated spring semester. No prerequisite except grade school arithmetic.

Fall Semester

M 6:20 Campus Main Eng. 106, Fischer

Spring Semester

M 6:20 Campus Main Eng. 106, Fischer

Elementary Algebra I-II. Credit toward entrance. \$10.

Elements of algebra to quadratic equations. No prerequisite.

Fall Semester

I M 8:05 Campus Main Eng. 106, Fischer

Spring Semester

II M 8:05 Campus Main Eng. 106, Fischer

Solid Geometry. Credit toward entrance. \$10.

Standard theorems and exercises; practice in special proofs and original exercises. Class will finish December 18; extra sessions arranged to make semester's work complete. Prerequisite: plane geometry.

Fall Semester

M 6:20 Campus Main Eng. 136, Schuck

9 Higher Algebra. 5 credits. \$17.

A review and collegiate treatment of the topics of elementary algebra, which is prerequisite. Not open for credit to those who present higher algebra for entrance to college or for candidates for degree in Institute of Technology. Repeated spring semester. Prerequisite: elementary algebra.

Fall Semester

M 7:00 Campus Main Eng. 107, Dow

Spring Semester

M 7:00 Campus Main Eng. 107

11 College Algebra. 5 credits. \$17.

Quadratic equations; logarithms; mathematics of investment; simultaneous quadratic equations; graphical representation; progressions; mathematical induction; binomial theorem; permutations; combinations; probability; determinants; theory of equations. Repeated spring semester. Prerequisite: higher algebra.

Fall Semester

W 7:00 Campus Main Eng. 107

Spring Semester

M 7:00 Campus Main Eng. 104, Dow

12 Trigonometry. 5 credits. \$17.

Logarithms and plane and spherical trigonometry. Repeated spring semester. Prerequisite: college algebra, or satisfactory performance on placement test.

Fall SemesterW 7:00 Campus Main Eng. 106, Fischer
Th 7:00 St. P. Ext. Center 219, Dow**Spring Semester**

W 7:00 Campus Main Eng. 107

13 Analytical Geometry, Plane and Solid. 5 credits. \$17.

Elements of plane analytical geometry including conic sections; brief introduction to solid analytical geometry. Prerequisite: trigonometry.

Spring SemesterW 7:00 Campus Main Eng. 106, Fischer
Th 7:00 St. P. Ext. Center 219, Dow**24 Differential Calculus. 5 credits. \$17.**

Limit; derivative; simple applications of derivative; maxima and minima; differentials; rates; change of variable; radius of curvature; mean value; indeterminate forms; partial differentiation; series. Prerequisite: analytical geometry.

Fall Semester

T 7:00 Campus Main Eng. 106, Fischer

25 Integral Calculus. 5 credits. \$17.

Expansion of function; Taylor's theorem; standard elementary forms; definite integral; rational fractions; integrations by substitution, by parts; reduction formulas; integration a process of summation; double and triple integration. Prerequisite: differential calculus.

Spring Semester

T 7:00 Campus Main Eng. 106, Fischer

M.&M. 26 Technical Mechanics—Statics. 5 credits. \$17.

This class deals with the following aspects of statics: characteristics of a force, parallelogram law, moments, resultants, equilibrium, friction, graphical methods, work, and theory of the moment of inertia. Prerequisite: integral calculus.

Fall Semester

T 7:00 Campus Main Eng. 104, Teeter

M.&M. 127 Technical Mechanics—Dynamics. 5 credits. \$17.

This class deals with the following aspects of dynamics: mass, acceleration, governors, power, momentum, and the theorem of Coriollis. Prerequisite: statics.

Spring Semester

T 7:00 Campus Main Eng. 104, Teeter

MECHANICAL ENGINEERING**Beginning Plastics. 3 extension credits. \$10 plus \$2 materials fee.**

A laboratory and lecture course dealing with the materials, equipment, and methods used in the fabrication of plastic products. Repeated spring semester. No prerequisite.

Fall Semester

T 7:30 Campus Mech. Eng. 153, Holtby

Spring Semester

Th 7:30 Campus Mech. Eng. 153, Holtby

Advanced Plastics. 3 extension credits. \$10 plus \$2 materials fee.

A continuation of Beginning Plastics which is prerequisite.

Spring Semester

T 7:30 Campus Mech. Eng. 153, Holtby

M.E. 27 Machine Design. 3 credits. \$10.

Fundamental principles of design of machine elements; lubrication, theory and application; friction drives, shafts, screws, gears, belts, connectors, springs, flywheels, machine frames, shrink fits. Prerequisite: Analytical Geometry.

Fall Semester

M 7:30 Campus Main Eng. 104, Herrick

METALLOGRAPHY**I-2ex Metallography and Heat Treatment of Iron and Steel. 3 extension credits each semester. \$10.**

A beginning course for those engaged in practical heat treatment, in writing specifications, and in purchasing or selling iron or steel. Lectures, demonstrations, and laboratory work in pyrometry, thermal analysis, preparation of alloys, microscopic examination of metal alloys; preparation of photomicrographs. The theory of heat treating, and its relation to practice; welding. No prerequisite but 1 must precede 2 unless the student has had experience in heat treatment.

Fall Semester

1ex W 7:30 Campus Appleby Hall 306,
Dowdell

Spring Semester

2ex W 7:30 Campus Appleby Hall 306,
Nagler

PETROLEUM PRODUCTS**Petroleum Products and Testing. 3 extension credits each semester. \$10.**

A practical class in refining and testing of petroleum products—gasoline, kerosene, gasoline oils, lubricating oils, road oils, etc. Lectures will cover the chemistry of petroleum, the unit processes, such as acid treatment, solvent refining, and cracking; the characteristics and properties of the products, with laboratory tests; the significance of the test results. Both semesters necessary for complete results. No prerequisite.

Fall Semester

T 7:30 Campus Exp. Eng. 215, Peterson

Spring Semester

T 7:30 Campus Exp. Eng. 215, Peterson

DAILY SCHEDULE OF CLASSES, FALL SEMESTER 1944-45

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Classes in Minneapolis	Classes in Minneapolis	Classes in Minneapolis	Classes in Minneapolis
<p>4:00 p.m. Choral Reading for Teachers</p> <p>4:40 p.m. Later Childhood (C.W. 182)— N.W. Bank</p> <p>6:00 p.m. Badminton Club</p> <p>6:20 p.m. Accounting Principles (Econ. 20L) Basic Mathematics Cameracraft (Advanced) Cost Accounting (B.A. 152) Economic History, Introduction to (Hist. 80-81) Educational Psychology 120— N.W. Bank French 3 French 55 Freshman Composition 4-5 German 17 Interior Decorating 15 It's Your Money (begins Jan. 8) Latin America in the 20th Century Literature of the Middle West Logic 2 Music Theory 1T Norwegian 3 Plants Useful to Man Practical Speech Making Radio Script Writing III Seminar in Writing 91 Solid Geometry Spanish 1 Transportation (B.A. 71) Vocabulary Building I Zoology 1</p>	<p>4:40 p.m. Children in the Postwar Period— N.W. Bank</p> <p>5:00 p.m. Spanish 1—N.W. Bank</p> <p>6:20 p.m. Accounting Principles (Econ. 20L) American History 20-21 Application of Psychology to Living Auditing (B.A. 135) Business Law 51 Child Psychology (C.W. 80) Classic German Drama 63 Drawing from Still Life and Pose German 1 German 3 Human Geography 11 Income Tax Accounting (B.A. 134) Magazine Writing Nursing Ed. 72 (Principles)— Donaldson Bldg. Preparatory Composition Preventive Medicine (P.H. 53) Problems of Democracy (Pol.Sci. 45) Spanish 3 Spanish 53 Swedish 7 Understanding the Arts Vocational and Personnel Psychology (Psy. 107) Your Health</p> <p>6:30 p.m. Accounting Principles (AIB)— McKnight Bldg. Badminton—Women Beginning Golf—Women</p>	<p>5:00 p.m. Nurs. Ed. 60 (Ward Adm.)— N.W. Bank</p> <p>6:20 p.m. Aeronautical Drafting 29 Art for Elementary Teachers (ArtEd. 19) Astronomy 11 Bach, Beethoven, Wagner, and Brahms (Mu. 56) Business Law 53 Cameracraft (Beginning) Community and School Health (P.H. 180) Composition (Music 77) Europe in the 20th Century (Hist. 65) French 1 French 67 Freshman Composition 5-6 Governmental Accounting (B.A. 158) Intercultural Education (ArtEd. 156) International Economic Problems (Econ. 166) Introduction to Reporting Laboratory Psychology 4 Norwegian 1 Practical Speech Making Psychology 1 Radio Speech 65 Shakespeare 55 Social Pathology 49 Sociology 1 Wild Game of Minnesota Zoology 1</p> <p>6:30 p.m. Rhythmic Exercises—Women Swimming—Women (Intermediate and Advanced).</p>	<p>4:40 p.m. Spanish 3—N.W. Bank</p> <p>6:20 p.m. Accounting Principles (Econ. 20L) Advertising Copy, Layout, and Typography Book Reviews Early Modern European History (Hist. 56-57) Elements of Money and Banking (Econ. 3) Elements of Rock Study Freshman Composition 4 History of Music 34-36 Income Tax Accounting Survey (B.A. 134ex)—begins Jan. 4 Interior Decorating (ArtEd. 15) Modern Physics Music Theory 1T Portuguese 1 Radio Script Writing I Russian 1 Scientific Way of Thinking (Phil. 54) Spanish 1 Spanish 5 World Politics (Pol.Sci. 25)</p> <p>7:00 p.m. Bacteriology 53 Use of Engineer's Slide Rule</p> <p>7:30 p.m. Chemistry 1ex Chemistry 9ex Chemistry 123-124ex Engineering Drawing 1 Engineering Drawing 2 Structural Drafting 22</p>

7:00 p.m.
Higher Algebra
How To Read Rapidly and Well

7:30 p.m.
Badminton Club
Machine Design (M.E. 27)
Nursing Ed. 62 (Personnel)—
N.W. Bank

8:05 p.m.
Abnormal Psychology
Accounting Practice (B.A. 150)
American Government and
Politics 3
Commercial Drawing
Elementary Algebra
Economics for the Citizen
Fundamentals of Speech 1, 2, 3
How To Read Rapidly and Well
Salesmanship
Standard Costs (B.A. 133)
Transportation (B.A. 180)

Classes in St. Paul

4:40 p.m.
Child Training 40

6:20 p.m.
Accounting Principles
(Econ. 20L)—1st Natl. Bank
American History 22
Application of Psychology to
Living
Business Law 51
Economics 6 (Principles)
Income Tax Accounting (B.A. 134)

8:05 p.m.
Business English 1ex
Business Law 54
Europe in the 20th Century
Vocabulary Building I

7:00 p.m.
Bacteriology 53
Differential Calculus
Physical Development for Men
Racial and Cultural Democracy—
N.W. Bank
Synchronized Swimming and
Water Ballet
Technical Mechanics (M.&M. 26)
University Chorus
University Symphony Orchestra

7:30 p.m.
Airplane Construction (Aero. I)
Chemistry 1ex
Chemistry 9ex
Chemistry 123-124ex
Petroleum Products and Testing
Plastics, Beginning

8:05 p.m.
American Government and
Politics I
Business Law 54
Enjoying Music
Freehand Drawing
Handcrafts
Interior Decorating (ArtEd. 15)
Introduction to the Theater
Labor Problems and Trade
Unionism (Econ. 161)
Swedish 9
Swimming—Men
Your Postwar Home

Classes in St. Paul

6:20 p.m.
Accounting Practice (B.A. 150)
Book Reviews
Constructive Accounting
Science and Religion (Phil. 10)
Spanish 1
Spanish 3

8:05 p.m.
Cost Accounting (B.A. 152)
Latin-American Culture

8:45 p.m.
Geography of War Theaters

7:00 p.m.
Advanced Accounting Problems
American Country Dancing
College Algebra
Descriptive Geometry
How To Read Rapidly and Well
Trigonometry

7:30 p.m.
Advanced Mechanical Drawing 20
Aircraft Engines 1—Oak St. Lab.
Engineering Drawing 1
Engineering Drawing 2
Metallography 1ex
Swimming, Beginning (Women)

8:05 p.m.
Bible as Literature
Elements of Statistics (Econ. 5)
How To Read Rapidly and Well
Life Drawing and Painting
Norwegian Conversation 5
Piano Playing for Pleasure
Problems of Philosophy 1
Radio Drama 66

Classes in St. Paul

6:20 p.m.
Accounting Principles (Econ. 20L)
Advanced Accounting Problems
Elements of Money and Banking
(Econ. 3)
Freshman Composition 4-5
Interior Decorating (ArtEd. 15)
Racial and Cultural Democracy

7:30 p.m.
Engineering Drawing, 1, 2, 20—
Mech. Arts High School

8:05 p.m.
American Political Campaigns
and Elections
Auditing (B.A. 135)
Elements of Statistics (Econ. 5)

8:05 p.m.
Advanced Writing 27
Building Cost Estimating
Business English 1ex
Economics 6 (Principles)
English Review
Latin-American Culture 7
Russian 30
Scandinavian Drama 71
Woodworking Problems

Classes in St. Paul

6:20 p.m.
Advanced Standard Costs
Dynamics of Human Behavior
(Soc. 176)
Fundamentals of Speech 1-2-3
Psychology of Elementary School
Subjects (Ed.Psy. 115)

6:30 p.m.
Swimming—Women (Univ. Farm)

7:00 p.m.
Trigonometry

7:30 p.m.
Swimming—Women (Univ. Farm)

8:05 p.m.
Psychology 1

FRIDAY

Classes in Minneapolis

6:00 p.m.
Badminton Club

6:20 p.m.
Application of Psychology to Living

6:30 p.m.
Accounting Principles (AIB)—
McKnight Bldg.

7:30 p.m.
Badminton Club

Classes in St. Paul

6:20 p.m.
Accounting Principles (Econ. 20L)

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 Maurice D. Woolf, Ed.D., Counselor
 Dale Yoder, Ph.D., Professor of Economics and Industrial Relations
 E. William Ziebarth, Ph.M., Instructor in Speech

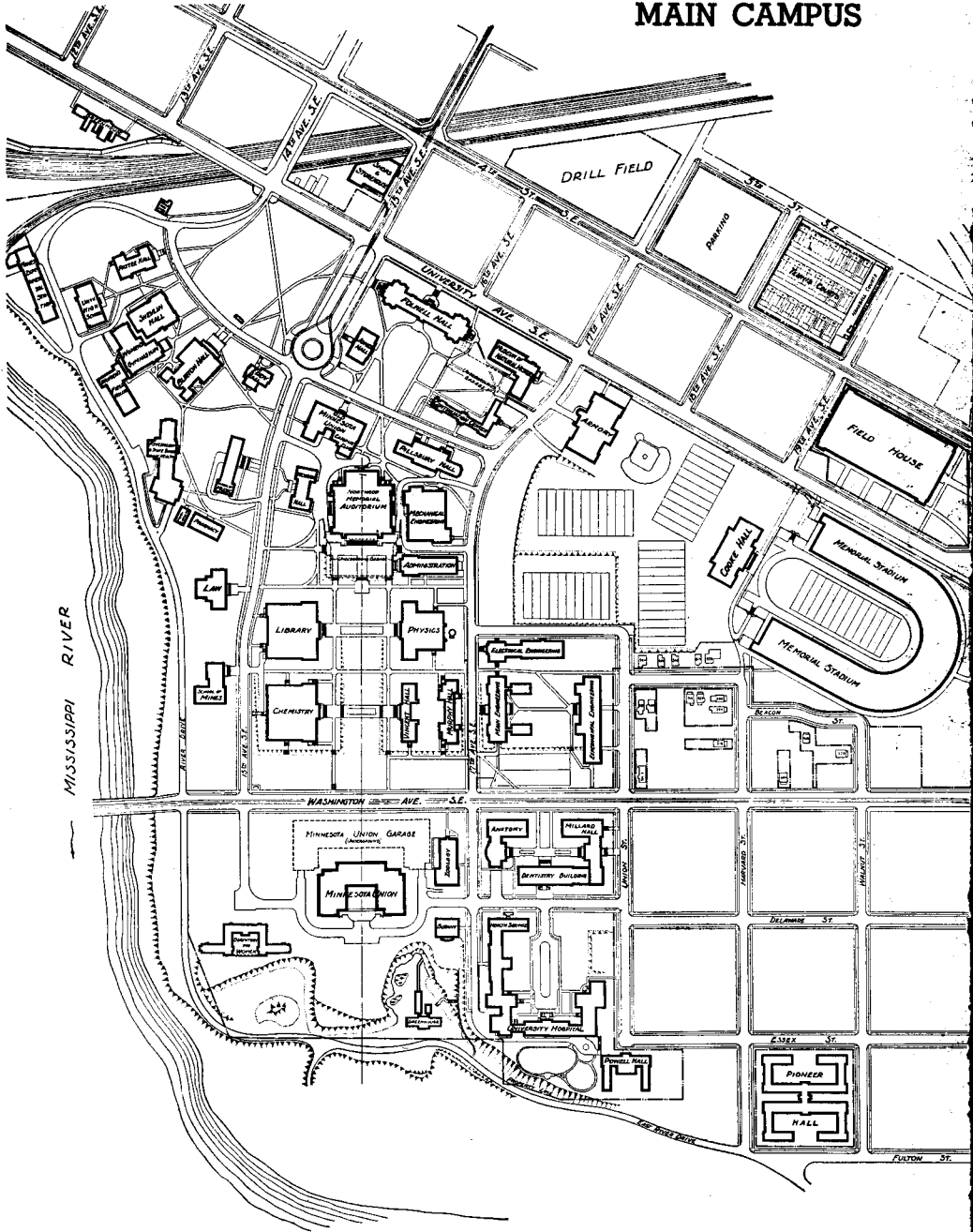
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UNIVERSITY OF MINNESOTA MAIN CAMPUS



University of Minnesota

GENERAL EXTENSION DIVISION
CORRESPONDENCE STUDY DEPARTMENT

SCHEDULE "D"

for

United States Armed Forces Institute



HIGH SCHOOL and COLLEGE COURSES

BY

CORRESPONDENCE STUDY

for

Enlisted Personnel of Army and WAC's, Officers and
Enlisted Personnel of Navy, Marines, Coast
Guard, WAVES, WMC, SPARS

General Information

This folder contains a list of the extension courses offered for academic credit by this institution, which courses have been approved by the Federal Government, as part of the education program of the Armed Forces Institute. The list contains:

- (1) Number of the course as it appears in the university bulletin. (There is no relation between this number and the number given to each course in the catalog of the Armed Forces Institute.)
- (2) Title of course.
- (3) Number of assignments (lessons plus examination).
- (4) Total cost (tuition plus cost of textbooks).

The government will pay one half the total cost (not to exceed \$20 for any one course) for officers and enlisted personnel in the Navy, Marines, Coast Guard, and WAVES, WMC, SPARS, and for enlisted personnel in the Army and WAC's. The procedure outlined in the following paragraphs must be followed if the government's share of the cost is to be secured.

Persons who have been in active service for not less than four months in the Army or two months in the Navy may enroll for one course at any one time. In order to enroll for a course a student should:

- (1) Fill out the enclosed application blank and the application blank of the Armed Forces Institute which he may obtain from his Special Service Officer.
- (2) Obtain the approval of his organization commander on the Armed Forces Institute application.
- (3) Secure money order, cashier's check, or certified check payable to the University of Minnesota for his share of the price of the course (one half of the total cost as listed).
- (4) Mail both application blanks, together with remittance to the Commandant, United States Armed Forces Institute, Madison 3, Wisconsin.

After the application has been approved and cleared through the Office of the Commandant, it will be mailed to the University of Minnesota. All materials for the course will then be sent to the applicant by the University of Minnesota. The student will mail his lesson reports direct to the University of Minnesota in envelopes to be supplied.

