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THE UNIVERSITY of ARIZONA

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The University of Arizona

The University of Arizona was organized in accordance with the Morrill Act of July 2, 1862, creating the "Land-Grant Colleges." The University is accredited by the North Central Association of Colleges and Secondary Schools and holds membership in the National Association of State Universities and Land Grant Colleges and in the National University Extension Association.

The University now has a campus enrollment in excess of 25,000 students, conducts programs throughout the year both on campus and off campus, and offers studies and educational tours in countries around the world.

DIVISIONS OF THE UNIVERSITY

COLLEGE OF AGRICULTURE
COLLEGE OF ARCHITECTURE
COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION
COLLEGE OF EARTH SCIENCES
COLLEGE OF EDUCATION
COLLEGE OF ENGINEERING
COLLEGE OF FINE ARTS
COLLEGE OF LAW
COLLEGE OF LIBERAL ARTS
COLLEGE OF MEDICINE
COLLEGE OF MINES
COLLEGE OF NURSING
COLLEGE OF PHARMACY
GRADUATE COLLEGE
CONTINUING EDUCATION AND THE SUMMER SESSION
GENERAL DEPARTMENTS
THE UNIVERSITY LIBRARIES
DIVISIONS OF RESEARCH AND SPECIAL PUBLIC SERVICE

THE UNIVERSITY OF ARIZONA RECORD

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1974

CORRESPONDENCE

INSTRUCTION

"Life-long learning"



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QUICK REFERENCE

Correspondence Instruction

University Courses

Each Correspondence course offered by The University of Arizona is designed to parallel, as nearly as possible, the same course offered on campus. Textbooks, assignments and examinations have been prepared accordingly.

Conventional courses are prepared in such a manner that each assignment is equivalent to one week's work during a regular term. There are five assignments including a final examination in a one-unit course, nine assignments and a final examination in a two-unit course, and fourteen assignments and final examination in a three-unit course. The unit value is shown in parentheses after each course title.

Correspondence courses present an opportunity for those unable to attend campus classes to continue their education. Those who have had college work can add to their academic record. Those who have never attended college can embark upon a program which may eventually lead them to a degree. Neither the age of the student nor the place of his residence is a deterring factor to the successful completion of a Correspondence program.

Successful Correspondence students, regardless of the subjects they may be taking, have two things in common. They have the interest and desire to complete a course. And they have the ability to exercise sufficient self-discipline to establish a definite study pattern and stay with it. When these factors are present success will follow.

Work is involved in any Correspondence course, possibly more than a student would do if he were enrolled in the same course on campus. However, there are also advantages in Correspondence courses. The student has a written record of his accomplishments, he is given individual attention by his instructor, he is able to set his own schedule of work, and he has the opportunity to discuss his assignments with his family and associates. The ultimate objective of the program is to stimulate the student to the degree that he will accomplish the work he is assigned to do.

Directed Study

Some courses are designated as "Directed Study" courses. "Directed Study" courses are divided into one, two, or three parts depending upon the units of credit offered. The instructor prepares a separate syllabus for each unit of credit and sets forth the reading assignments and exercises required to attain the objectives of that unit. When the student feels he has made satisfactory preparation to handle an examination over the unit he has studied, he notifies the instructor. The instructor then authorizes an examination over the unit. When examinations have been successfully completed for all units of a course, a final grade is recorded. The student is not required to turn in assignments; he is given the option of working in any manner he desires to achieve the objectives of the course.

High School Courses

The basis for the organization of the High School Correspondence Program is the semester. Each course is divided into seven assignments. Each of the assignments is equivalent to approximately two weeks of work in the classroom. A final examination is required after the completion of the seventh assignment.

Educational requirements and procedures vary from school to school. It is, therefore, of prime importance that each student, who desires to apply correspondence credit towards a high school diploma, obtain approval in advance. An administrator of the school from which the diploma is to be obtained should approve the course before it is taken. It is the sole responsibility of the student to obtain this approval before he enrolls.

No-Credit Courses

Any credit course offered in this catalog may be taken for no-credit. When taken as a no-credit course the student receives all the services provided for the credit course. The only difference is that a Certificate of Completion is awarded in place of a final grade.

Registration for no-credit should be indicated on the application form by writing "NC" in the "Units" block.

Non-Credit Courses

Some special interest courses are being offered for non-credit only. These courses are listed in a separate category and may not be taken for either university or high school credit.

Registration for Non-Credit courses should be made on the regular application form by writing "SNC" in the "Units" block and listing the course fee under "Tuition." Fees for Non-Credit courses vary in accordance with the work involved in the presentation of the course. The fee for each course is listed in the course description.

GENERAL INFORMATION

Registration Students may register at any time by completing the Mail Registration Form (on the last page of this booklet) and returning it with tuition payment to General Extension Services, Room 18, Alumni Building.

Students are advised to register for no more than one course at a time. In exceptional circumstances a student may register for two courses at one time. However, such registration is not recommended since it invariably works to the disadvantage of the student.

University of Arizona campus students must obtain the approval of the Dean of the College in which they are enrolled before they will be permitted to register.

Prospective students of other institutions are responsible for obtaining any authorization required from their institution prior to enrolling in a Correspondence course.