Members of the Armed Forces may use the "free" postage privilege in mailing lesson reports to the University of Minnesota; postage is required, however, for the mailing of pamphlets, drawings, and other bulky materials submitted as lesson reports.

The university bulletin gives a description of each course and the number of credits which each course carries. Credits at the University of Minnesota are computed on the quarter basis—three quarter credits are equal to two semester credits. There are prerequisites for certain courses. The applicant should be certain to indicate on his application blank what work he has had in subjects related to the course which he selects.

Credits earned through correspondence study with the University of Minnesota apply toward graduation from this institution. The number of credits accepted by each college varies. Consult bulletin. If the applicant wants credits to apply elsewhere, he should be certain, before registering, to consult the registrar of his college to find out whether or not such credits will apply in that college.

Quizzes and examinations. These may be written under the supervision of a special service officer or any commissioned officer.

List of Correspondence Study Courses

NO. OF
ASSIGNMENTS TOTAL
PRICE

AGRICULTURE

	NO. OF ASSIGNMENTS	TOTAL PRICE
1 General Farm Crops	17	\$13.75
4 Beekeeping (3 credits in the School of Agriculture)	17	13.50
21 Farm Records and Accounts (3 credits in School of Agriculture)	17	13.59

ANTHROPOLOGY

41 Introduction to Anthropology	28	23.50
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ART EDUCATION

15 Interior Decoration	17	15.25
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ASTRONOMY

11 Descriptive Astronomy	28	21.00
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BUSINESS ADMINISTRATION

51 Business Law—Contracts and Agency	17	11.00
52 Business Law—Partnerships, Corporations, and Bankruptcies	17	11.00
53 Business Law—Sales, Bailments, Negotiable Instruments, Personal Property	17	11.00
54c Business Law—Real Property, Mortgages, Classification of Property	17	11.00
58 Elements of Public Finance	17	14.00
59 Life Insurance	17	13.50
60 Fire and Marine Insurance	17	13.00
61 Casualty Insurance	17	15.00
69 Retail Store Management	17	16.40
76 Credits and Collections	17	15.35
86 Office Organization and Management	17	16.75
88 Elementary Advertising	17	15.00
130 Cost Accounting	17	14.75
135 Auditing and Public Accounting	22	24.00
146 Investments	17	14.50
155 Corporation Finance	17	15.00

ECONOMICS

3 Elements of Money and Banking	28	21.20
5 Elements of Economic Statistics	28	21.00
6 Principles of Economics I	28	21.25
7 Principles of Economics II	28	21.25
20 Elements of Accounting	17	14.75
25 Principles of Accounting I	17	16.00
26 Principles of Accounting II	17	14.75
161 Labor Problems and Trade Unionism	17	14.15

EDUCATION

51A Introduction to Secondary School Teaching I (Educational Psychology)	17	16.00
54 Rural Education and Community Leadership	17	15.35
58 Psychology of Adolescence	17	16.55
60 Introduction to Statistical Methods	17	13.50
67 Junior High School	17	15.60
69 Extra-Curricular Activities	17	16.25
73 Educational Sociology	17	12.50
77 Conflicting Issues in Modern Education	17	19.25
90 Basic Principles of Measurement	17	15.25

PHYSICAL EDUCATION

32 Introduction to Principles of Physical Education	17	17.75
56 Nature and Function of Play	17	12.80
63 Organization and Administration of Physical Education	17	16.40
83 School Health Education, Method and Content	17	15.85

ENGINEERING

1 Engineering Drawing I	17	21.35
2 Engineering Drawing II	17	21.35
4 Freehand Lettering	7	6.00
70 Slide Rule (does not include a slide rule)	7	6.50

ENGINEERING MATHEMATICS

11 College Algebra	28	19.50
12 Trigonometry	28	20.00
13 Analytical Geometry	28	19.20
24 Differential Calculus	28	20.75
25 Integral Calculus	28	20.75

ENGINEERING MECHANICS

26 Technical Mechanics—Statics	28	20.75
127 Technical Mechanics—Dynamics	28	20.75
128 Strength of Materials	28	20.75

CIVIL ENGINEERING

1c Elementary Structural Steel Design	17	15.25
2c Steel Bridge Design	17	18.50
5c Steel Building Design	17	15.00
46c Plain Concrete	17	10.00

MECHANICAL ENGINEERING

3c Air Conditioning	17	10.00
6c Heating and Ventilating	17	14.50

COLLEGE ENGLISH

1c Freshman Literature I	17	15.00
2c Freshman Literature II	17	13.45
3c Freshman Literature III	17	12.85
21 Introduction to Literature I	28	28.15
22 Introduction to Literature II	28	28.00
23 Introduction to Literature III	28	26.25
38 Twentieth Century Literature II	17	13.90
39 Twentieth Century Literature III	17	16.20
52 English Novel I	17	22.45
53 English Novel II	17	20.85
55 Shakespeare I	17	14.00
56 Shakespeare II	17	14.00
73 American Literature I	17	18.00
74 American Literature II	17	18.00
4 Composition IV (without dictionary—\$13.80)	17	17.80
5 Composition V (without dictionary—\$13.80)	17	17.80
6 Composition VI (without dictionary—\$13.80)	17	17.80
26c Scientific Writing	17	14.50
27 Advanced Writing I (Exposition)	17	14.15
28 Advanced Writing II (Narration and Description)	17	15.65
69 Short Story Writing I	17	12.75
70 Short Story Writing II	17	11.40

GEOLOGY

8 Introductory Geology	28	25.25
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GERMAN

1 Beginning German I	28	19.54
2 Beginning German II	28	20.42
3 Beginning German III	28	19.80
4 Intermediate German	28	19.99
24 Introduction to Chemical German	17	11.20
25 Chemical German 25	17	11.65
26 Chemical German 26	17	12.50
50 Elementary German Composition I	12	9.10
51 Elementary German Composition II	12	9.10

HISTORY

1 European Civilization I (1500-1648)	22	17.50
2 European Civilization II (1648-1850)	22	17.50
3 European Civilization III (1850-Present)	22	17.50
4 English History I—England in the Middle Ages	17	19.50
5 English History II—Expansion of England (1485-1748)	17	19.50
6 English History III—The Modern Empire	17	19.50
17 Europe in the Middle Ages (800-1500)	28	20.50
50a Roman History I	17	14.00
51a Roman History II	17	14.00
52a Roman History III	17	14.00
93a Survey of Latin American History I—Colonial	17	16.10
94a Survey of Latin American History II—19th Century	17	13.50
95a Survey of Latin American History III—20th Century	17	17.25

		NO. OF ASSIGNMENTS	TOTAL PRICE
JOURNALISM			
1c	Rural Community Reporting	17	10.00
13	Newspaper Reporting I	17	14.75
14	Newspaper Reporting II	17	14.75
15	Newspaper Reporting III	17	17.75
68	Radio Writing	17	12.80
73	Newspaper and Magazine Articles I	17	13.25
75c	Newspaper and Magazine Articles II	17	10.00
78	Public Relations	17	13.00
LAW			
A41	Parliamentary Law (2 credits in the School of Agriculture)	13	8.94
MATHEMATICS (Arts College)			
1	Higher Algebra	28	19.15
6	Trigonometry	28	21.40
7	College of Algebra	28	19.25
8	Commerce Algebra	28	20.20
9c	Logarithms	7	8.20
30	Analytical Geometry	28	19.90
50	Calculus I, Differential	28	20.00
51	Calculus II, Integral	28	20.00
62	Theory of Equations I	17	11.75
106	Differential Equations	17	12.25
MUSIC			
4	Harmony I	17	12.00
5	Harmony II	17	12.00
6	Harmony III	17	12.00
PHILOSOPHY			
1	Problems of Philosophy	28	21.99
2	Logic	17	14.50
PHYSICS			
29	Introduction to Meteorology	17	14.65
POLITICAL SCIENCE			
1	American Government and Politics I	17	17.35
2	American Government and Politics II	17	17.35
3	American Government and Politics III	17	17.35
25	World Politics (The world since 1919)	17	14.25
144	American Parties and Politics	17	18.00
PREVENTIVE MEDICINE AND PUBLIC HEALTH			
50	Public and Personal Health	17	16.00
PSYCHOLOGY			
1	General Psychology I	17	15.35
2	General Psychology II	17	14.10
ROMANCE LANGUAGES			
French			
1	Beginning French I	28	19.28
2	Beginning French II	28	19.28
3	Intermediate French I	28	21.10
4	Intermediate French II	28	21.10
53	Elementary French Composition	17	11.60
63	Advanced French Composition	17	11.25
Italian			
1	Beginning Italian I	28	18.80
Spanish			
1	Beginning Spanish I	28	19.50
2	Beginning Spanish II	28	19.60
3	Intermediate Spanish I	28	19.85
4	Intermediate Spanish II	28	19.72
7	Latin American Culture (in English)	17	13.80
30	Spanish Commercial Correspondence	17	14.70
53	Elementary Spanish Composition	17	12.72
60	Advanced Spanish Composition	17	11.40

		NO. OF ASSIGNMENTS	TOTAL PRICE
SCANDINAVIAN LANGUAGES			
Norwegian			
1	Beginning Norwegian I	28	18.85
2	Beginning Norwegian II	28	18.85
8	Intermediate Norwegian	28	18.35
51	Modern Norwegian Literature	28	23.90
62	Ibsen	17	11.50
63	Björnson	17	11.50
Swedish			
7	Beginning Swedish I	28	19.75
8	Beginning Swedish II	28	20.50
9	Intermediate Swedish	28	20.10
10	Advanced Swedish I	28	19.40
SOCIOLOGY			
1	Introduction to Sociology	28	20.75
6	Social Interaction	17	14.00
14	Rural Sociology	17	17.50
49	Social Pathology	17	13.75
A55	Social Training (2 credits in the School of Agriculture)	13	14.19
100	Social Psychology	17	14.25
101	Social Organization	17	12.50
110	Rural Community Organization	17	16.50
119	The Family	17	14.00
SPEECH			
115	Playwriting	17	13.75
PREPARATORY SUBJECTS			
(Some of these are used both for college credit and high school units)			
1c	Elementary Bookkeeping	21	15.14
1	English Composition A	21	14.93
2	English Composition B	21	15.05
3	English Composition C	21	15.05
4	English Composition D	21	14.09
5	English Literature A	21	16.78
6	English Literature B	21	15.10
7	English Literature C	21	15.57
8	English Literature D	21	19.01
1	American History A	21	16.25
1	American History B	21	16.50
2	World History A	21	18.00
2	World History B	21	18.00
1	Elementary Algebra A	21	13.90
2	Elementary Algebra B	21	13.90
3	Plane Geometry A	21	13.90
4	Plane Geometry B	21	13.90
9c	Higher Algebra	21	14.40
10c	Solid Geometry	21	14.18
1	Beginning German I	28	19.54
2	Beginning German II	28	20.42
3	Beginning German III	28	19.80
4	Intermediate German	28	19.99
1	Beginning French I	28	19.28
2	Beginning French II	28	19.28
3	Intermediate French I	28	21.10
4	Intermediate French II	28	21.10
1	Beginning Spanish I	28	19.50
2	Beginning Spanish II	28	19.60
3	Intermediate Spanish I	28	19.85
4	Intermediate Spanish II	28	19.72
1	Beginning Norwegian I	28	18.35
2	Beginning Norwegian II	28	18.85
3	Intermediate Norwegian	28	18.35
7	Beginning Swedish I	28	19.75
8	Beginning Swedish II	28	20.50
9	Intermediate Swedish	28	20.10
1	Social Science A	21	14.34
2	Social Science B	21	14.18

Mail all correspondence which concerns the University of Minnesota to the

**CORRESPONDENCE STUDY DEPARTMENT
UNIVERSITY OF MINNESOTA
MINNEAPOLIS 14, MINN.**

The Bulletin of the
UNIVERSITY of MINNESOTA

Correspondence Study Courses Announcement
for the Year 1944-1945



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GENERAL INFORMATION

CORRESPONDENCE STUDY

The effectiveness of university teaching by correspondence study was demonstrated many years ago. The foremost American universities have recognized this specific form of educational service. In thus extending its functions to include correspondence study work, the University of Minnesota offers a plan of practical instruction whereby preparatory, vocational, and collegiate training is made available to those who of necessity must devote a part of their time to daily duties. Teaching by correspondence study thus has become a part of the state educational system. It now is possible to contribute largely to the requirements for a Bachelor's degree by combining work in residence with correspondence study under the General Extension Division.

WHO MAY REGISTER

Correspondence study courses are open to all who are prepared to pursue them with profit. Students who expect to secure credit toward a university degree must, of course, satisfy all entrance requirements; in addition the prerequisites or their equivalents which are listed for each course must be met. But those who do not desire or expect such credit are permitted to register for any course in which they have an interest, and sufficient preparation to enable them to do the work of the course. Students of this character are welcomed, and are given the same careful instruction and criticism as those who are candidates for a degree.

Students who have been dropped from the University or from any other college are not allowed to register in the Correspondence Study Department until they have been reinstated in the college from which they were excluded.

ADVANTAGES

The correspondence study method offers a number of advantages which make it particularly suited to the needs of the serious student, who is not able to take work in residence, but who is interested in the mastery of a subject for purposes of credit or self-improvement.

The following advantages are apparent: correspondence study accommodates itself to a person's time schedule and personal condition; it does not interfere with his vocational activities; it enables him to start a course at any time, to make use of his leisure moments, and to complete the course as rapidly as desired, within reasonable limits. By the correspondence study method the student concentrates upon one or two subjects, "recites" upon every part of each lesson, and receives the individual attention of the instructor in his lesson reports. Correspondence study work involves skill in compassing the ideas of the study material; in arranging data for lesson papers; in thinking logically and in expressing one's self capably.

The writing of lesson reports helps the student to digest the significant points of a course, to put them into permanent form, and to make them accessible for future reference. The student's initiative, self-reliance, accuracy, and perseverance are increased by the correspondence study method. By this plan he may satisfy his special interests, prepare for special occupations, accumulate credits, or experience the thrill of mental and cultural growth.

THE INSTRUCTION

Upon the receipt of the application and fee for any course the first lessons are sent, together with instructions for the preparation of lessons and directions for making lesson reports.

The teaching is done by professors from the various faculties of the University who are in continuous charge of similar courses in residence and who are familiar with the needs of nonresident students.

Each lesson assignment contains instructions, questions, references, and helps, so that the student may have accurate information regarding the ground to be covered.

Each lesson report is returned to the student with such corrections, explanations, and suggestions as may be needed. It is expected that these lesson papers will be carefully reviewed by the student for the purpose of avoiding errors in future lessons. Questions on any lesson point are welcomed.

COURSES AND LESSONS

Courses are divided into lesson assignments, varying in number from six to twenty-seven—the credits which may be earned varying from one to five. These courses parallel the corresponding day courses in content, as well as in the number of credits allowed for them.

Each lesson is planned to consume at least six clock hours of preparation time. The hope is that a student will finish at least one lesson per week, which will involve, therefore, one hour of work a day for six days. (See further remarks under Amount of Work Carried, page 12.)

SELECTION OF COURSES

In selecting courses for university credit, it is advisable that the student secure a copy of the bulletin of the college he expects to enter, so that he may conform to the prescribed course of study. Bulletins may be secured by addressing the office of admissions and records, University of Minnesota, Minneapolis 14.

BOOKS AND OUTFIT

All necessary textbooks, drawing outfits and apparatus *must be procured by the student. Do not send money to the University* for the purchase of texts and like materials. Instructions regarding texts and how to order them will accompany the first lesson.

UNIVERSITY MATRICULATION

Admission to the schools and colleges of the University which accept students directly from the high school is either by certificate or by examination. Matriculation is made with the office of admissions and records.

The University of Minnesota entrance requirements are described in detail in the General Information Bulletin to be obtained from the office of admissions and records. A preparatory unit represents the equivalent of one year's work in a subject, for five classroom periods each week. Twelve units of senior high school work, selected from five specific groups, are required for entrance in any case; the particular requirements of the several colleges vary.

Then how can a student who has not sufficient entrance units enter the University? There are two ways:

1. Admission by Examination

a. High School Graduates Who Do Not Meet the Requirements for Admission by Certificate

High school graduates who do not meet the requirements for admission by certificate may be considered for admission by examination. The examinations include:

1. College Aptitude Test
2. Test on proficiency in English

3. Such special placement tests as the school or college to which the applicant desires admission may prescribe

b. Non-High School Graduates

With the concurrence of the Minnesota Council of School Executives and the Minnesota High School Principals Association, provision has been made to consider for admission non-high school graduates, men or women, who show evidence of sufficient maturity to adjust and achieve satisfactorily in college if it can be demonstrated that it would be to their best interest to enroll in the University before the normal time of admission. Such students may be considered for admission by examination.

2. Admission by Completing Subject Requirements

The University does not grant a high school diploma for work done by correspondence study, but the Correspondence Study Department of the University can help a student to obtain entrance credits in three different ways:

- a. If he is a high school graduate but lacks one or more of the required entrance credits, he may obtain the necessary credits by correspondence study.
- b. If he has not completed high school and wishes to apply for entrance, correspondence study courses will help him prepare for the English test and placement test required of such applicants for admission by examination.
- c. With the permission of the high school concerned, correspondence study courses may be used to complete the requirements for high school graduation.

Whether or not a state teachers college will accept the entrance or preparatory credits obtained from this department and apply them toward a diploma, and the extent to which such credits will be accepted and applied, depends entirely upon the rules of the school concerned.

LIST OF PREPARATORY COURSES

Below is a list of the courses offered by correspondence study which may be taken for credit toward college entrance. Certain subjects, such as elementary courses in languages, may be taken *either for entrance or for college credit, but not for both*; a subject presented for entrance may not be repeated for college credit.

Group A: English

English Composition A, B, C, and D

English Literature A, B, C, and D

Group B: Languages

Courses marked with an asterisk under German, Romance Languages, and Scandinavian Languages

Group C: History and Social Science

American History A and B

World History A and B

Social Science A and B

Group D: Mathematics

Algebra A and B

Plane Geometry A and B

Solid Geometry

Higher Algebra

Group F: Bookkeeping

LOAN LIBRARY FACILITIES

The student should first solicit the assistance of his local librarian for reference books for his work. Librarians are willing to co-operate, and will often secure a needed reference book, if future use will seem to justify such a purchase.

Reference books may often be borrowed from the University Library. Such loans are necessarily limited to books which are not at that time in use in classes. The library does not loan textbooks. *The period of loan is one month.* In case the book is urgently needed for class use it may be immediately recalled. The student is expected to pay express or postage both ways. Special book request blanks will be sent with the first lesson assignments of each course. These should be filled out carefully and mailed directly to the librarian, University of Minnesota, Minneapolis 14.

The State Department of Education operates a loan library service, through which students may obtain certain reference books. This service is available only to residents of Minnesota living outside of Minneapolis and St. Paul. Application should be made to the Library Division, State Department of Education, State Office Building, St. Paul 1.

The Correspondence Study Department operates a loan library service in connection with certain courses. A rental fee is charged for the service. Details of this plan will be furnished with the first lesson of the courses for which these reference books are available.

REGISTRATION PROCEDURE

The student who wishes to undertake correspondence study should first select such a course or courses as he may desire to take. He should then fill out in ink the application blank which has been sent to him and return it with the required fee to the Correspondence Study Department, University of Minnesota, Minneapolis 14. The student himself should fill out the blank.

HOW TO SEND MONEY

Payment should be made by post-office or express money order, personal check, or draft. *Make all checks and money orders payable to the University of Minnesota.* The remittance should cover the exact amount of the fee.

SPECIAL CLUB AND GROUP SERVICES

The Correspondence Study Department offers special help in the form of club study programs, group study by correspondence study, and courses applicable to Extension Division certificates. Ask for further information.

ACTIVITIES OF THE GENERAL EXTENSION DIVISION

Center for Continuation Study: arranges short courses for all kinds of professional and trade groups throughout the year; registrants in these courses can get living accommodations at the Center.

Community Service Bureau: provides lectures, lyceum courses, concerts, entertainments; lends lantern slides and films for visual instruction; gives advice on selection and production of plays; operates a radio broadcasting station for educational purposes.

Correspondence study courses, available twelve months of the year.

Extension or evening classes in the Twin Cities, Duluth, and other cities of Minnesota.

Municipal Reference Bureau: maintained for the benefit of municipalities of Minnesota and their officers; offers consultation service to city councils.

WLB—University radio station: features School of the Air programs.

EXTENSION CERTIFICATES

The General Extension Division awards certificates for the satisfactory completion of approved programs of study. The work may be done in evening classes, correspondence study courses, or both. Substitutions will be permitted for courses not presently available. Special attention is invited to the four short certificates listed immediately below which are new this year. For advice or information on programs of study leading to certificates, consult the Students' Work Committee. Certificates are awarded to students who complete with a C average any of the following programs of study:

GENERAL CERTIFICATES

The Citizen's Tool Kit (27 credits)

First Year

Engl. Comp. 4-5-6 Freshman Composition
Phil. 2 Logic
Speech 1 Fundamentals of Speech

Second Year

Psych. 1 General Psychology
Speech 2-3 Fundamentals of Speech
Phil. 63 Principles of Mature Thinking

North American Certificate: Know Ourselves (27 credits)

First Year

Hist. 20-21-22 American History
Engl. Lit. 73-74 American Literature

Second Year

Hist. 83-84-85 American Economic History
Anthrop. 80 The American Indian
Phil. 114 American Philosophy

Latin-American Certificate: Know Our Neighbors (24 credits)

First Year

Spanish 1-2 Beginning Spanish
Spanish 7 Latin-American Culture
Econ. 126 Economic Problems of Latin America

Second Year

Spanish 3-4 Intermediate Spanish
Geog. 110 Geography of Latin America
Anthrop. 118 Indian Civilizations of Mexico and Peru

International Certificate: Know Our World (24 credits)

First Year

Hist. 1-2 European Civilization
Geog. 35 Geography of the War Theaters

Second Year

Pol.Sci. 25 World Politics
Pol.Sci. 30 Problems of Postwar Reconstruction
Pol.Sci. 85 Problems of World Politics
Econ. 166 International Economic Problems

Liberal Education Certificate (45 credits)

English requirement: Freshman Composition 4-5-6, or exemption

Spread requirement: at least 6 credits in each of the following fields

Humanities: English composition (beyond 4-5-6) or literature, fine arts, foreign languages, philosophy, speech

Sciences: astronomy, botany, chemistry, geology, mathematics, physics, psychology, zoology

Social Sciences: anthropology, economics, geography, history, political science, sociology

Concentration requirement: at least 12 credits in one subject, or in approved related subjects, in addition to the 6 credits earned in that subject under the spread requirement above.

Electives: additional courses approved by the Students' Work Committee to make a total of 45 credits for the certificate.

N.B.—The 90-credit Junior College and Liberal Education certificates have been discontinued, since most students interested in these certificates would probably prefer to work for the new 90-credit degree, associate in liberal arts, now granted by the College of Science, Literature, and the Arts. For information about this degree, consult the Students' Work Committee.

BUSINESS CERTIFICATES**Junior Certificate (45 credits)**

Core requirement:

Bus. Engl. 1ex, or Composition 4, or exemption

B.A. 51 Business Law

Econ. 5 Elements of Statistics

Econ. 6-7 Principles of Economics

Econ. 20-25-26 Elements and Principles of Accounting

Spread requirement: At least 3 credits in each of the following fields

Business Administration: B.A. 89 Production Management

Distribution: Advertising, Marketing and Merchandising, Traffic and Transportation

Finance

Labor and Personnel

Concentration requirement: Additional courses totaling at least 9 credits in one of the following fields, or approved combination thereof

Accounting

Advertising

Economics

Finance

or

Insurance

Labor and Personnel

Marketing and Merchandising

Statistics

Traffic and Transportation

Electives: Additional courses approved by the Students' Work Committee to make a total of 45 credits for the certificate

Senior Certificate (90 credits)

Core requirement:

Bus. Engl. 1ex-2ex, or Composition 4-5-6, or exemption

B.A. 51-52 and either 53 or 54 Business Law

B.A. 89 Production Management

Econ. 3 Elements of Money and Banking

Econ. 5 Elements of Statistics

Econ. 6-7 Principles of Economics

Econ. 20-25-26 Elements and Principles of Accounting

Econ. 161 Labor Problems and Trade Unionism

Concentration requirement: At least 18 credits in one of the following fields, or approved combination thereof

Accounting
Advertising
Economics
Finance
or
Insurance

Labor and Personnel
Marketing and Merchandising
Statistics
Traffic and Transportation

Electives: Additional courses approved by the Students' Work Committee to make a total of 90 credits for the certificate.

ENGINEERING CERTIFICATES

Junior Certificate (45 credits)

Core requirement:

M.&M. 11 College Algebra
M.&M. 12 Trigonometry
M.&M. 13 Analytical Geometry
M.&M. 24 Differential Calculus
M.&M. 25 Integral Calculus
M.&M. 26 Technical Mechanics: Statics
Draw. and Des. Geom. 1-2 Engineering Drawing

Electives: Additional courses approved by the Students' Work Committee to make a total of 45 credits for the certificate

Senior Certificate (90 credits)

Core requirement:

M.&M. 11 College Algebra
M.&M. 12 Trigonometry
M.&M. 13 Analytical Geometry
M.&M. 24 Differential Calculus
M.&M. 25 Integral Calculus
M.&M. 26 Technical Mechanics: Statics
M.&M. 127 Technical Mechanics: Dynamics
M.&M. 128 Strength of Materials
Draw. and Des. Geom. 1-2 Engineering Drawing

Concentration requirement: At least 30 credits in one of the following fields, or approved combination thereof

Aeronautical Engineering
Civil Engineering

Electrical Engineering
Mechanical Engineering

Electives: Additional courses approved by the Students' Work Committee to make a total of 90 credits for the certificate

AGRICULTURAL EXTENSION SERVICE

The Agricultural Extension Service includes the county agricultural agents, the home demonstration agents, and the 4-H Club agents working in the counties, as well as the subject-matter specialists working out of the state office. The purpose of the Agricultural Extension Service is to assist farm people in improving farm and home conditions through the adoption of improved practices in accord with plans of work prepared by their own groups.

AGRICULTURAL SHORT COURSES

Various short courses are arranged each year in the University Department of Agriculture. These short courses and conferences vary in length from one day to eight or ten weeks. For further information write directly to the Director of Short Courses, University Farm, St. Paul 8, Minnesota.

REGULATIONS

NOTE OF CAUTION

All correspondence study students should give especial attention to the rules on time (see below); Reinstatement (p. 13); Refunds (p. 13); Transfer of Credits (p. 14); Examinations (p. 14).

ADMISSION

Correspondence study courses are open to anyone who can carry the work. A student who plans to work for a degree from the University of Minnesota and who has not matriculated as a regular student should have official copies of his high school and college credits sent directly to the office of admissions and records for examination. He will then be notified of his classification. He is not required to do this before enrolling for a correspondence study course altho it is advisable for him to do so.

Students registered in classes at the University of Minnesota or any other institution of learning may register for a correspondence study course only with the approval of the proper authorities in that institution. The notice of such approval must be sent in writing to the Correspondence Study Department.

The department reserves the right to advise a student to change or discontinue a registration if he finds that the course selected is not for the best interests of the student. Whenever a registration is rejected or discontinued, the fee for the course is returned.

AMOUNT OF WORK CARRIED

Not more than two courses may be taken by correspondence study at one time.

Accordingly, students pursuing more than ten credits of work in both kinds of extension study should have their work approved by the Students' Work Committee through the Correspondence Study Department office.

The maximum number of lessons that will normally be accepted from a student is four per week. This rule holds regardless of whether one or two courses are being carried.

TIME

A student may begin a correspondence study course at any time, and should complete the course within one year from the date of enrolment. If the course is not completed within this limit the registration is considered expired. (See Reinstatement, page 13.)

During the summer months the department cannot guarantee the prompt return of lesson papers. While instructors are on vacations their work may be carried by substitutes, or the work may be temporarily discontinued. In the latter case an extension of time for the completion of the course affected will be allowed.

The student should endeavor to send in at least one lesson report every week. Temporary delays are unavoidable and no student should become discouraged because of them. Each report should be sent in as completed, and not held until others are finished. The latter practice will cause delays in their return; and in addition, the instructor's corrections and criticisms will not be available before the student proceeds with more advanced lessons.

PREPARATION OF LESSON REPORTS

Lesson reports, which are the evidence of the study given to assignments, must represent the student's own work. Success in the final examination, which is conducted under supervision, and on which credit for a course is finally based, will depend on the amount and quality of the student's work on all the lessons in the course.

REINSTATEMENT

Any student who fails to complete a course within the prescribed time of one year from the date of registration, through causes not within the control of the University, may be reinstated with the consent of the department for one additional year only upon payment of one dollar for each course.

TRANSFER OF REGISTRATION

Any student may have the privilege of transferring his registration from one correspondence study course to another. This transfer may be made within the limit of two years from the date of the original registration. The transfer fee is one dollar, together with the payment of sixty-five cents for each lesson already completed. The remainder of the original fee paid will be credited toward the tuition fee of the new or substituted course. In case a transfer is recommended by the department, only a charge for the correction of the lessons will be made.

FEES

All fees are payable in advance. The fee for each course may be found following the description of the course.

POSTAGE

The student prepays postage on all mail sent to the University; mail sent from the University to student is prepaid by the Correspondence Study Department.

REFUNDS

No fee will be refunded after two months from the date of registration or after one half of a course has been completed. Two dollars of the fee for each course is retained to cover the cost of registration, and if lesson reports have been read, a charge of sixty-five cents per lesson report will be made. If the application for registration is rejected by the department, only a charge for the reading of lessons will be made.

Rules regarding refunds will apply in case of a transfer of registration from one course to another as well as in case of the cancellation of a registration.

CREDIT

A student who undertakes correspondence study work for university credit should state this fact in advance and must comply with all requirements of the University, including the completion of the prerequisites for each course. Credits allowed in this connection will be recorded separately until the student matriculates at the University, when they will be recorded permanently as university credits.

Those seeking a university degree must conform to all the requirements exacted by the college or school in which such a degree is sought. The bulletin of any college or school may be obtained from the office of admissions and records.

A maximum of one half of the required credits for the bachelor of arts degree may be accumulated through correspondence study. The work of the earlier part of the curriculum is more likely to be available for correspondence study. A student working for a degree must earn at least one year's credit in residence in this University. If the term of residence is only one year, that year must be the senior year; and in any case he must spend two quarters of the senior year in residence. Only three credits in a major sequence

(courses numbered 50 or above) may be earned through correspondence study and applied toward a degree in the College of Science, Literature, and the Arts.

The School of Business Administration (Senior College) accepts toward a degree only nine credits earned through correspondence study. (See page 18 for full statement.) This limited number of credits does not apply to subjects listed in the prebusiness curriculum of the College of Science, Literature, and the Arts.

The Institute of Technology accepts credits obtained by correspondence study in College Algebra, Trigonometry, and Analytical Geometry not to exceed a total of fifteen credits, and in English and subjects not required in the student's curriculum, not to exceed a total of nine credits.

Entrance credit is allowed for courses of high school grade. See Preparatory Courses, page 7.

No credits may be earned by correspondence study to apply on the Master's degree, or any other graduate degree. If additional undergraduate academic credits must be earned before a student may enter the Graduate School, he may be able to earn these by correspondence study. Approval of the specific courses chosen should be secured from the Graduate School, before registration. In some instances students who lack prerequisites for graduate work may be able to earn them through correspondence study.

TRANSFER OF CREDITS

Acceptance of credits transferred to another institution depends wholly upon the regulations of that institution. Students who expect to apply credits elsewhere should first make sure of the rules of the other school or college, and of the definition of credit in that school.

A University of Minnesota credit means work carried for one fifty-minute classroom period per week for a "quarter," or twelve weeks. Three "quarter" credits are equivalent to two "semester" credits.

EXAMINATIONS

A student, upon completing any course, will be given an examination either at the University, at the extension offices in Minneapolis, St. Paul, or Duluth, or under approved supervision. The supervisor must be the county superintendent of schools, the principal or superintendent of a public high school, or an official in a state school.

Success in the examination is requisite to credit.

Deferred examinations.—Examinations should be taken after preparation and immediately following the completion of the course. If taken any time before the expiration of the registration, there is no extra charge; after this expiration the regular reinstatement fee of one dollar will be charged.

GRADES AND HONOR POINTS

In addition to the recognition, by the use of *credits*, of the *amount* of work done, there is a further recognition of *quality*, through the use of *grades* and *honor points*. Four grades are employed: D is used for work of mediocre merit, which may be counted toward a degree only when averaged with work of higher grades in other courses; C indicates the quality of work acceptable for graduation; B and A are given to work of especial merit. Work below D in merit is marked F (failure). A course in which a final grade of F has been received must be repeated before any credit is given.

RESIDENT STUDENTS

Registration for correspondence study courses will not be accepted from day school or evening class students of the University of Minnesota or of any other institution of learning unless specific permission is granted by the institution concerned.

No registration for a correspondence study course for the purpose of removing a failure will be accepted except upon the written consent of the proper authorities in the school concerned.

STUDENTS' WORK COMMITTEE

The Students' Work Committee of the General Extension Division will be glad to give assistance to correspondence study students in their selection of courses to meet their immediate needs and also in their problems of building a program to meet the requirements for a degree.

Students living in the vicinity of the University may come to the office, 419 Administration Building, for interviews. Students living at a distance may write to the Correspondence Study Department.

DESCRIPTION OF COURSES*

AGRICULTURE

AGRICULTURAL ECONOMICS

A21. Farm Records and Accounts. Forms and procedure for recording inventories, cash receipts and expenses, crop acreages and yields, feed consumed by livestock, family living secured from the farm, and other information concerning the farm business. Calculation of measures of farm earnings.

Sixteen lessons (three credits in School of Agriculture). \$10.00. Mr. Nodland.

AGRONOMY

Ag.1. General Farm Crops. The topics are as follows: the importance of crop plants; the types of plants grown for human food and for livestock feeding; the relationships to the sciences; the fundamentals of plant growth; plant classification; crop rotations; soil and maintenance of its fertility; tillage and cultivation; grain crops; forage crops; pastures; miscellaneous crops; and crop improvement. It is hoped that the student who completes the course will be able to practice the art of agriculture on a sound scientific basis. The emphasis of the subject matter will be on practical applications with sufficient consideration given to scientific facts and theory to enable the student to understand the why and wherefore of recommended farm practices.

Sixteen lessons (three credits in College of Agriculture). \$10.00. Mr. Wilson.

A2. Forage Crops. A course designed to give basic knowledge of the forage crops plus general information as to what crops to grow and how best to handle them to obtain the greatest returns. Some of the subjects taken up include seeding practices, grasses, clovers, alfalfa, pastures, crop rotation, hay making, silage, soybeans, and other miscellaneous forages.

Sixteen lessons (three credits in School of Agriculture). \$10.00. Mr. Schmid.

ENTOMOLOGY

A4. Beekeeping. The aim of this course is to present information on the subject of beekeeping in such a way that those who have had no experience with bees can start with one or more colonies in the spring and carry on with them successfully; also, to present enough fundamental information on bees and modern beekeeping practices to enable those who have had a few years of experience to add to their knowledge and improve their methods. Some of the more important topics to be considered in the course are the study of the honey bee colony and of the individual bee, fundamentals of bee behavior, colony development, beekeeping equipment and practices, swarm control, package bees, supersedure, increase, queen rearing, apiary management, bee diseases and enemies and their control, methods of wintering, preparation of honey and wax for market.

Sixteen lessons (three credits in School of Agriculture). \$10.00. Mr. Tanquary.

GENERAL

A41. Parliamentary Law. Fundamental principles and practices of parliamentary law essential for all executive officers of such rural organizations will be discussed: 4-H clubs, Future Farmers of America, Farm Bureau units, local business organizations, study clubs, local service clubs, church and school organizations. Topics to be considered will include formation of organizations, drafting of constitutions, duties of officers, motions, amendments, nominations, and elections.

Twelve lessons (two credits in School of Agriculture). \$7.50. Mr. Miller.

* The letter c appearing after any number indicates that the particular course is not given in residence.

A55. Social Training. In the increasingly complex situations in which a student finds himself, study and observation are necessary supplements to his home training in good manners. This course in social training is designed to encourage the student to broaden his range of information and deepen his experience in this field through the study of well-known authorities, by the observation of good manners wherever found, and by the application of acquired knowledge to the everyday conduct of his life. Twelve lessons (two credits in School of Agriculture). \$7.50.

Miss Hognason, Miss Matson.

ANTHROPOLOGY

40. Introduction to Anthropology. Characteristics of the human races; fossil men; pre-history. The life of primitive peoples; economics, religious, social activities, and other phases of culture. The bearings of anthropology on present-day thought and problems.

Twenty-seven lessons (five credits). \$17.00.

Mr. Wallis.

ART EDUCATION

1. Fundamental Experiences in Design. The fundamental principles applied to a series of interesting and practical problems using a variety of techniques; a basic course that is useful in public school teaching and as a foundation for other art courses. No prerequisites. Material fee \$1.00.

Sixteen lessons (three credits). \$10.00.

Mrs. Lewis.

15. Interior Decoration (Introduction to Art Education B). Design principles in relation to the home. Identification of period and modern furniture. Subjects discussed include wall treatment, floor coverings, color schemes, furniture arrangement, window treatment, and the use of accessories. Of interest to sales people, homemakers, and decorators. No prerequisite.

Sixteen lessons (three credits). \$10.00.

Mrs. Lewis.

17c. Art Appreciation. An introductory survey of art to provide a background for personal growth and for effective co-operation in modern educational programs. The role of the artist, his ideas, materials, and technics will be examined in terms of his contributions to enriched living. Painting, sculpture, architecture, city-planning, personal appearance, and industrial design are some of the specific areas studied in relation to current personal and social problems. Recommended for elementary school teachers but of general interest. No prerequisites. Material fee 75 cents.

Twenty-one lessons (four credits in Minnesota state teachers colleges). \$13.50.

Mr. Gayne.

22. Advanced Interior Decoration (Second Year Design). Continuation of Art Education 15, emphasizing color theory and the study of decorative fabrics. Trends in materials considered. Glassware, china, silver accessories studied. Prerequisite for credit: Art Education 15.

Sixteen lessons (three credits). \$10.00.

Mrs. Lewis

31. Orientation in Handicrafts—Textile Crafts. A practical course in needlework and other textile crafts suitable for use in homes, schools, camps, playgrounds, social service, and for those interested in adult education.

Sixteen lessons (three credits). \$10.00.

Miss Ross.

ASTRONOMY

11. Descriptive Astronomy. A descriptive course designed to give accurate general information regarding the solar system and the stellar universe. It emphasizes the basic facts of the physical universe, rather than the technical details of the work

of a professional astronomer. A small telescope or even a field glass will be helpful but is not essential.

Twenty-seven lessons (five credits). \$17.00.

Mr. Luyten.

BUSINESS ADMINISTRATION

(For courses in other business subjects, see page 22, Economics.)

The number of credits that may be earned by correspondence study toward the bachelor of business administration degree is limited to nine. For work carried in the Correspondence Study Department a student will be granted "transfer" credit in the School of Business Administration, i.e., in the transfer of credits for application toward the bachelor of business administration degree surplus honor points will not be considered. A student enrolled in the School of Business Administration should consult his adviser before registering for a correspondence study course.

1c. Business English. A practical course for people in business or those preparing to enter it. The ways of developing effective letter-writing habits are analyzed and presented in a study of diction, grammar, and the mechanics of letter forms.

Sixteen lessons (three credits toward extension certificate only). \$10.00.

Mr. Guthrie.

†51. Business Law—Contracts and Agency. Contracts: Formation of contracts, the essentials thereof, the operation and interpretation of contracts. Agency: Methods of forming the relation and liabilities of agency.

The general rules of contracts being fundamental to all work in business law, this course must precede Business Law 52, 53, and 54c. Material fee \$1.00.

Sixteen lessons (three credits). \$10.00.

Mr. Jackman.

†52. Business Law—Partnerships, Corporations, and Bankruptcy. Partnerships: formation of partnerships and application of uniform partnership act. Joint stock companies; how distinguished from ordinary partnerships; how like ordinary partnerships; statutory requirements.

Corporations: formation, rights and liabilities. Prerequisite: Business Law 51. Material fee \$1.00.

Sixteen lessons (three credits). \$10.00.

Mr. Jackman.

†53. Business Law—Sales, Bailments, Negotiable Instruments, Personal Property. Prerequisite: Business Law 51. Material fee \$1.00.

Sixteen lessons (three credits). \$10.00.

Mr. Jackman.

54c. Business Law—Real Property, Mortgages. Classification of property, distinction between real and personal property; estates in land as to quantity, quality, and time of enjoyment; conveyances, mortgages and liens. Prerequisite: Business Law 51. Material fee \$1.00.

Sixteen lessons (three credits). \$10.00.

Mr. Jackman.

58. Elements of Public Finance. Government expenditures, revenues, and debts. This includes a study of the nature of public expenditures, various kinds of non-tax public revenues, various forms of taxation, shifting and incidence of taxation, budgetary and legislative control, and fiscal reforms. Prerequisites for credit: Principles of Economics I.

Sixteen lessons (three credits). \$10.00.

Mr. Borak.

59. Life Insurance. Nature, uses, and kinds of life insurance, and the fundamental principles involved in the measurement and underwriting of life risks. Prerequisites for credit: Principles of Economics I and II.

Sixteen lessons (three credits). \$10.00.

Mr. Graves.

† No credit will be granted until all three courses are completed.

60. Fire and Marine Insurance. Nature of fire and marine risks and of the types of underwriters, forms of insurance contracts, analysis of policy provisions, and principles and methods of rate making. Prerequisites for credit: Principles of Economics I and II.

Sixteen lessons (three credits). \$10.00.

Mr. Graves.

61. Casualty Insurance. Types of coverage which have been developed in this field; analysis of policy provisions and treatment of the important factors involved in the making of rates for each of these types of insurance. Prerequisites for credit: Principles of Economics I and II.

Sixteen lessons (three credits). \$10.00.

Mr. Graves.

67. Retail Store Management for Pharmacists. A survey of store planning, management, and control for operating or prospective pharmacists. Retailing background; organizing, locating, and financing a drug store; layout and equipment; insurance; purchasing and pricing; sales planning, promotions, and services; personnel; professional aspects; costs, expenses, and records; regulation and control. Practical problems and projects are included. Prerequisites for credit: Economics 10 and 30, or equivalent.

Sixteen lessons (three credits in College of Pharmacy). \$10.00.

Mr. Chute.

69. Retail Store Management. A course in retail merchandising and store management. Lessons consist of discussions of actual problems encountered in retail stores, together with methods of studying and solving the problems. (A practical course for the active merchant.) Prerequisites for credit: Principles of Economics I and II, or equivalent.

Sixteen lessons (three credits). \$10.00.

Miss Canoyer.

76. Credits and Collections. The nature and types of credit instruments and agencies; qualifications and work of the credit manager; valuation and use of credit reports and financial statements; collection methods and correspondence; bankruptcy and adjustments; credit limits and control. Prerequisites for credit: Principles of Economics I and II.

Sixteen lessons (three credits). \$10.00.

Mr. Chute.

86. Office Organization and Management. A general course dealing with the place of the office in business; functional analysis; personnel, hiring, and training; planning, production control; standardization; scientific management. Prerequisites for credit: Principles of Economics I and II.

Sixteen lessons (three credits). \$10.00.

Mrs. Marx.

88. Elementary Advertising. A course emphasizing the retail point of view in advertising. The course covers the economics of advertising, advertising and retail sales promotion, advertising media and technique. Prerequisites for credit: Principles of Economics I and II, or equivalent.

Sixteen lessons (three credits). \$10.00.

Miss Canoyer.

95. Auditing Laboratory. (See Course 135, page 20.)

130. Cost Accounting. The uses of cost information in modern industry, the accounting mechanism for costs, types of cost systems, the definition of cost terms; the use of the factory ledger; the accounting for materials, their purchase, storage, use, the stores ledger, and the calculation of materials costs; the accounting for labor with particular reference to applying labor costs to production; the accumulation and analysis of overhead and its application to product; cost reports and statements for the management. "Cost-plus" and "target" contracts, C.P.A. cost problems. Prerequisite: Economics 25 and 26.

Sixteen lessons (three credits). \$10.00.

Mr. Peterson.

135. Auditing and Public Accounting. This course as offered through Correspondence Study includes Course 95, Auditing Laboratory. The purposes and principles of auditing. Auditing "from the records" and investigations by independent, internal, and governmental auditors. Accounting principles, the S.E.C., and the verification and certification of published statements by public accountants. Specific procedures and particular working papers are interrelated by the audit of a laboratory set calling for actual examination of records and accounts, the preparation of complete working papers, and an audit report. C.P.A. questions. Prerequisites for credit: Economics 25 and 26.

Twenty-one lessons (four credits). \$13.50.

Mr. Peterson.

146. Investments. Study of the principles of investment and their application to actual cases. Lessons developed out of concrete examples to develop critical appraisal of specific securities and add to working knowledge of investment issues. Principal emphasis on the most important groups of securities—railroad, industrial, public utility, and governmental issues. Prerequisites for credit: Elements of Money and Banking and Corporation Finance. Recommended to business men to whom it is open without prerequisite.

Sixteen lessons (three credits). \$10.00.

Mr. Stehman.

155. Corporation Finance. A study of the organization and financial management of corporations, with reference to types of securities, conditions under which they should be issued, and facilities for marketing them. Prerequisites for credit: Principles of Economics I and II, and Elements of Money and Banking.

Sixteen lessons (three credits). \$10.00.

Mr. Stehman.

CHILD WELFARE

(Offered in co-operation with the Institute of Child Welfare)

1c. Child Care and Training. Physical growth and care of young children. Mental development, personality, and behavior. The management of young children. Establishing desirable habits. Play, toys, games, stories, and music. Intended primarily for the parents of young children.

Sixteen lessons (no credit). \$1.00.

Mrs. Cummings.

2c. The Older Child and Adolescent. This course follows that in Child Care and Training. Physical, intellectual, and emotional development of older children. The personality of the child, his vocational and educational interests and his recreations and friendships are discussed with a view to showing how they affect the process of growing up.

Sixteen lessons (no credit). \$1.00.

Mrs. Cummings.

40. Child Training. A brief study of physical and mental development is followed by a discussion of the training of young children. Behavior problems in their various aspects, and the techniques of good and bad management will be considered. Prerequisites for credit: Psychology 1 and 2 or equivalent.

Sixteen lessons (three credits). \$10.00.

Mrs. Cummings.

50c. The Guidance of Children's Interests. Furthering the child's development by directing his natural activities and interests. Discussion of stories, music, art, and dramatics, as well as the use of tools, toys, and a variety of occupational materials. The value of play and activities initiated and carried out by the children. Prerequisite for credit: Course 40.

Sixteen lessons (three credits). \$10.00.

Mrs. Crawford.

80. Child Psychology. A survey of child psychology from infancy to adolescence. Development of motor skills, language, intelligence, emotional behavior, personality, social behavior, and character. Learning and adjustment. Of interest to the teacher, the general student, and parents. Prerequisites: Psychology 1 and 2 or equivalent. Sixteen lessons (three credits). \$10.00. Mr. Anderson, Mrs. Maurer.
82. Later Childhood and Adolescence. What it means to grow up; the effect of physical, mental, and emotional growth on the developing personality; guidance of youth's interests and social life—sex, recreation, friends, and vocation. Prerequisite for credit: Course 40 or 80 or equivalent. Not open to those who have completed Psychology of Adolescence offered in the College of Education. Sixteen lessons (three credits). \$10.00. Mrs. Cummings.

CHINESE

- 1c. Beginning Chinese. This course aims to provide a practical familiarity with the distinguishing features of the Chinese language so that the student may learn to read modern Chinese literature and easy Chinese newspaper articles; to speak Mandarin, the Chinese national language; to write Chinese characters; to compose simple essays and friendly letters; to translate from Chinese into English and vice versa. A vocabulary of about one thousand of the most useful characters and compound words will be acquired. Sixteen lessons (no credit). \$10.00. Mr. Hsu.

CLASSICS

GREEK

- †1. Beginning Greek I. The declensions and conjugations and the simpler rules of syntax together with translation of sentences from Greek into idiomatic English and from English into Greek. Twenty-seven lessons (five credits). \$17.00. Mr. Heller.
- †2. Beginning Greek II. Course continued; general principles, inflections, word formations, syntax, elementary readings, composition. Prerequisite: Course 1. Twenty-seven lessons (five credits). \$17.00. Mr. Heller.
3. Beginning Greek III. Course continued. Prerequisite: Courses 1 and 2. Twenty-seven lessons (five credits). \$17.00. Mr. Heller.

LATIN

Students who have taken Course 3 or have had two years of preparatory Latin may take either Course 9 or Course 11. Those who take 9, or 9 and 10, cannot take for credit 11, or 11 and 12. Courses 1, 2, 3, and 9 or 11 satisfy the Junior College requirements in Latin.

NOTE.—All lesson reports in language courses must be returned to the Correspondence Study Department before credit will be allowed for a course.

- †1. Beginning Latin I. Inflections; translation of easy Latin prose; the study of elementary syntax; Latin composition. Twenty-seven lessons (five credits). \$17.00. Mr. Cram.
- †2. Beginning Latin II. A continuation of Course 1. Translation of selections from Eutropius; syntax; Latin composition. Prerequisite: Latin I or its equivalent. Twenty-seven lessons (five credits). \$17.00. Mr. Cram.

† Both courses must be completed before credit is allowed for either.

3. Caesar. Translation of the Campaign against the Belgians (Book II entire); and of the manners and customs of the Gauls and Germans (Book VI, chs. 9-29); syntax; composition; life of Caesar. Prerequisites: Courses 1 and 2 or equivalent.
Twenty-seven lessons (five credits). \$17.00. Mr. Cram.
9. Cicero I. Translation of the First and Second Orations against Catiline and of selected Letters; syntax; composition; life of Cicero. Prerequisites: Two years of preparatory Latin or Course 3.
Twenty-seven lessons (five credits). \$17.00. Mr. Cram.
10. Cicero II. Translation of the Oration for the Manilian Law (the equivalent of two orations) the Archias, and the Marcellus; syntax; composition. Prerequisite: Course 9.
Twenty-seven lessons (five credits). \$17.00. Mr. Cram.
11. Vergil's *Aeneid* I. Translation and interpretation of Books I and II of the *Aeneid*; syntax; principles of Latin versification; life of Vergil. Prerequisites: Two years of preparatory Latin or Course 3.
Twenty-seven lessons (five credits). \$17.00. Mr. Cram.
12. Vergil's *Aeneid* II. Translation of Books IV and VI of the *Aeneid*; a very brief consideration of Vergil's influence. Prerequisite: Course 11.
Twenty-seven lessons (five credits). \$17.00. Mr. Cram.
63. Roman Comedy. Translation of the *Menaechmi* of Plautus and the *Phormio* of Terence; syntax, literary styles of Plautus and Terence; outline of the history and technique of Roman drama. Prerequisite: Courses 9 and 10, 11 and 12, or four years of preparatory Latin.
Twenty-four lessons (four and one-half credits). \$15.00. Mr. Cram.

ECONOMICS

- 1c. Bookkeeping. The form, content, and purpose of various types of bookkeeping records; the adaptation of the information in the records to its utilization in financial statement; and the form, content, and interpretation of financial statements; the application of record keeping to a few common types of business enterprise. No prerequisites.
Twenty lessons (one-half entrance unit). \$12.50. Mr. Lund.
3. Elements of Money and Banking. An introduction to the study of modern financial institutions; the nature and functions of money, its types and methods of control; recent efforts to change and regulate the value of money; chief emphasis upon the American financial system, including the mechanism of the money market, investment banking, the functions of trust companies, savings institutions and commercial banks, the federal reserve system including recent modifications, and agricultural credit institutions.
Twenty-seven lessons (five credits). \$17.00. Mr. Myers.
5. Elements of Economic Statistics. The course is a survey of elementary tools for the collection, analysis, and interpretation of statistical data in economics and business. The assembling of material by questionnaire, interviewer, or from published sources will be considered. Certain familiar tools, such as tables, charts, and averages, will be examined in relation to their proper place in economic analysis. Additional tools for measuring variation and association are related to the averages. The possibilities and dangers of sampling will be examined. Finally, index numbers will be constructed and illustrated as measures of cost of living, price level, and production. The objective throughout is a reasonable familiarity with the basis for widely used statistical techniques. No prerequisites.
Twenty-seven lessons (five credits). \$17.00. Mr. Kozelka.

- †6. Principles of Economics I. A course dealing with the underlying principles affecting the production and exchange of goods and services. Organization and regulation of production; the determination of costs and prices under conditions of competition and monopoly and public control of industry.
Twenty-seven lessons (five credits). \$17.00. Mr. Graves.
- †7. Principles of Economics II. A continuation of Principles of Economics I. Financial organization of society; the distribution of wealth and income; the economic significance of labor organization; labor legislation; socialism; taxation; foreign trade. Prerequisite: Principles of Economics I.
Twenty-seven lessons (five credits). \$17.00. Mr. Graves.
20. Elements of Accounting. The form and content of financial statements; ledgers; debit and credit; journals; control accounts; special books; the trial balance; adjusting and closing entries; the work sheet; and the preparation of financial statements. Each lesson will include a reading assignment in a text and a number of problems to work. No prerequisites.
Sixteen lessons (three credits). \$10.00. Mr. Lund.
25. Principles of Accounting I. A large part of the course has to do with corporation accounting. Formation of a corporation; types of stock; opening entries; donated and other treasury stock; surplus; dividends; reserves; surplus statement; valuation of stocks and bonds. The remainder of the lessons will consider peculiarities of accounting for partnership. Prerequisite: Elements of Accounting or approximately the equivalent.
Sixteen lessons (three credits). \$10.00. Mr. Lund.
26. Principles of Accounting II. Accounting for manufacturing inventory methods; the job order method; process costs; departmental accounting; branch accounting; consolidated statements; funds statements; and an analysis and interpretation of financial statements. Each lesson includes problems which are to be worked and submitted by the student. A longer practice set is also assigned towards the end of the course. Prerequisite for credit: Principles of Accounting I or a comparable course.
Sixteen lessons (three credits). \$10.00. Mr. Lund.
161. Labor Problems and Trade Unionism. Labor problems are viewed as part of the labor market situation. Special attention is given to seasonal, technological, and cyclical unemployment; unemployment and workmen's compensation; old age pensions. Competing forms of labor unionism, aims, policies, and methods of promoting their ends. Labor legislation relating to injunctions, yellow dog contracts, strikes, picketing. Recent attempts by government to control unions, and other topics. Prerequisites for credit: Principles of Economics I, II or equivalent.
Sixteen lessons (three credits). \$10.00. Mr. Schmidt

TEXTILES

(See page 38.)

EDUCATION

NOTE.—See Courses 1 and 2 under Psychology.

- 1c. Visual Aids (Setting up and directing a visual aids program in schools). A practical course in the theory and practice of operating a centralized visual aids service. It covers the preparation of projection facilities; the selection, maintenance, and scheduling of equipment; and the provision for a consultative and booking service for visual materials. Criteria for selection and routines for maintenance of the following projectors will be discussed: lantern slide projectors; opaque, combination, silent

† Both courses must be completed before credit is allowed for either.

and sound filmstrip projectors; silent and sound motion picture projectors; and the associated equipment-disc playbacks and radios. There will be some assignments relating to special problems of the registrant's own school.

Sixteen lessons (no credit). \$10.00.

Mr. Wendt.

Available September 1, 1944.

- †4c. Introduction to the Philosophy of Education. A critical interpretation of leading movements in the philosophy of American education today. Special attention given to the underlying principles of progressive education, the essentialist school, the authoritarian movement, and recent developments. Readings in basic literature are emphasized, and an attempt will be made to show the significance of philosophy for educational practice, as well as the relation of educational theory to the context of American society.

Twenty-one lessons (four credits in Minnesota state teachers colleges). \$13.50.

Mr. Brameld.

- *51A. Introduction to Secondary School Teaching I (Educational Psychology). A survey of the fundamental facts of human nature involved in educational activities. Psychological and educational measurements, learning, factors related to efficiency of learning, personality, and problems of adjustment. Prerequisite: Psychology I and II.

Sixteen lessons (three credits). \$10.00.

Mr. Anderson.

- *51C. Introduction to Secondary School Teaching III (The High School). A comprehensive study of the modern secondary school. The nature of adolescence; development of modern secondary school; trends in school population; nature of teaching staff; adolescents and modern social conditions; task of the secondary school in a democracy; organization; curriculum; health problems, civic obligations; the home; guidance; leisure time; evaluation of the secondary school. Prerequisites: Psychology I and II and five credits in Education.

Sixteen lessons (three credits). \$10.00.

Mr. Robbins.

- 54(Agr.Ed.). Rural Education and Community Leadership. The organization and administration of a progressive program of rural education. Problems involving the school plant, the curriculum, the teachers, and guidance for rural youth. The school as a community center; organizing educational, social, and recreational activities. The objectives, organization, and operation of youth programs, clubs, fairs, festivals, and the many other desirable educative features of rural community life.

Sixteen lessons (three credits). \$10.00.

Mr. Field.

58. Psychology of Adolescence. A study of changes characterizing the transition from childhood to adult life. Discussion of physical, mental, social, and emotional development during the adolescent years, with emphasis on the relation of this development to the problems of adolescents in our society. The influence of the secondary schools on good adjustment of adolescents, and implications for guidance during the period of secondary education. (This course is listed in the Bulletin of the College of Education as Ed. Psy. 158; it is not open to those who have completed Child Welfare 82.) Prerequisite: Ed. 51A or its equivalent.

Sixteen lessons (three credits). \$10.00.

Miss Edwards.

60. Introduction to Statistical Methods. A study of elementary statistical methods. The commonly used statistical terms and methods are covered in this course. An attempt is made to give the student some understanding of the possibilities of different

* These courses are part of a three-quarter sequence in the College of Education, credit for which is usually granted only when the sequence is completed. Students not working for a degree at the University of Minnesota may petition the Students' Work Committee for credit in the course if they do not plan to complete the sequence. Graduates of teachers colleges should consult their advisers before registering for any part of the sequence.

† Not open to those who have completed H.Ed. 77.

approaches—their strengths and their weaknesses—in order that he may plan studies and interpret results intelligently. Prerequisites: six credits in Psychology.

Sixteen lessons (three credits). \$10.00.

Mr. Fattu.

- *61A. Introduction to Elementary School Teaching I (Educational Psychology). A survey of fundamental facts of human behavior involved in educational activities. This survey includes the following topics: psychological and educational measurements, learning, personality, and problems of adjustment. Prerequisites: Psychology I and II.

Sixteen lessons (three credits). \$10.00.

Mr. Anderson.

67. Junior High School. A study of the origin and growth and the special purposes of this institution and of the appropriate reorganization to achieve those purposes, including the organization and content of the curriculum, provisions for individual differences, advisory system, social organization (extra-curricular activities), methods of teaching, departmentalization, promotion, staff, plant, etc. Comparisons with secondary schools of Europe. This course may be substituted for Ed. 167 in undergraduate curricula. Not open to those who have had Ed. 51C, Introduction to Secondary School Teaching III. Prerequisites: Psychology I and II and five credits in Education.

Sixteen lessons (three credits). \$10.00.

Mr. Anderson.

69. Extra-curricular Activities. Consideration is given to developing guiding principles of pupil participation in the extra-curricular phase of school life. Purpose of extra-curricular activities; membership in clubs; meetings and programs; officers of organizations; financing extra-curricular activities; student government; publications and journalistic organizations; social, moral leadership and guidance clubs. This course may be substituted for Ed.C.I. 169 in undergraduate curricula. Prerequisites: ten hours in Education including Ed. 51A.

Sixteen lessons (three credits). \$10.00.

Mr. Anderson.

73. Educational Sociology. General sociological principles and their application to the schools; the study of the community and the adjustment of the teacher to varying types of communities; factors in the development of personality and the relation of personality to the larger social group; a systematic survey of educative aspects of the home, church, recreation, industry, and community, as well as of the school; the problems of the place of education in social progress and the varying viewpoints.

Sixteen lessons (three credits). \$10.00.

Mr. Brameld.

77. Conflicting Issues in Modern Education. The principal aim of the course is to answer the following: What are the outstanding points of view in education today? Such practical questions as discipline, freedom, indoctrination, teacher-pupil relations, progressive methods, will be treated as they relate to underlying theory; but the central objective will be to appreciate the crucial agreements and differences among leading thinkers in contemporary education. This course may be substituted for H.Ed. 76 or 176 in undergraduate curricula. Not open to students who have taken either of these courses. Prerequisites: six hours in Psychology.

Sixteen lessons (three credits). \$10.00.

Mr. Brameld.

81. Historical Foundations of Modern Education. The history of education in ancient and medieval times. The study includes the development of educational theories and practices among the Greeks and the Romans and the ancient Hebrews and during the Middle Ages and through the recovery of the classical heritage in the sixteenth

* These courses are part of a three-quarter sequence in the College of Education, credit for which is usually granted only when the sequence is completed. Students not working for a degree at the University of Minnesota may petition the Students' Work Committee for credit in the course if they do not plan to complete the sequence. Graduates of teachers colleges should consult their advisers before registering for any part of the sequence.

century. This course may be substituted for H.Ed. 101 in undergraduate curricula. Prerequisites: junior standing in college or university.

Sixteen lessons (three credits). \$10.00.

Miss Alexander.

82. History of Modern Secondary Education. A historical study of secondary schools in western Europe and America in modern times, including such topics as the revival of classical learning; the reorganization of secondary schools in the sixteenth century; the rise of scientific inquiry; types of secondary schools in England, France, and Germany; the American Latin grammar school and academy; the rise of the high school. This course may be substituted for H.Ed. 102 in undergraduate curricula. Prerequisites: junior standing in college or university.

Sixteen lessons (three credits). \$10.00.

Miss Alexander.

- †83. History of Modern Elementary Education. Theory and work of the great educators, such as Comenius, Pestalozzi, Herbart, and Froebel; the rise of state school systems in Germany, France, England, and the United States; the development of the common school and of educational practices. This course may be substituted for H.Ed. 103 in undergraduate curricula. Prerequisites: junior standing in college or university.

Sixteen lessons (three credits). \$10.00.

Miss Alexander.

90. Basic Principles of Measurement. Principles of measurement applied to the construction, administration, and interpretation of educational and psychological tests. The course will involve the construction of achievement tests in the student's particular field of teaching. This course may be substituted for Ed. Psy. 120 in undergraduate curricula. Prerequisite: Introduction to Statistical Methods.

Sixteen lessons (three credits). \$10.00.

Mr. Cook.

94. Adult Education. This course is a survey of the field of adult education. It provides an overview of history, purposes, and trends; agencies and areas; clientele and personnel, techniques, and materials. It is intended for persons who are now or expect to be employed in the field and for students of education who want their training to include a knowledge of the philosophy, organization, and operation of adult education. The course may be substituted for Ed.C.I. 104 in undergraduate curricula.

Sixteen lessons (three credits). \$10.00.

Mr. Dickerman.

INSTITUTE OF TECHNOLOGY

The Institute of Technology embraces the College of Engineering and Architecture, the School of Chemistry, and the School of Mines and Metallurgy. The Institute of Technology accepts credits obtained by correspondence study in College Algebra, Trigonometry, and Analytic Geometry not to exceed a total of fifteen credits, and in English and subjects not required in the student's curriculum, not to exceed a total of nine credits.

ENGINEERING

MECHANICAL DRAWING

1. Engineering Drawing. Elements of drafting including methods of representation, geometry, lettering, sketching, dimensioning, and working drawings. Prerequisite: Solid Geometry.

Sixteen lessons (three credits). \$10.00.

Mr. Potter.

2. Engineering Drawing. Sections, auxiliary views, conventions, standards, tolerance dimensioning, working drawings, tracing. Prerequisite: Drawing 1.

Sixteen lessons (three credits). \$10.00.

Mr. Potter.

† Not open to those who have had H.Ed. 71 (Brief Course in History of Education). Students who have transferred credit in H.Ed. 71 should consult the instructor before registering.

44. Freehand Lettering. Practice in freehand commercial Gothic lettering, as used by draftsmen and engineers and in offices, stores, hospitals, libraries, schools, etc.
Six lessons (one credit). \$5.00. Mr. Potter.

AGRICULTURAL ENGINEERING

42. Art Metal Work. A course designed for persons interested in creating articles of permanent beauty and value from metals, including copper, pewter, brass, steel, aluminum, nickel silver and sterling silver. Forming plates, bowls, and trays; use of jeweler's saw in pierced work; etching; soldering; making candlesticks, book ends, desk sets, lamps, bracelets. Open to men and women. No previous experience necessary. A material fee of \$1.50 is required.
Sixteen lessons (three credits). \$10.00. Mr. Dent.

GENERAL ENGINEERING

70. Slide Rule. Practical course for engineers and office workers. Position of decimal point in computations stressed.
Six lessons (one credit). \$5.00. Mr. Potter.

MATHEMATICS

For additional credit courses in mathematics see pages 41-42.

- 1c. Shop Mathematics I. Arithmetic from fractions through proportion. Problems in areas, volumes, weights of materials, percentage, discounts. Elementary algebra, plane geometry, trigonometry, and logarithms. Practical man's course. Also valuable for the teacher who is preparing to teach applied mathematics under the Smith-Hughes Act.
Sixteen lessons (no credit). \$10.00. Mr. Fischer.
- 9c. Higher Algebra. Review of elementary algebra, linear equations, determinants, ratio and proportion, variation, quadratic equations, graphs, progressions, binomial theorem. Prerequisite: one year of elementary algebra.
Twenty lessons (one-half entrance unit). \$12.50. Mr. Priester.
- 10c. Solid Geometry. Standard theorems and exercises. Practice in special proofs and original exercises to develop imagination and initiative. Prerequisite: Plane Geometry A and B or one year of high school plane geometry.
Twenty lessons (one-half entrance unit). \$12.50. Mr. Fischer.

NOTE.—Courses 9c and 10c meet the entrance requirements in mathematics of the Institute of Technology.

11. College Algebra. Theory of quadratic equations, interpretation of complex results, graphical representation, indeterminate equations, ratio and proportion, variation, progressions, series, undetermined coefficients, binomial theorem, logarithms, theory of equations, Horner's method. Prerequisite: Course 9c.
Twenty-seven lessons (five credits). \$17.00. Mr. Priester.
12. Trigonometry. Graphical representation of functions, computation by logarithms. Trigonometric functions, plane right triangles, reduction formulas, fundamental relations, addition formulas, double angles, half angles, identities and equations, inverse functions, oblique triangles, de Moivre's theorem, spherical right triangles. Prerequisite: Course 11.
Twenty-seven lessons (five credits). \$17.00. Mr. Fischer.
13. Analytic Geometry—Plane and Solid. Co-ordinate systems, locus and equation, straight line, circle, parabola, ellipse, and hyperbola. Transformation of co-ordinates and simplification of equations. Polar co-ordinates, higher plane curves, tangents, normals, empirical equations, and elementary solid analytic geometry. Prerequisites: Courses 11 and 12.
Twenty-seven lessons (five credits). \$17.00. Mr. Fischer.

24. Differential Calculus. Discussions of limit and continuity of a function, derivative of algebraic and transcendental function. Simple application of derivatives, maxima and minima, differentials, rates, velocities and acceleration, radius of curvature. Law of the mean, indeterminate forms, partial differentiation, series. Prerequisites: Courses 11, 12, and 13.

Twenty-seven lessons (five credits). \$17.00.

Mr. Fischer.

25. Integral Calculus. Integration of standard elementary forms, definite integral, rational fractions, integration by substitution, by parts, reduction formulas, application to areas, surfaces, and volumes. Use of integral tables. Prerequisite: Course 24.

Twenty-seven lessons (five credits). \$17.00.

Mr. Fischer.

MECHANICS

1c. Elementary Mechanics. Short practical course in elementary mechanics for those who have not had calculus. Numerical and simple graphical calculations of the action of forces on machines. Components of forces; analysis of stresses in simple structure; centroids and moments of inertia of plane areas. Prerequisite: Shop Mathematics I.

Sixteen lessons (three credits toward extension certificate only). \$10.00.

Mr. Priester.

26. Technical Mechanics: Statics. Characteristics of a force, parallelogram law, moments, couples, resultant of a force system, equilibrium of a force system, friction, centroids, moments of inertia, catenary. Prerequisite: Integral Calculus.

Twenty-seven lessons (five credits). \$17.00.

Mr. Priester.

127. Technical Mechanics: Dynamics. Force, mass acceleration, translation and rotation, gyroscope, governors, work, energy, power, conservation of energy, impulse, momentum, loss of kinetic energy, conservation of momentum. For those who wish to apply the principles of dynamics and kinematics to engineering problems. Prerequisite: Technical Mechanics: Statics.

Twenty-seven lessons (five credits). \$17.00.

Mr. Priester.

128. Strength of Materials. Mechanical and elastic properties of materials of construction, beams, shafts, columns, combined stresses, hollow cylinder rollers, plates, curved bars, springs, dynamic stresses, true stresses. Prerequisites: Integral Calculus and Technical Mechanics: Statics.

Twenty-seven lessons (five credits). \$17.00.

Mr. Priester.

AERONAUTICAL ENGINEERING

1c. Elementary Aeronautics. This course offers the basic principles of aviation in an elementary way. History of aviation; the airplane and its parts; principles of aerodynamics; theory of flight; airfoils, slots, and flaps; aerodynamic resistance; stability and control; aircraft engine operation; propellers; flight maneuvers; aircraft construction; seaplanes and flying boats; military and commercial aircraft applications; radio; accessories; instruments. No prerequisite of mathematics is required altho a knowledge of high school algebra will be helpful.

Sixteen lessons (no credit). \$10.00.

Mr. Peilen.

CIVIL ENGINEERING

1c. Elementary Structural Steel Design. An introductory course covering the analysis of simple structures and their design. Algebraic and graphical methods of analysis of the treatment of dead, live, and moving loads; the design of simple tension and of compression members, beams, girders, and riveted and welded connections. Application of these principles is made to roof and bridge trusses. While this course is a

complete unit, it would be advisable for the student to follow up his work by taking Courses 2c or 5c or both. Prerequisites: Mechanics 26 and 128, or satisfactory evidence of ability to do the work of this course.

Sixteen lessons (three credits). \$10.00.

Mr. Johnston.

- 2c. **Steel Bridge Design.** A course in the theory and practice of the design of statically determinate bridges. Stress analysis of parallel and curved chord trusses, trusses with subdivided palens, K-trusses, Whipple trusses, cantilevers, three-hinged arches, and skew trusses; and of the design of floor systems; riveted and pin-connected trusses; lateral and sway bracing; portals and end bearings. Prerequisite: Elementary Structural Steel Design or its equivalent. Courses 1c and 2c should provide a satisfactory elementary training for draftsmen, mechanics, and others who desire to enter the field of bridge design.

Sixteen lessons (three credits). \$10.00.

Mr. Johnston.

- 5c. **Steel Building Design.** A course in the theory and practice of the design of the structural steel framework of buildings—shop, factory, office buildings, and warehouses. The various systems of framing, and connections, balconies, roof framing, footings, fire protection, and erection. Prerequisites: Elementary Structural Steel Design or equivalent. Courses 1c and 5c should provide a satisfactory training for draftsmen, mechanics, and others who wish to obtain a start in building design work. Equivalent to lecture portions of C.E. 33 and 38.

Sixteen lessons (three credits). \$10.00.

Mr. Johnston.

- 46c. **Plain Concrete.** Properties of concrete and concrete materials. Subjects discussed include portland cement, special cement, aggregates, proportioning, mixing, placing, field control, admixtures, durability, volumetric changes, tests and testing procedure, cold weather construction, etc. Prerequisite: knowledge of arithmetic.

Sixteen lessons (three credits). \$10.00.

Mr. Johnston.

- 54s. **Soils Engineering.** A course intended for engineers and students who wish to become familiar with the basic principles of soil behavior, the terminology, the types of tests, and the application to practical problems. Origin and development of soils; their physical characteristics; and procedure of tests for their identification and suitability for use. Soil survey methods; field density tests; design of graded mixtures, soil stabilization, and theory of flexible base design. Prerequisites: two years of engineering college education or permission of instructor.

Sixteen lessons (no credit). \$10.00.

Mr. Kersten.

ELECTRICAL ENGINEERING

- 1c. **Direct Current Machinery I.** An elementary study of magnetism and electricity. Simple laws of magnetism, and the relation of magnetism to direct current electricity are developed. Series and parallel circuits, and combinations of both, simple wiring and armature winding are taken up. Prerequisites: Elementary Algebra A and B.

Sixteen lessons (three credits toward extension certificate only). \$10.00.

Mr. Fischer.

MECHANICAL ENGINEERING

- 1c. **Steam Power Plants I.** A course for boiler operators. Fuels, combustion, furnaces, steam generators, pumps, pipe and fittings. Boiler room practices. Properties of steam; boiler-water conditioning.

Sixteen lessons (three credits toward extension certificate only). \$10.00.

Mr. Summers.

NOTE.—For those who may plan to take an examination to obtain an operating engineer's license, Shop Mathematics, Course 1c, or equivalent preparation, is of the utmost importance.

3c. Air Conditioning. A course designed to present the fundamentals of air conditioning to those interested in designing, installing, selling, or recommending the modern type of appliances for heating, cooling, humidifying, or otherwise conditioning the air for residences and other buildings. The subject matter of this course deals with the comfort conditions of the human body; the laws of temperature, pressure, humidity, etc.; calculation of heat transmission losses and heating loads; calculation of cooling loads including sensible heat load, effect of solar radiation, and latent heat load; humidification and dehumidification; air distribution and air motion; air duct design including pressure losses, friction losses, size of ducts, air velocities, and duct construction. Especial consideration has been given to the basic principles and their application to practical problems. Prerequisite: Beginning Algebra or permission of instructor.

Sixteen lessons (three credits). \$10.00.

Mr. Algren, Mr. Jordan.

6c. Heating and Ventilating. A course arranged to present the fundamentals of heating and ventilating to those interested in designing, installing, selling, or recommending modern types of appliances for heating and ventilating residences and other types of buildings. The subject matter of this course deals with calculation of heat transmission losses and heating loads; psychrometry and humidification; radiators and boilers; fuels, combustion, and chimney; hot water and steam heating systems; gravity and forced air heating system; ventilation standards and the design of ventilating systems. Prerequisite: Elementary Algebra or permission of instructor.

Sixteen lessons (three credits). \$10.00.

Mr. Jordan.

16c. Refrigeration. This course is arranged to meet the demands not only of the operating and designing engineers who have to do with refrigerating plants and air conditioning installations, but also of those who have made a business of the installation and servicing of household refrigeration. It is a comprehensive study dealing with fundamental thermodynamics as applied to refrigeration; theoretical cycles of compression machines; refrigerants and their properties; principles of refrigeration; condensers, evaporators, and coolers; flow of refrigerants; piping and fittings; automotive refrigerating machines; water vapor refrigerating systems; adsorption and absorption machines; refrigeration in air conditioning; heat transfer and methods of calculating refrigeration load.

Sixteen lessons (three credits toward extension certificate). \$10.00. Mr. Algren.

ENGLISH

PREPARATORY COURSES

1. English Composition A. This course, and the three following, are suited to the needs of those persons who do not have a good foundation in English and, hence, need training in the correct use of the language. It covers that part of the work in composition usually given in the freshman year in high schools. It gives practice in writing compositions on simple subjects, with special attention to the development of sentence structure and a unified paragraph; special drill to overcome errors in grammar, spelling, punctuation, etc.; and training in the use of the dictionary.

Twenty lessons (one-half entrance unit). \$12.50.

Miss Schmidt.

2. English Composition B. This course is a continuation of the work of the first year, and covers the equivalent of the sophomore work in composition in high schools. Prerequisite: Course 1 or equivalent.

Twenty lessons (one-half entrance unit). \$12.50.

Miss Schmidt.

3. English Composition C. This course is a continuation of Courses 1 and 2. It covers the composition work of the junior year of the high school. Composition forms a large part of the course. Emphasis is placed on gathering material and organizing it into longer themes than those of the first year. Drill in spelling, punctuation, etc. are again

included. These drills cover more difficult points in grammar than those studied in the first year. Prerequisites: Courses 1 and 2 or equivalent.

Twenty lessons (one-half entrance unit). \$12.50.

Miss Schmidt.

4. English Composition D. This course is a continuation of Course 3, and corresponds to high school senior English composition. Prerequisites: Courses 1, 2, 3, or their equivalent.

Twenty lessons (one-half entrance unit). \$12.50.

Miss Schmidt.

5. English Literature A. The object of this course is to arouse in the student an interest in the reading of good literature and to assist him to a knowledge and appreciation of some of the masterpieces in the various forms of literature. It includes the study of a volume of short stories, a volume of poetry, Shakespeare's *Merchant of Venice*, and Scott's *Ivanhoe*. The reading of an additional volume of each type is required of the student and questions are used to assist as well as to test his understanding of the works read. The course corresponds to the literature part of high school freshman English.

Twenty lessons (one-half entrance unit). \$12.50.

Miss Grandy.

6. English Literature B. The aim of this course is similar to that of English Literature A but the material studied is more difficult and the standard of work higher. The works studied are Poe's *Tales*, Shakespeare's *Julius Caesar*, Dickens' *Tale of Two Cities*, Lowell's *Vision of Sir Launfal*, and Coleridge's *Rime of the Ancient Mariner*. Outside reading from literature of each type is also required. This course corresponds to the literature part of high school sophomore English. Prerequisite: Course 5 or equivalent.

Twenty lessons (one-half entrance unit). \$12.50.

Miss Grandy.

7. English Literature C. This is a course in American literature. The works of well-known American authors, including those of recent date, are studied according to type rather than in chronological order. Some knowledge of the authors' lives as well as of their works is required. The course corresponds to the literature half of high school junior English. Prerequisites: Course 5 or 6 or equivalent.

Twenty lessons (one-half entrance unit). \$12.50.

Miss Grandy.

8. English Literature D. This course, which corresponds to high school senior English literature, consists of a chronological study of the outstanding writers of English literature, their chief works and the periods in which they lived. It aims to establish standards of appreciation for the student's later reading, and stimulate him to further reading of good literature. Prerequisites: Courses 5, 6, and 7 or equivalent.

Twenty lessons (one-half entrance unit). \$12.50.

Miss Grandy.

COLLEGE COURSES

Literature

- †1c. Freshman Literature I. Intended for students who have had work in composition equivalent to that of English A-B-C, but who have not had the study of English classics included in that course. This course carries university credit for the work in literature of English A. It includes a study of the drama as illustrated by Shakespeare's *Henry IV*, Part I, *Romeo and Juliet*, and several plays of modern dramatists.

Sixteen lessons (three credits). \$10.00.

Miss Grandy.

- †2c. Freshman Literature II. This course carries university credit for the work in literature (prose writers) of English B. It includes a study of the works of Macaulay, Huxley, Newman, and Stevenson.

Sixteen lessons (three credits). \$10.00.

Miss Grandy.

† The material covered in Composition 4-5-6 and Freshman Literature I-II-III is equivalent to that given in classes in English A-B-C. Students completing these six courses through correspondence study will be entitled to fifteen credits. No credit toward graduation is allowed for Freshman Literature I, II, III until Composition 4-5-6 is completed.

†3c. Freshman Literature III. This course carries university credit for the work in literature of English C. It includes a study of various types of poetry from early ballads to dramatic monologs and free verse.

Sixteen lessons (three credits). \$10.00.

Miss Grandy.

*21. Introduction to Literature I. An intensive study of the leading writers of poetry and prose and of their historical background. The entire course of three terms begins with Marlowe and ends with Arnold. A knowledge of English history from Elizabeth to Victoria is required. The first term includes Marlowe, Spenser, Bacon, Browne, Milton, Bunyan, and Dryden. Prerequisites for credit: Composition 4-5-6.

Twenty-seven lessons (five credits). \$17.00.

Mr. Hessler.

*22. Introduction to Literature II. A continuation of 21. Addison and Steele, Swift, Pope, Fielding, Johnson, Boswell, and Sheridan.

Twenty-seven lessons (five credits). \$17.00.

Mr. Hessler.

*23. Introduction to Literature III. A continuation of 22. Wordsworth, Lamb, Byron, Shelley, Keats, Carlyle, Browning, and Arnold.

Twenty-seven lessons (five credits). \$17.00.

Mr. Hessler.

38. Twentieth-Century Literature II. A survey of the main currents in contemporary poetry and drama. The course includes selections from the works of Hardy, Housman, Masfield, Sassoon, Amy Lowell, Sandburg, Jeffers, Eliot, MacLeish, O'Neill, Kaufman, Connelly, Rice, Behrman, and Anderson. Emphasis on the reading of characteristic excerpts. The following texts will be used: Sanders and Nelson, *Chief Modern Poets of England and America* (Macmillan). Chandler and Cordell, *Twentieth Century Plays; American* (Nelson), (1939 Edition). Prerequisites for credit: Composition 4-5-6.

Sixteen lessons (three credits). \$10.00.

Mr. Dunn.

39. Twentieth-Century Literature III. The novel since Thomas Hardy. The course covers at least the following three English Novels: Thomas Hardy's *Tess of the D'Urbervilles*, Joseph Conrad's *Lord Jim*, Arnold Bennett's *The Old Wives' Tale*; and the following three American novels: Ernest Hemingway's *A Farewell to Arms*, Thomas Wolf's *Of Time and the River*, John Steinbeck's *The Grapes of Wrath*. Prerequisite for credit: Composition 4-5-6.

Sixteen lessons (three credits). \$10.00.

Mr. Dunn.

§52. The English Novel I. The development of the novel from Defoe to Scott. Emphasis on the reading of a number of important novels and excerpts from others, supplemented by biographical and literary information obtained from a textbook and from one of the ordinarily accessible encyclopedias. The following novels are read: *Robinson Crusoe*, *Joseph Andrews*, *Humphrey Clinker*, *Evelina*, *Pride and Prejudice*, and *The Heart of Midlothian*. Prerequisites: Composition 4-5-6, or exemption.

Sixteen lessons (three credits). \$10.00.

Mr. Hessler.

§53. The English Novel II. Method as in Course 52, except that no excerpts will be read. The reading consists of *Bleak House*, *Vanity Fair*, *Jane Eyre*, *Wuthering Heights*, *Adam Bede*, *Barchester Towers*, *Mary Barton*, *Richard Feverel*. Prerequisites: Composition 4-5-6, or exemption, and English Novel I.

Sixteen lessons (three credits). \$10.00.

Mr. Hessler.

§55. Shakespeare I. Shakespeare's development as a dramatist. A careful study of the Comedies. Prerequisites: Composition 4-5-6, and six additional credits in English.

Sixteen lessons (three credits). \$10.00.

Mr. Dunn.

* Students must take either 21 and 22 or 22 and 23 to receive credit. Two quarters are required as a prerequisite for a major sequence; the second and third quarters are required for a teacher's certificate.

† The material covered in Composition 4-5-6 and Freshman Literature I-II-III is equivalent to that given in classes in English A-B-C. Students completing these six courses through correspondence study will be entitled to fifteen credits. No credit toward graduation is allowed for Freshman Literature I, II, III until Composition 4-5-6 is completed.

‡ Parts I and II must be completed before credit will be allowed for either.

- †56. Shakespeare II. A continuation of Course 55, with emphasis on Tragedy.
Sixteen lessons (three credits). \$10.00. Mr. Dunn.
- †73. American Literature I. A survey of American literary development in the seventeenth, eighteenth, and early nineteenth centuries. Prerequisites for credit: Composition 4-5-6, and six additional credits in English.
Sixteen lessons (three credits). \$10.00. Mr. Hessler.
- †74. American Literature II. A continuation of 73. A survey of American literary development from Hawthorne to the end of the nineteenth century.
Sixteen lessons (three credits). \$10.00. Mr. Hessler.
75. Chaucer. Reading of selections from *The Canterbury Tales* (and of the following critical discussions: *Chaucer and His Poetry* by G. L. Kittredge and *Some New Light on Chaucer* by J. M. Manly). The emphasis of this course will be on content and literary forms. Only such attention as is necessary to illuminate the text and to make the reading easy and enjoyable will be given to the life, times, and language of Chaucer. Prerequisites: Composition 4-5-6 and 6 additional credits in English, or English A-B-C, or 10 credits in 21-22-23.
Twenty-one lessons (four credits). \$13.50. Miss Armstrong.

Composition

NOTE—All lesson reports in English composition must be returned to the Correspondence Study Department before credit will be allowed for a course.

1c. Vocabulary Building.—See page 51.

- A. Preparatory English. A course in the simple fundamentals of correct English, intended to give additional drill to high school graduates who need further preparation for college English.
Twelve lessons (no credit). \$7.50. Mrs. del Plaine.
4. Composition IV. Introduction to the college study of English composition: review of grammar; the writing, criticism, and revision of themes; study of models of contemporary English prose. Emphasis throughout on clarity and correctness, especially in the sentence. (Composition 4-5-6 fulfill the freshman English requirement).
Sixteen lessons (three credits). \$10.00. Mr. Haug.
5. Composition V. Continuation of Composition IV: the writing, criticism, and revision of themes; study and analysis of models of contemporary English prose; the preparation of research papers. Emphasis throughout on effectiveness (rather than mere correctness) in the sentence, and on coherence in the whole composition.
Sixteen lessons (three credits). \$10.00. Mr. Haug.
6. Composition VI. Continuation of Composition V, including themes and reading; but the emphasis throughout is on diction, the history of the English language, and the use of the dictionary.
Sixteen lessons (three credits). \$10.00. Mr. Dunn.
- 26c. Scientific Writing. Study of the more common forms and techniques used in presenting scientific and technical information. Emphasis throughout is on the inductive method. Prerequisites for credit: English A-B-C or Composition 4-5-6 or exemption from requirement; a course in a natural science is desirable.
Sixteen lessons (three credits). \$10.00. Mr. Haug.
- †27. Advanced Writing I—Exposition. Study and writing of essays with emphasis on structure and organization. (The student is free to choose his own essay subjects. The course is intended to aid the student in working out individual problems.) Prerequisites for credit: English A-B-C or Composition 4-5-6 or exemption from requirement.
Sixteen lessons (three credits). \$10.00. Mr. Haug.

† Parts I and II must be completed before credit will be allowed for either.

†28. **Advanced Writing II—Narration and Description.** Study of principles of description and narration with analysis of specimens and exercises in writing. Prerequisite for credit: Advanced Writing I.

Sixteen lessons (three credits). \$10.00.

Mr. Haug.

†69. **Short Story Writing I.** A basic study of short story technique, with emphasis on the student's completion of several original stories. Manuscripts will be carefully read, and suggestions for improvement will be offered. The textbook is the work of a successful author, and the stories studied as models represent some of the best modern American fiction. Anyone may enroll in the course, but before receiving university credit for completing Short Story I, the student must also complete Composition 4-5-6 and Advanced Writing 27-28.

Sixteen lessons—each story submitted will count as two or more lessons

according to the length of the story (three credits). \$10.00.

Mr. Briggs.

†70. **Short Story Writing II.** A continuation of Short Story Writing I, with careful study of great stories and with emphasis on the student's original writing. Special types and forms of the short story will be studied. Manuscripts will be carefully criticized with consideration of individual aims and problems.

Sixteen lessons—each story submitted will count as two or more lessons

according to the length of the story (three credits). \$10.00.

Mr. Briggs.

80c. **Independent Writing.** Specifically designed for advanced students. The student is given complete freedom; but assignments will be made and lesson material supplied from time to time. The instructor will criticize any writing which the student submits. It is to the student's advantage that he submit a sample of his writing for the approval of the instructor before actually registering for this course.

Sixteen installments of a total of approximately 15,000 words (no credit).

\$10.00.

Mrs. Phelan.

GEOLOGY

8. **Introductory Geology.** An introductory treatment of the materials of the earth and of geologic processes; principles of earth sculpture, glaciation, volcanic activity, mountain building, etc., as a key to the interpretation of the surface features and the history of the earth. No prerequisites.

Twenty-seven lessons (five credits). \$17.00.

Mr. Thiel.

GERMAN

NOTE—All lesson reports in language courses must be returned to the Correspondence Study Department before credit will be allowed for a course.

A German pronunciation record prepared by the German Department and Correspondence Study Department is available for \$1.50. Not required but advised.

*1. **Beginning German I.** Grammar and easy composition. The course aims to give the student a knowledge of the elements of German grammar, the facility to read easy German, and to write simple German sentences.

Twenty-seven lessons (five credits). \$17.00.

Mr. Burkhard.

*2. **Beginning German II.** A continuation of Course 1. Prerequisite: Course 1.

Twenty-seven lessons (five credits). \$17.00.

Mr. Burkhard.

*3. **Beginning German III.** Grammar and composition continued; selected readings in easy prose and verse. Prerequisites: Courses 1 and 2 or equivalent.

Twenty-seven lessons (five credits). \$17.00.

Mr. Burkhard.

* May be taken for one entrance unit.

† Parts I and II must be completed before credit will be allowed for either.

4. Intermediate German. Selections from modern narrative and descriptive prose. Assigned outside readings and reports. Prerequisites: Courses 1, 2, and 3 or equivalent.
Twenty-seven lessons (five credits). \$17.00. Mr. Downs.
24. Introduction to Chemical German. Selections of simple chemical German prose. Vocabulary and grammatical exercises. No prerequisite.
Sixteen lessons (three credits). \$10.00. Mr. Meessen.
- 25-26. Chemical German. Reading of works on chemistry. Vocabulary exercises. Prerequisite: Course 24, 1, or one year of preparatory German.
Course 25—Sixteen lessons (three credits). \$10.00. Mr. Meessen.
Course 26—Sixteen lessons (three credits). \$10.00. Mr. Meessen.
30. Medical German I. This course is intended primarily for medical students. Articles on anatomy, biology, embryology, comparative anatomy, surgery, and other fields of medicine. Prerequisite: German 3, given in the College of Science, Literature, and the Arts, or equivalent.
Sixteen lessons (three credits). \$10.00. Mr. Burkhard.
31. Medical German II. A continuation of Course 30.
Sixteen lessons (three credits). \$10.00. Mr. Burkhard.
32. Medical German III. A continuation of Course 31.
Sixteen lessons (three credits). \$10.00. Mr. Burkhard.
- †50. Elementary Composition I. A review of the fundamentals of German grammar with particular attention to the idioms and characteristics of conversational and written German. Prerequisite: Course 4.
Eleven lessons (two credits). \$7.00. Mr. Holske.
- †51. Elementary Composition II. Translation and grammar review. Prerequisite: Course 50.
Eleven lessons (two credits). \$7.00. Mr. Holske.
63. Drama I. Study of the nineteenth-century drama in Germany. Selected plays of Hebbel, Hauptmann, or Sudermann, with assigned readings and reports. Open to those who have completed Courses 1, 2, 3, and 4.
Twenty-four lessons (four and one-half credits). \$15.00. Mr. Downs.
64. Drama II. Study of the German drama of the eighteenth century and through the classic period. Selected plays of Lessing, Goethe, or Schiller, with assigned readings. Prerequisites as in Course 63.
Twenty-four lessons (four and one-half credits). \$15.00. Mr. Downs.

GREEK

(See Classics.)

HISTORY

PREPARATORY COURSES

1. American History. Similar to the course usually given in the fourth year of high school.
Part A. The settlement and growth of the colonies in America; the development of friction between colonies and homeland leading to the Revolution; the Constitution—its framing and operation; political history, 1789 to the present, with emphasis on the growth of democracy in government.
Twenty lessons (one-half entrance unit). \$12.50. Mrs. Merideth.
Part B. Economic development of the United States—agricultural development and problems; the Industrial Revolution in America; the growth of big business; re-

† Both Course 50 and Course 51 must be completed before credit is allowed for either.

lations between government and business; the development of American ways of life—customs, thought, and culture; America's foreign relations and foreign policy, 1789 to the present; problems of the United States today.

Twenty lessons (one-half entrance unit). \$12.50.

Mrs. Merideth.

2. World History. Corresponds to the second or third year of high school course. Survey of the development of civilization from prehistoric man to the present. Part A through 1815, stresses oriental, Greek, Roman, and medieval civilizations, the Reformation, rise of national states, colonial rivalry, the French, the Revolution, Napoleon and the Congress of Vienna. Part B stresses the Industrial Revolution, modern democracy in the various countries of Europe, imperialism, the World War, postwar problems and social, economic, and political conditions of the world today.

Part A, twenty lessons (one-half entrance unit). \$12.50.

Mrs. Merideth.

Part B, twenty lessons (one-half entrance unit). \$12.50.

Mrs. Merideth.

COLLEGE COURSES

- †1. European Civilization I. A survey of European history from 1500 to 1648.

Twenty-one lessons (four credits). \$13.50.

Mrs. Mudgett.

- †2. European Civilization II. A survey of European history from 1648 to 1850. Emphasis is placed upon the causes and results of the French revolutionary period.

Twenty-one lessons (four credits). \$13.50.

Mrs. Mudgett.

- †3. European Civilization III. A survey of European history from 1850 to the present. Emphasis is placed upon the characteristic features of the 19th century civilization, the growth of nationalism, the struggle for overseas possessions and spheres of influence.

Twenty-one lessons (four credits). \$13.50.

Mrs. Mudgett.

- †4. English History I—England in the Middle Ages. A survey of English history from the earliest times to 1485.

Sixteen lessons (three credits). \$10.00.

Mrs. Mudgett.

- †5. English History II—Expansion of England 1485-1748.

Sixteen lessons (three credits). \$10.00.

Mrs. Mudgett.

- †6. English History III—The Modern Empire and the Commonwealth of Nations.

Sixteen lessons (three credits). \$10.00.

Mrs. Mudgett.

- *7c. Survey of Minnesota History. The history of Minnesota from the explorers to the present with emphasis on the social, cultural, and economic, as well as the political, history of the state. The state's racial composition and contributions, the rise of industries, the evolution of transportation and of farming, and changes in social and political attitudes are among the topics studied. Access to Folwell's *History of Minnesota* and the magazine *Minnesota History* will be required. (For three-credit course see History 89.)

Twenty-one lessons (four credits in Minnesota state teachers colleges). \$13.50.

Mr. Beeson.

- *8c. The Foundations of Modern Civilization. An insight into the development of human institutions and practices which comprise what is called modern civilization. A study of primitive man, civilizations of the Ancient Near East, Greece, and Rome; the decline of Rome, and, with it, ancient civilization in the West; the development of modern civilization which may be said to have been launched by 1500 A.D. Throughout the course, emphasis is placed on culture traits, such as religion, art, literature, science, economics, political institutions, and whatever else made up a civilization at a given time. No prerequisites.

Twenty-one lessons (four credits in Minnesota state teachers colleges). \$13.50.

Mr. Wall.

* Not open to those who have completed History 1-2.

† All parts of the sequence to which this course belongs must be completed before credit is allowed for any part of it.

17. Europe in the Middle Ages (800-1500). A study of western European history from the fall of the Roman Empire to the rise of the modern states. Prerequisites: ten credits in history for freshmen; others, no prerequisites.

Twenty-seven lessons (five credits). \$17.00.

Mr. Kane.

†20. American History I (1763-1840). This course covers the period from 1763 to the close of the War of 1812, and includes the background of the Revolution, the war itself, and the formation of the national government, the growth of parties, and the conflicts over foreign policies, the development of democracy and of nationalism. Prerequisites: ten credits in history for freshmen; others, no prerequisites.

Sixteen lessons (three credits). \$10.00.

Mr. Kane.

†21. American History II (1840-1877). A survey of the development of the United States from the close of the War of 1812 to the close of the Civil War. Special emphasis upon the westward movement, the new democracy, the tariff and public land questions, sectionalism and slavery conflicts, and the background of the Civil War. Careful study of the social and economic changes of the period. Prerequisites: ten credits in history for freshmen; others, no prerequisites.

Sixteen lessons (three credits). \$10.00.

Mr. Kane.

†22. American History III (1877 to present). A survey of American history from the close of the Civil War to the entry of the United States into World War I. Special emphasis is laid on the economic changes of the period and their reaction upon politics. Prerequisites: ten credits in history for freshmen; others, no prerequisites.

Sixteen lessons (three credits). \$10.00.

Mr. Kane.

§50. Greek History I. The history of Greece and the Aegean area from earliest times to 500 B.C. The following topics will be considered: the archeology of the prehistoric period with special emphasis upon Minoan and Mycenaean civilization and Troy; the rise of Greek culture (1000-750 B.C.); the rise of Sparta and Athens and the early development of Greek literature, art, and philosophy (700-500 B.C.). Prerequisites: nine credits in history. Open to juniors and seniors without prerequisites.

Sixteen lessons (three credits). \$10.00.

Mr. Kane.

§51. Greek History II. The classical period of Greek civilization (500-362 B.C.). Main topics to be considered: the Persian Wars, the wars between Athens and Sparta, the Spartan and Theban attempts to establish Greek empires; Greek society and economics; classical art, architecture, literature (with special attention to the drama), and philosophy. Readings in translated sources. Prerequisite: History 50. Open to juniors and seniors without prerequisites.

Sixteen lessons (three credits). \$10.00.

Mr. Kane.

§52. Greek History III. History of the Hellenistic phase of Greek civilization (362-146 B.C.). Greek history from the rise of Macedonia and Alexander the Great to the Roman conquest. Special emphasis upon art, architecture, literature, philosophy, and science. Prerequisite: History 51. Open to juniors and seniors without prerequisites.

Sixteen lessons (three credits). \$10.00.

Mr. Kane.

§50a. Roman History I. Rome and Italy from the earliest times to 133 B.C. Survey of Italian prehistory, the Roman monarchy, the establishment of the Roman Republic, and Roman expansion in the Mediterranean area to 133 B.C. Archeological studies, the evolution of the Roman government, as well as economic and cultural developments, will be stressed. Prerequisites: nine credits in history. Open to juniors and seniors without prerequisites.

Sixteen lessons (three credits). \$10.00.

Mr. Kane.

† All parts of the sequence to which this course belongs must be completed before credit is allowed for any part of it.

§ All parts of the sequence to which this course belongs must be completed before credit is allowed for any part of it. It will, however, be possible to combine this sequence with the sequence in Roman History, e.g., Greek History 51-52, Roman History 50a or Greek History 52, Roman History 50a, 51a.

- §51a. Roman History II. The fall of the Roman Republic and the rise of the Empire (133 B.C. to 68 A.D.). Political, economic, and social factors. Attention to literature and general culture. Reading in the sources (in translation) will form part of the work. Prerequisite: History 50a. Open to juniors and seniors without prerequisites. Sixteen lessons (three credits). \$10.00. Mr. Kane.
- §52a. Roman History II. The flowering and decline of the Roman Empire (68 to 305 A.D.). The history of Roman civilization from Vespasian to the abdication of Diocletian. Prerequisite: History 51a. Open to juniors and seniors without prerequisites. Sixteen lessons (three credits). \$10.00. Mr. Kane.
- †83. American Economic History I—Colonial Period. Two sets of influences meet to produce the early economic history of America; the first, what the colonist brought with him from Europe; the second, what he found here upon arrival. Prerequisites: fifteen credits in history or ten credits in economics, political science, or sociology. Sixteen lessons (three credits). \$10.00. Mrs. Mudgett.
- †84. American Economic History II—Early National Period. The struggle for political and economic independence, the protection of economic interests afforded by the new Constitution, the influence of the Supreme Court upon economic development, and the early westward movement. Prerequisite: History 83. Sixteen lessons (three credits). \$10.00. Mrs. Mudgett.
- †85. American Economic History III—Later National Period. The economic history of the Civil War and the expansion of American business at home and abroad. Prerequisite: History 84. Sixteen lessons (three credits). \$10.00. Mrs. Mudgett.
89. History of Minnesota. Minnesota's history since the coming of the French, with primary emphasis on the period following statehood. The development of the state's principal industries, the growth of its cities, its racial composition, and its changes in social and political attitudes. Access to Folwell's *History of Minnesota* and the magazine *Minnesota History* will be required. (For four-credit course for students in state teachers colleges see History 7c.) Sixteen lessons (three credits). \$10.00. Mr. Beeson.
- 93a-94a-95a. History. Survey of Latin-American History. A survey of the historical evolution of the Latin-American countries from 1492 to the present time. The course is divided into three sections: 93a, Spanish and Portuguese exploration and settlement in the New World; 94a, The Wars for Independence and the nineteenth-century development of Latin America; 95a, The Twentieth Century. The course may be taken for credit in two ways: the whole sequence (93a-94a-95a) may be completed for nine credits, or 95a (The Twentieth Century) may be taken separately for 3 credits. Sixteen lessons (three credits each section). \$10.00 each. Mrs. Tyler.

HOME ECONOMICS

(For courses in Interior Decoration see Art Education.)

- 2c. Introduction to Textiles. A course for consumers and people in the field of merchandising. A study of textile fibers as used in clothing and home furnishings. Their identification, properties, and uses. Methods of yarn and fabric construction and fabric finishing. Determination of fabric quality in relation to use. How to care for fabrics. A laboratory fee of \$1.00[†] required, payable at time of registration. Sixteen lessons (three credits). \$10.00. Miss Birong.

† All parts of the sequence to which this course belongs must be completed before credit is allowed for any part of it.

‡ All parts of the sequence to which this course belongs must be completed before credit is allowed for any part of it. It will, however, be possible to combine this sequence with the sequence in Roman History, e.g., Greek History 51-52, Roman History 50a or Greek History 52, Roman History 50a, 51a.

HORTICULTURE

24. Principles of Landscape Design. A course for those who want to know how to plan the home grounds for greater use and enjoyment, with an introduction to the principles of landscape design, their use, and importance in the arrangement and decoration of the home grounds. This course will be an artistic approach to the problems and prospects of home landscaping. It will also serve as a background for the pursuit of the popular hobby of gardening. There will be an independent student project of planning either a hypothetical home plot or the home place of the student. In this project the student will be guided by the instructor. The course will give the home owner and others interested in home landscaping a practical program of study.

Sixteen lessons (three credits). \$10.00.

Mr. Hunt.

HYGIENE

- 1c. Maternal and Child Hygiene. Prepared by the Division of Child Hygiene of the Minnesota Department of Health. The lessons take up personal hygiene and home hygiene with special emphasis on maternal and child welfare; diseases of infancy and childhood and care of sick in the home; prenatal hygiene, care of the mother, common complications and how to avoid them, preparation for confinement and after-care of the mother and child; infant care and feeding, weaning and later feeding, growth, development, and training. This course is given in co-operation with state agencies without charge. Offered to residents of Minnesota only.

Fifteen lessons (no credit). Free.

Dr. Wilson.

INTERIOR DECORATION

(See Art Education.)

JOURNALISM

- 1c. Rural Community Reporting. Gathering and writing news of the rural neighborhood for the local community newspaper, sometimes called country correspondence; analysis of rural neighborhood groups and their news interests; study of the obligations of the rural reporter, to his neighborhood, and to his newspaper; practical exercises in the gathering and writing of rural news.

Sixteen lessons (three credits). \$10.00.

Mr. Barnhart.

13. Newspaper Reporting I. Study of the newspaper audience; structure and writing of the news story; study of news values; exercises in journalistic style; analysis of newspapers; news gathering and reportorial methods. Numerous writing assignments.

Sixteen lessons (three credits). \$10.00.

Mr. Charnley.

14. Newspaper Reporting II. Continued study of the news gathering and of writing the "straight" news story; the human interest or feature story; analysis of newspapers; special types of reporting; "made" news and advanced interviewing. Numerous writing assignments. Prerequisite: Course 13.

Sixteen lessons (three credits). \$10.00.

Mr. Charnley.

15. Newspaper Reporting III. Study of newspaper law, including libel, rights of the press, study of "privilege," and so on; advanced reporting; the interpretative story; the series news story. Numerous writing assignments. Prerequisite: Course 14.

Sixteen lessons (three credits). \$10.00.

Mr. Charnley.

68. Radio Writing. Study and practice in the several forms of radio writing, including news, advertising, and dramatic scripts. Radio analyses and surveys. Numerous writing assignments.

Sixteen lessons (three credits). \$10.00.

Mr. Charnley.

73. Newspaper and Magazine Articles I. A study in the writing of facts and opinion articles, interviews and expository articles, both serious and feature, for newspapers and magazines. Main emphasis is laid on the journalistic type of article rather than the essay type. (Not open to those who have completed Journalism 69.)
Sixteen lessons (three credits). \$10.00. Mr. Steward.
- 75c. Newspaper and Magazine Articles II. A continuation of Course I, including a study of typical first-class magazines and newspapers, both of specialized and general interest, including trade publications.
Sixteen lessons (three credits). \$10.00. Mr. Steward.
78. Public Relations. A course in the techniques of interpreting business and industrial organizations, educational and scientific institutions, social welfare groups, war agencies and other organizations to the public through the press, radio, trade papers, magazines, pamphlets, circulars, bulletins, direct mail, etc. An analysis of the methods of using each of the media. Prerequisites for credit Journalism 69 or 73.
Sixteen lessons (three credits). \$10.00. Mr. Mickelson.
82. The Supervision of School Publications. A practical consideration of the problems of the high school teacher, especially of the teacher who is inadequately prepared for such work, who supervises the newspaper, or yearbook. Editorial content; staff organization; editing; headlines; topography; make-up; business management; costs; engraving; photography and other subjects are considered.
Sixteen lessons (three credits). \$10.00. Mr. Barnhart.

LATIN

(See Classics.)

LETTERING

(See page 27.)

LIBRARY TRAINING

The courses in Library Training are not part of the curriculum of the Division of Library Instruction. Those students, therefore, who major in library training will not be allowed to apply credits earned in these subjects towards graduation. These courses may be taken as elective credits, and in addition, the credits earned in either one or the other of these courses may be used to apply on the requirement for the Minnesota endorsement for teacher-librarians.

52. Elementary Cataloging. The forms and principles involved in making a dictionary card catalog. Based primarily upon the Catalog Rules of the American Library Association, with reference to other codes. Directions for the use of the printed Library of Congress cards.
Sixteen lessons (three credits). \$10.00. Miss Ihm.
54. Elementary Classification. Based on the unabridged edition of the Dewey Decimal Classification. Aims to give an understanding of the standard classification scheme and its use in a library. Considerable attention is given to modifications and adaptations useful in various types of libraries. Includes Cutter-Sanborn author numbers, accession, and card shelf-list records.
Sixteen lessons (three credits). \$10.00. Miss Davenport.

MATHEMATICS
PREPARATORY COURSES

1. Elementary Algebra A. A beginning course. Treats positive and negative numbers; addition, subtraction, multiplication, and division of monomials and polynomials; simple equations in one unknown quantity; elementary special products and factoring; highest common factor and lowest common multiple. Prerequisite: common school arithmetic.

Twenty lessons (one-half entrance unit). \$12.50. Mr. Fischer.

2. Elementary Algebra B. Treats addition, subtraction, multiplication, and division of fractions including complex fractions; equations in one unknown quantity which involve fractions; graphical representation; simultaneous equations of the first degree; square roots and quadratic surds; quadratic equations in one unknown quantity. Prerequisite: Course 1.

Twenty lessons (one-half entrance unit). \$12.50. Mr. Fischer.

3. Plane Geometry A. The work of this course is elementary geometry, rectilinear figures and the circle, with the miscellaneous original exercises and some elementary construction problems. Prerequisites: Courses 1 and 2.

Twenty lessons (one-half entrance unit). \$12.50. Mr. Fischer.

4. Plane Geometry B. This course treats proportion, similar triangles, proportional properties of line segments, proportional properties of chords and secants, trigonometric ratios, areas of polygons, regular polygons and circles. Prerequisite: Course 3.

Twenty lessons (one-half entrance unit). \$12.50. Mr. Fischer.

5. Solid Geometry. Standard theorems and exercises. Practice in special proofs and original exercises to develop imagination and initiative. Prerequisites: Courses 3 and 4, or equivalent. *Acceptable for 3 credits in the College of Science, Literature, and the Arts, providing special arrangements have been made at the time of registration.*

Twenty lessons (one-half entrance unit). \$12.50. Mr. Fischer, Miss Bozicevitch.

COLLEGE COURSES

(For courses in mathematics for engineers see pages 27-28.)

- *1. Higher Algebra. A review and a collegiate treatment of the topics of elementary algebra for those who have had one year of elementary algebra. Open for credit to any student offering not more than one-half year of high school higher algebra for entrance.

Twenty-seven lessons (five credits). \$17.00. Miss Carlson.

- 5c. Solid Geometry. (See above.)

- †6. Trigonometry. A beginning course of collegiate grade in plane trigonometry and logarithms. Solutions of triangles with applications to surveying and physics. Emphasis on properties of trigonometric functions, identities, and equations. Prerequisite: Mathematics 1, or high school higher algebra. § Open for credit to students who have not taken trigonometry and to those who are offering high school trigonometry for entrance.

Twenty-seven lessons (five credits). \$17.00. Miss Thorp.

7. College Algebra. Quadratic equations, simultaneous quadratic equations, progressions, mathematical induction, the binomial theorem, permutations, combinations, probability, determinants, the theory of equations, infinite series, and partial fractions. Prerequisite: Mathematics 6 or registration and satisfactory progress in Mathematics 6.

Twenty-seven lessons (five credits). \$17.00. Miss Gibbens.

* May be taken for one entrance unit.

† No student may receive credit for both Course 6 and Course 9c, or both Course 8 and Course 9c.

§ A substantial high school course in advanced algebra for one semester is sufficient. However, some students with less than one year of advanced high school algebra may prefer to take Mathematics 1 before 6 or 8.

†8. Commerce Algebra. Logarithms and selected topics in college algebra. A preparatory course for Mathematics 20. Prerequisite: Mathematics 1 or high school higher algebra.‡

Twenty-seven lessons (five credits). \$17.00.

Miss Gibbens.

†9c. Logarithms. Definition and fundamental properties of logarithms. Use of logarithms in computing. Prerequisite: Mathematics 1 or high school higher algebra.

Six lessons (one credit). \$5.00.

Miss Gibbens.

20. Mathematics of Investment. The mathematical theory of simple interest, simple discount, compound interest and annuities certain. The applications deal with promissory notes, banking practice in the lending of money, the discharge of debts by periodic payments, depreciation funds, perpetuities, capitalization problems, and bonds. Prerequisites: Mathematics 6 and 7, or 7 and 9c, or 8, or 15 and 16.

Twenty-seven lessons (five credits). \$17.00.

Miss Gibbens.

30. Analytic Geometry. The elements of plane analytic geometry including the geometry of the conic sections, with a brief introduction to solid analytic geometry. Prerequisites: Courses 6 and 7, or 15 and 16.

Twenty-seven lessons (five credits). \$17.00.

Mr. Underhill.

50. Calculus I. Differential Calculus. Limits, continuity, differentiation, maxima and minima, applications to geometry and physics, differentials, law of the mean, indeterminate forms, convergence of series, expansions and partial differentiation. Prerequisite: Mathematics 30.

Twenty-seven lessons (five credits). \$17.00.

Mr. Underhill.

51. Calculus II. Integral Calculus. Indefinite integrals, definite integrals, convergence of improper integrals, the definite integral as the limit of a sum, multiple integrals and applications to geometry and mechanics. Prerequisite: Mathematics 50.

Twenty-seven lessons (five credits). \$17.00.

Mr. Underhill.

62. Theory of Equations I. Complex numbers, the general solution of cubic and quartic equations, numerical solution of equations, and relations between algebraic equations and geometric constructions by ruler and compasses. Prerequisite: Mathematics 50.

Sixteen lessons (three credits). \$10.00.

Miss Carlson.

106. Differential Equations. Prerequisite: Mathematics 51.

Sixteen lessons (three credits). \$10.00.

Mr. Underhill.

MUSIC

4. Harmony I. Sixteen lessons (three credits). \$10.00.

Miss Malcolm.

5. Harmony II. Sixteen lessons (three credits). \$10.00.

Miss Malcolm.

6. Harmony III. Sixteen lessons (three credits). \$10.00.

Miss Malcolm.

These courses are the equivalent to the written theory given at the University of Minnesota for resident students in the Department of Music. Consist of the study of scales, intervals, chords, their structure and progression, harmonization of given basses, and melodies. Registration accepted only upon approval of previous preparation in music, which must be fully stated in the application.

65. (Music Education). Instrumentation and Orchestration. A practical study of the standard instruments of band and orchestra; their compass, key, particular difficulties, characteristic passages, effective use in combinations, substitution for missing parts; reading and writing of scores and individual parts; all with reference particularly to the small orchestra and to school organizations. Prerequisites: Music 3, 4 (Harmony) or its equivalent.

Sixteen lessons (three credits). \$10.00.

Mr. Boessenroth.

† No student may receive credit for both Course 6 and Course 9c, or both Course 8 and Course 9c.

‡ A substantial high school course in advanced algebra for one semester is sufficient. However, some students with less than one year of advanced high school algebra may prefer to take Mathematics 1 before 6 or 8.

76. **Form and Analysis.** The analysis of well-known musical compositions, with regard to their formal structure and content. Review of the literature of the preclassical period. Interpretation of musical ornaments. Decadence of polyphony and the development of the homophonic style and forms. Classic music. Influences on the Romantic movement. Tendencies in modern music. The meaning of music. Prerequisites: Courses 4 and 5, and General Psychology I and II.

Sixteen lessons (three credits). \$10.00.

Mr. Stephens.

ORIENTATION

2. **An Introduction to the Social Sciences.** A survey course introducing the student to the social sciences of sociology, social anthropology, social psychology, human geography, government, and economics. The objective of this course is to so enlarge the resources of the student that he may know and use the vocabulary, methods, and tools of the social sciences in order that independent reading in these fields may be undertaken with understanding. An attempt is made to show the interrelations of all of the social sciences with the aim of securing a more thoro explanation of modern social problems.

Sixteen lessons (three credits). \$10.00.

Miss Shaw.

PHILOSOPHY

1. **Problems of Philosophy.** What are the fundamental differences in mental processes and temperament which determine belief? What is truth? Knowledge? Is the physical world an illusion or can we prove that it exists outside our minds? What is the nature of man? Does he possess a free will? How do we know what is right? Is democracy the best political system? These are some of the questions discussed in this course. The answers of great thinkers from ancient times down to the present are examined. No prerequisites.

Twenty-seven lessons (five credits). \$17.00.

Mr. Everett,* Miss Shaw.

2. **Logic.** There is a difference between "straight" and "crooked" thinking. Logic is the study of these differences. What is a fallacy? How many pitfalls beset the attempt to think straight? When is a term properly defined? Why are sound definitions important? What is meant by a "syllogism"? What is meant by a "dilemma"? What do you understand by proof? When is proof of a statement called for? When is it complete? What is a hypothesis? How many of these do you use in an average conversation? What is meant by "scientific thinking"? Logic is the *systematic analysis* of these and other related questions. The study of logic will show you what is involved in straight thinking. No prerequisites.

Sixteen lessons (three credits). \$10.00.

Mr. Castell.

3. **Ethics.** In times of war, different systems of moral values are brought into sharp contrast. Can we give reasons for accepting one and not the others? Is it possible to give a reasonable basis for our belief that one way of life is better than another? Ethics involves a discussion of the basis for the moral judgments and the moral choices that we make.

Twenty-seven lessons (five credits). \$17.00.

Miss Shaw.

Available September 1, 1944.

PHYSICAL EDUCATION

32. **Introductory Principles of Physical Education.** Principles and problems connected with the philosophy, organization, administration, program construction, and methods of teaching physical education.

Sixteen lessons (three credits). \$10.00.

Mr. Bartelma.

* Absent on leave for war service.

56. Nature and Function of Play. A fundamental background course for either recreation or physical education. Proceeds from an understanding of the biological play drive, theories and philosophies of play, to the place of play in the modern world and its function in building an integrated personality.
Sixteen lessons (three credits). \$10.00. Mr. Haislet.
57. Operation and Conduct of Play Centers. A course designed especially to aid the teacher of art, music, industrial or physical education who has been given the responsibility of assisting with, or directing, the summer recreation program. Programs, leadership, facilities and equipment, and problems of operation and administration.
Sixteen lessons (three credits). \$10.00. Mr. Haislet.
63. Organization and Administration of Physical Education. Problems of organization, administration, and supervision. Arrangement of programs in physical education activities. Discussion of place of athletics in the program; schedule making; construction, equipment, and care of gymnasias and athletic fields.
Sixteen lessons (three credits). \$10.00. Mr. Piper.
83. Course in School Health Education, Method and Content, listed below, is open to both men and women.

COURSES FOR WOMEN

82. Principles and Curriculum of Physical Education. In this course principles of philosophy, curriculum, method, and evaluation are studied in the light of their psychological, biological, and social significance.
Sixteen lessons (three credits). \$10.00. Miss Baker.
83. School Health Education, Method and Content. Study of principles, curriculum, resources, and problems of health education in preparation for health teaching.
Sixteen lessons (three credits). \$10.00. Miss Starr.
95. Administration of Physical Education. Study of the care and use of facilities and equipment; organization of the physical education program from the standpoint of classification of the students, appraisal of activities, management of class with particular emphasis upon the program for girls and women. Relationship of the physical education program to the community.
Sixteen lessons (three credits). \$10.00. Miss Snell.

PHYSICS

29. Introduction to Meteorology. Fundamental physical principles and first elements underlying meteorological study, weather map analysis and construction; also local meteorological observation. Prerequisite: permission of instructor.
Sixteen lessons (three credits). \$10.00. Mr. Valasek.

POLITICAL SCIENCE

For Course in Citizenship see page 51.

- †1. American Government and Politics I. Every system of government operates upon the basis of certain fundamental principles and practices. These determine the general contours of the system. The objective of this course, therefore, is to acquaint the citizen with the fundamental principles and practices of the American system. Among the questions for consideration are: What is a constitution? How did the American Constitution come into being? How has it been adopted to changing economic and social conditions? What are the various units of government in the United States? What are their interrelationships? What rights do persons living in the United States

† Both Course 1 and Course 2 must be completed before credit is allowed for either.

possess? How are they protected? How can one play an effective role in government? What is public opinion? What is a political party? How are candidates for office nominated? Who controls elections? How is the electoral process regulated and administered? No prerequisite.

Sixteen lessons (three credits). \$10.00.

Mr. Kirkpatrick.

- †2. American Government and Politics II. To comprehend government as a process, as something vital and alive, one needs to have an understanding of the nature of the governmental machine and of the various pressures—pushes and pulls—that are the “steam” which determines when, how, and for whom the machinery operates. This course, therefore, is designed to give the student a knowledge both of the formal legal structure and operation of the legislative, executive, and judicial departments of the government and the informal and extra-legal practices that determine its vital character. Among the problems considered are: What is the purpose of a legislature? Should we have unicameral or bicameral legislatures? Where and how does legislation originate? How is a bill passed? What is the effect of the lobby in American politics? How are presidents and governors chosen? Is the administrative branch of government properly organized? Do we need a further extension of the merit principle in the civil service? What is the role of the courts in the American system? What is the effect of judicial review? Do we need a judicial reform. No prerequisite.

Sixteen lessons (three credits). \$10.00.

Mr. Kirkpatrick.

3. American Government and Politics III. The emphasis of this course is not upon structure of American government but upon the functions and activities which it undertakes and upon those factors in our contemporary society which affect the range of these activities. The course is designed to aid the citizen who wishes to be informed on how we conduct our foreign relations; who is responsible for our national defense policies; what are the revenue sources which government may tap in order to finance its manifold activities. The currently discussed problems of the relationships of government to business, to agriculture, and to labor are stressed. Evaluations of social welfare programs, ranging from public educational services and housing programs to old age and unemployment insurance, are included within the subject matter. No prerequisite.

Sixteen lessons (three credits). \$10.00.

Mr. Kirkpatrick.

- 10c. Survey of American Government and Politics. This course is designed to give the student an understanding of the fundamental principles and practices of national, state, and local government in the United States. It includes an analysis of constitutions and charters; citizenship; civil liberties; political parties and public opinion; legislative, executive, and judicial organization and procedures; and of the principal functions and activities of modern American government.

Twenty-one lessons (four credits in Minnesota state teachers colleges). \$13.50.

Mr. Kirkpatrick.

25. World Politics. (The World since 1919.) The aim of this course is to explain the significance of contemporary events in Europe and the Far East by a study of their causes. The policies of the Great Powers; the influence of geographic position, the distribution of raw materials, accessibility of foreign markets, imperialism, and armaments. Problems of the next peace conference, and the last, such as Czechoslovakia, Poland, and disarmament. The cause of the failure of the League of Nations; the plans proposed for reconstruction and permanent peace such as the United States of Europe and Anglo-American co-operation. The effect of world events upon American interests. No prerequisite.

Sixteen lessons (three credits). \$10.00.

Mr. Mills.

† Both Course 1 and Course 2 must be completed before credit is allowed for either.

144. American Parties and Politics. The policies, composition, organization, activities, and functions of the political parties of today; suffrage, elections, and related subjects; evaluation of the party as a force in American government. Prerequisites for credit: 6 credits in political science or 12 credits in social science.

Sixteen lessons (three credits). \$10.00.

Mr. Kirkpatrick.

PREVENTIVE MEDICINE AND PUBLIC HEALTH

50. Public and Personal Health. Causes of diseases and of physical defects; fundamental principles and working methods of health conservation and disease prevention. (Open to those who have not taken Course 3, 4, or Human Biology 10c in the General College; no prerequisite.)

Sixteen lessons (three credits). \$10.00.

Dr. Kernan.

PSYCHOLOGY

- *†1. General Psychology I. The purpose of this course is to present principles of psychology useful to anyone. It stresses the subject of psychology in living, in personal relationships, and in the achievement of mental health. This course is intended for college students and for laymen.

Sixteen lessons (three credits). \$10.00.

Mr. White.

- ††2. General Psychology II. This course differs from the first course in that its subject matter, although of interest to most persons, is less applicable in the life of everyone than is that of the first course. It touches upon a diversity of problems of psychology, and stresses the use of scientific methods in their solution.

Sixteen lessons (three credits). \$10.00.

Mr. White.

EDUCATIONAL PSYCHOLOGY

(See page 24.)

SOCIAL PSYCHOLOGY

(See page 50.)

ROMANCE LANGUAGES

NOTE—All lesson reports in language courses must be returned to the Correspondence Study Department before credit will be allowed for a course.

FRENCH

A French pronunciation record prepared by the Romance Languages and the Correspondence Study Departments may be purchased for \$1.50. Not required but advised.

- §1. Beginning French I. A course in the essentials of the French language; grammar, reading, pronunciation, easy composition.

Twenty-seven lessons (five credits). \$17.00.

Mr. Wilson.

- §2. Beginning French II. A continuation of Course 1. Prerequisite: Course 1 or one year of high school French.

Twenty-seven lessons (five credits). \$17.00.

Mr. Wilson.

- §3. Intermediate French I. Review of grammar; composition; reading of representative authors. Prerequisites: Courses 1 and 2 or two years of high school French.

Twenty-seven lessons (five credits). \$17.00.

Mr. Wilson.

* Students who take General Psychology I through the General Extension Division with the view of applying the credits toward a degree of the University of Minnesota must also take General Psychology II through the General Extension Division.

† Both courses must be completed before credit will be allowed for either.

§ May be taken for one entrance unit.

† Students who took General Psychology I elsewhere may take General Psychology II through the General Extension classes or correspondence study only by special arrangement.

53. Elementary Spanish Composition. Connected prose composition dealing with everyday life in Spain. The aim is the ability to write Spanish. Prerequisite: Courses 1, 2, 3, and 4 or equivalent.
Sixteen lessons (three credits). \$10.00. Mr. Cúneo.
60. Advanced Spanish Composition. A continuation of Course 53, which is prerequisite. Sixteen lessons (three credits). \$10.00. Mr. Cúneo.

RUSSIAN

1. Beginning Russian I. A course preparing for a reading and writing knowledge in the Russian language. The students will be acquainted with the Russian script; pronunciation; the essentials of grammar; translations from Russian and into Russian; interpretation of easy Russian short stories.
Twenty-seven lessons (five credits). \$17.00. Mr. Reichardt.
2. Beginning Russian II. A continuation of Russian I. After fulfilling the requirements of the course, the students will be able to read, with a dictionary, any kind of Russian texts—newspapers, professional literature, fiction. A fair ability of written expression should be achieved.
Twenty-seven lessons (five credits). \$17.00. Mr. Reichardt.

SCANDINAVIAN LANGUAGES

NOTE—All lesson reports in language courses must be returned to the Correspondence Study Department before credit will be allowed for a course.

NORWEGIAN

- *1. Beginning Norwegian I. Complete survey of Norwegian grammar. Composition. Reading of easy prose.
Twenty-seven lessons (five credits). \$17.00. Miss Farseth.
- *2. Beginning Norwegian II. Study of short stories and Björnson's *En Glad Gut*. Reading and composition. Prerequisite: Course 1 or equivalent.
Twenty-seven lessons (five credits). \$17.00. Miss Farseth.
- *3. Intermediate Norwegian. Continuation of Course 2. Based on Björnson's *Synnöve Solbakken*. Reading and composition. Prerequisite: Course 2.
Twenty-seven lessons (five credits). \$17.00. Miss Farseth.
- *4. Advanced Norwegian. Based on *Norge Gjennem Tiderne IV*. Reading of representative poetry and prose, literary and historical. Prerequisite: Course 3 or equivalent.
Twenty-seven lessons (five credits). \$17.00. Miss Farseth.
25. Introduction to Norwegian Literature. Brief view of the entire field of Norwegian literature. Reading of four representative plays or books. Prerequisite: Course 3 or 4 or equivalent.
Twenty-seven lessons (five credits). \$17.00. Miss Farseth.
51. Modern Norwegian Literature. History of Norwegian literature. A rapid survey of the earlier periods of Norwegian literature and the reading of representative works by later and modern authors, including Holberg, Asbjörnson and Moe, Ibsen, Björnson, Lie, and Kielland. Prerequisite: Course 5 or reading knowledge of Norwegian.
Twenty-seven lessons (five credits). \$17.00. Miss Farseth.
62. Ibsen. Study of the life and works of Henrik Ibsen. Interpretation of selected dramas. Emphasis on the chronological order and historical setting of his works. Prerequisite: Course 3 or 25 or reading knowledge of Norwegian-Danish.
Sixteen lessons (three credits). \$10.00. Miss Farseth.

* May be taken for one entrance unit.

- *4. Intermediate French II. A continuation of Course 3. Prerequisite: Course 3 or three years of high school French.
Twenty-seven lessons (five credits). \$17.00. Mr. Wilson.
53. Elementary French Composition. Translations of passages of connected prose dealing with everyday life in France. Prerequisites: Courses 3 and 4.
Sixteen lessons (three credits). \$10.00. Mr. Wilson.
63. Advanced French Composition. A continuation of Course 53. It affords practical exercises in prose composition. Prerequisite: Course 53 or equivalent.
Sixteen lessons (three credits). \$10.00. Mr. Wilson.

ITALIAN

1. Beginning Italian I. Elements of pronunciation, grammar, and suitable readings. Emphasis upon accurate translation and composition.
Twenty-seven lessons (five credits). \$17.00. Mr. Brackney.
2. Beginning Italian II. Continuation of Course 1. Completion of elements of grammar with further readings. Emphasis upon vocabulary building and practice in easy composition. Prerequisite: Beginning Italian I.
Twenty-seven lessons (five credits). \$17.00. Mr. Brackney.

SPANISH

A Spanish pronunciation record prepared by the Romance Languages and Correspondence Study Departments may be purchased for \$1.50. Not required but advised.

- *1. Beginning Spanish I. Grammar and reading. In this course stress will be laid upon grammar, accurate translation, and composition.
Twenty-seven lessons (five credits). \$17.00. Mr. Grismer.
- *2. Beginning Spanish II. Continuation of Course 1, which is prerequisite.
Twenty-seven lessons (five credits). \$17.00. Mr. Grismer.
- *3. Intermediate Spanish I. Review of grammar; composition, reading of modern Spanish texts. Prerequisites: Courses 1 and 2 or equivalent.
Twenty-seven lessons (five credits). \$17.00. Mr. Grismer.
- *4. Intermediate Spanish II. A continuation of Course 3. Prerequisite: Courses 1, 2, and 3 or equivalent.
Twenty-seven lessons (five credits). \$17.00. Mr. Grismer.
7. Latin-American Culture. This course offers a panoramic view of Latin-American culture. It attempts to interpret the land, the people, and their history, the political, social, and economic organization, the cultural and literary traditions in such a way as to give the North American a unified picture of the twenty countries of Latin America. Comments and readings in English; Spanish not necessary. No prerequisite.
Sixteen lessons (three credits). \$10.00. Mr. Cúneo.
30. Spanish Commercial Correspondence. A course consisting of specialized material in Spanish commercial correspondence. It aims to give the student sufficient knowledge of commercial Spanish to enable him to understand, and in a way, to handle commercial correspondence in Spanish. It includes the study of the main parts of a Spanish letter, the envelope, the various kinds of Spanish commercial letters, models of letters and commercial forms, commercial documents, telegram and cablegram, Spanish abbreviations used in Spanish correspondence, and business vocabulary. The course is a part of a more complete course which includes the study of Spanish composition and the discussion of subjects closely related to the commercial activities such as Latin-American monetary units, banking organization and practices, and foreign trade. Prerequisite: Spanish 3.
Sixteen lessons (three credits). \$10.00. Mr. Cúneo.

* May be taken for one entrance unit.

63. Björnson. Study of the life and works of Björnstjerne Björnson. Reading of selected plays, novels, and poems. Prerequisite: Course 3 or 25 or reading knowledge of Norwegian-Danish.

Sixteen lessons (three credits). \$10.00.

Miss Farseth.

SWEDISH

- *7. Beginning Swedish I. Grammar and composition; selected readings in easy prose and verse.

Twenty-seven lessons (five credits). \$17.00.

Mr. Gustafson.

- *8. Beginning Swedish II. A continuation of Course 7, which is prerequisite.

Twenty-seven lessons (five credits). \$17.00.

Mr. Gustafson.

- *9. Intermediate Swedish. Grammar; composition; easy reading. Prerequisites: Courses 7 and 8.

Twenty-seven lessons (five credits). \$17.00.

Mr. Gustafson.

10. Advanced Swedish I. The reading of selected authors in prose and poetry. Prerequisites: Courses 7, 8, and 9, or equivalent.

Twenty-seven lessons (five credits). \$17.00.

Mr. Gustafson.

11. Advanced Swedish II. A continuation of Course 10, which is prerequisite.

Twenty-seven lessons (five credits). \$17.00.

Mr. Gustafson.

107. Swedish Literature I. A history of Swedish literature from the seventeenth century to the present time. Selections from representative authors are studied. Prerequisites: Courses 7, 8, 9, 10, and 11 or equivalent.

Sixteen lessons (three credits). \$10.00.

Mr. Gustafson.

108. Swedish Literature II. Continuation of Course 107, which is prerequisite.

Sixteen lessons (three credits). \$10.00.

Mr. Gustafson.

109. Swedish Literature III. Continuation of Course 108, which is prerequisite.

Sixteen lessons (three credits). \$10.00.

Mr. Gustafson.

SOCIAL SCIENCE

PREPARATORY COURSE

1. Social Science A. This course aims to give citizens an insight into the world in which they are living through the study of the economic, social, and political forces of everyday existence, as brought out in the presentation of fundamental economic, social, and business principles underlying the present organization of society.

Twenty lessons (one-half entrance unit). \$12.50.

Mr. Christianson.

2. Social Science B. The purpose of this course is, through a basis of factual understanding, to stimulate a desire and ability to recognize and appreciate sociological problems and something of the forces that affect the everyday welfare of individuals, through the study of heredity, human nature, the family, the community, education, religion, standards of living, social progress, and related topics.

Twenty lessons (one-half entrance unit). \$12.50.

Mr. Christianson.

SOCIOLOGY

1. Introduction to Sociology. A study of the characteristics of human group life. An analysis of the factors associated with the development of human group life and man's social environment; the structure of the social environment and its influence upon the individual's behavior; the processes involved in social change and the social problems that accompany social change. A survey of the fundamental social institutions such as the family and the church; the development and decline of social institu-

* May be taken for one entrance unit.

tions; change in the institutional functions and social disorganization. This course is intended to introduce the student to the fundamental concepts of sociology and to give him a better understanding of the contemporary social order.

Twenty-seven lessons (five credits). \$17.00.

Mr. Monachesi.

2. Individual and Group Adjustment. The influence of social interaction on personality and personality adjustment with special reference to the family. The role of attitude and prejudice in relation to racial and other minority groups. Forms of social opposition including competition, class tension, and warfare. Adjustment of tensions and frustrations with relation to leadership, crowd behavior, and fascism. Social control and social change in relation to postwar objectives. Prerequisite: Introduction to Sociology.

Twenty-seven lessons (five credits). \$17.00.

Available October 15, 1944.

6. Social Interaction. Influences affecting group life; forms of interaction and communication; personality and its development in the social situation; coercion and intolerance; present-day problems of co-operation, leadership, and social change in an age of science. Prerequisite: Sociology 1.

Sixteen lessons (three credits). \$10.00.

Mr. Kirkpatrick.

14. Rural Sociology. A study of rural society, dealing with the relationships of rural and urban individuals and groups. A presentation of such factual data as may be considered fundamental to the understanding of the problems of rural life. Prerequisite: Sociology 1 or special permission of instructor.

Sixteen lessons (three credits). \$10.00.

Mr. Nelson.

49. Social Pathology. A study of factors underlying the inability of many individuals and groups to satisfy their basic wants within the framework of existing social institutions; a consideration of individual and institutional limitations giving rise to such problems as juvenile delinquency, criminality, mental illness, industrial strife, family discord, and community disorganization. Prerequisites: Sociology 1.

Sixteen lessons (three credits). \$10.00.

Mr. Sletto.

60. Social Protection of the Child. Study of social obligations to the child, covering the period from prenatal development down through adolescence; development of the child-saving movement in the United States. Prerequisites: Sociology 1 and 49.

Sixteen lessons (three credits). \$10.00.

Mrs. Doyle.

90. The Field of Social Work. A study of the historical background and development of the major movements for social betterment. Attention will be focused on such aspects of professional social work as can be studied in local and nearby communities. Prerequisites: Sociology 1 and 49.

Sixteen lessons (three credits). \$10.00.

Mrs. Doyle.

100. Social Psychology. An analysis of the social aspects of personality growth and personality interaction. Personality motivation and adjustment in the group situation. Prejudice, public opinion, propaganda, leadership are analyzed. Psychological aspects of social problems such as personality disorganization, crowd behavior, social control, family adjustment, and war. Prerequisites: Courses 1 and 15 and 9 credits in social science, education, philosophy, or psychology.

Sixteen lessons (three credits). \$10.00.

Mr. Kirkpatrick.

101. Social Organization. Study of the organization and structure of social groups; development of social ideals and basic social processes of integration and disintegration of social institutions such as business units, church, family, local political institutions, school, and welfare institutions. Prerequisite: Course 1 or equivalent.

Sixteen lessons (three credits). \$10.00.

Mr. Hoffman.

110. Rural Community Organization. This course is intended for those working in the rural community and small towns. It considers more technical problems than those discussed in the course in Rural Sociology. The subjects covered include what constitutes the rural community, the techniques of community organization, the institutions and agencies, the role of leadership, the problems of crime and delinquency, population changes, land utilization, tenancy, migratory labor, etc. Should be preceded by Course 14 (Rural Sociology), but may be taken independently by those who have a special interest in the subject.

Sixteen lessons (three credits). \$10.00.

Mr. Nelson.

119. The Family. Origin of family life; variability and change of family institutions and mating customs; contemporary parent-child relationships; adolescence; mate finding; marital adjustments; divorce and other family problems; prediction of marital success; theories of family reform. Prerequisite: Course 1 or its equivalent.

Sixteen lessons (three credits). \$10.00.

Mr. Kirkpatrick.

SPEECH

- 1c. Vocabulary Building. A practical course designed to increase the student's speaking and reading vocabularies; presentation and discussion of words; exercises; reading lists. The lessons will stimulate the student's interest in the proper use and etymology of the English language; provoke word collecting and suggest substitutes for over-worked words. A recommended reading list will be given. No prerequisites.

Sixteen lessons (no credit). \$10.00.

Mrs. Dreher.

115. Playwriting. A detailed analysis of the structure of the play. A study of the fundamentals of character portrayal, dramatic crisis, dialog, and plot involvement. Functioning of the play as an organic unit. Assignments will be in the nature of writing units that go to make up the fundamentals of playwriting technique. A study of modern play models and a classic survey of traditional techniques in drama. Prerequisite for credit: Speech 31 and permission of the instructor.

Sixteen lessons (three credits). \$10.00.

Mr. Lees.

CITIZENSHIP

Home Study Course in Citizenship—This is a course given by the Extension Division of the University of Minnesota in co-operation with the public schools and the Immigration and Naturalization Service. It is intended to assist the foreign-born applicant for citizenship in acquiring a better understanding of the American Constitution and Government. It is primarily designed for the rural alien to whom a class in such citizenship instruction is not available. Enrolment is limited to applicants for naturalization. All persons wishing to enroll should write either to the Immigration and Naturalization Service, 1014 Post Office Building, St. Paul 1, Minnesota, or to the Office of the Commissioner of Education, State Office Building, St. Paul 1, Minnesota.

Twenty-one lessons (no credit). Free.

Mr. Kane.

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