Course Numbering The prefix "4" has been designated to identify Correspondence courses. As an example, using the Biennial Catalog as a reference:

Poli. Sci.	002	becomes	Poli. Sci.	4002
Hist.	55a	becomes	Hist.	4055a
Mgmt.	101	becomes	Mgmt.	4101

Campus courses which carry four or five units of credit are divided into two separate parts when offered in Correspondence. Experience has shown this to be a more satisfactory method of presentation than including all work for a long course in one syllabus.

University courses numbered 1 to 99 are lower-division courses. Courses numbered 100 to 199 are upper-division courses. Courses numbered 200 to 299 are upper-division and graduate level courses. Although 200 level courses are offered by Correspondence, they are not offered for graduate credit.

The number in parenthesis following the title of each course designates the units of credit for the course. Thus, Political Science 4002, American National Government (3) is a 3-unit course.

Prerequisites	Prerequisites are listed for certain courses. This listing is intended to assist the student in the selection of courses. A student should not enroll in a course for which he is not qualified by either experience or prior training.
Tuition	Tuition is \$16.00 for each unit of credit. Make checks payable to The University of Arizona. This fee does not include the cost of books. Tuition fees are subject to change.
Withdrawals	A student must withdraw from a course within 30 days of registration to be eligible for a refund. A full refund minus \$5.00 will be granted provided no lessons have been submitted and the course syllabus is returned in satisfactory condition.
Change of Course	A student may change his course within 30 days of registration providing: <ol style="list-style-type: none">1. He has submitted no assignments.2. He returns intact the original course.3. He pays a \$5.00 Transfer Fee.
Completion Time	Students have one year from the date of registration to complete a course. Students, who follow the recommended procedure of completing one unit of work every five weeks, will find it possible to complete three or four courses during a year.
Minimum Completion Time	A student will not be permitted to take the final examination for a course in less than 20 days from date of registration for a one unit course, 40 days for a two unit course, and 60 days for a three unit course. A written request from the Dean of the College in which the student is enrolled must be presented for this requirement to be waived.
Time Extensions	Time extensions are not granted. The possibility of a time extension encourages procrastination. This works to the disadvantage of the student, since it encourages poor study habits and erodes the self-discipline necessary to complete a course.
Enrollment Transfer	The transfer of enrollment from one individual to another is not permitted.
Credit	The credit granted is in semester hours or units. A maximum of 60 semester hours of Correspondence work may be applied on an undergraduate degree at The University of Arizona. Credit earned in Correspondence courses is granted as extension credit rather than residence credit. This credit will count toward an undergraduate degree but the grade received will not be averaged into the cumulative grade point average of the student.
Transfer of Credit	The transfer of credit from one institution to another is always optional with the institution to which the credit is being transferred. A student who plans to transfer credit should determine whether or not this can be done before he registers.
Graduate Credit	Graduate credit is not available for any Correspondence course.

Group Study	Group study is encouraged whenever possible. Two or more students who are enrolled in the same course at the same time have an opportunity to work together on their assignments. Such activity adds a new dimension to correspondence study, that of discussion. This serves to broaden the horizons of the participants as well as to make the assignments more interesting.
Examinations	Tucson area students take examinations on The University of Arizona campus. Students residing outside the Tucson area take examinations in their local community. Detailed instructions regarding examination procedures are provided with each course syllabus. Credit will not be granted for any course until the final examination has been completed.
Grades	Each student is sent a grade report upon the completion of a course. The University of Arizona's grading system is as follows: <div style="margin-left: 40px;"> A — superior B — above average C — average D — below average E — failure </div>
Deadlines	There are occasions when a student needs to acquire credit by a specific date. It is the responsibility of such a student to complete his work at least 30 days in advance of the deadline. These deadlines usually come near the end of a semester at which time the student's instructor also has extra work to do and may be unavoidably delayed in handling assignments.
Textbooks	Students may purchase textbooks whenever they are available or they may obtain them by placing a C.O.D. order with: Park Bookstore, Park Ave. and 5th St., The University of Arizona, Tucson, Arizona 85721.
Library Services	Students living in the Tucson area are authorized to use the University Library. Presentation of the Fees Receipt Card is all that is required. Students who live outside the Tucson Metropolitan area may obtain books from the University's Interlibrary Loan Service. Upon request, the Loan Service will send material to a library in the student's geographical area. The student then checks out the book for a period of two weeks. The only cost involved would be if the lending library would charge the student for mailing the books back to the University. Check with your local library for assistance in obtaining books to aid you.
Overseas Students	C.O.D. postage service is not available to students residing overseas. Information regarding the total cost of books, tuition, and mailing service will be provided for any course upon request. Inquiries should be directed to General Extension Services, Room 18, Alumni Bldg., University of Arizona, Tucson, Arizona 85721.
Transcripts	All transcripts must be requested from the Transcript Desk, Registrar's Office, The University of Arizona, Tucson, 85721.
Tax Deduction for Course Fees	* Treasury regulation 1.162-5 Expenses for education. (a) <i>General Rule.</i> Expenditures made by an individual for education, including research undertaken as part of his educational program, (with certain exceptions) are deductible as ordinary and necessary busi-

ness expenses (even though the education may lead to a degree) if the education —

(1) Maintains or improves skills required by the individual in his employment or other trade or business, or

(2) Meets the express requirements of the individual's employer, or the requirements of applicable law or regulations, imposed as a condition to the retention by the individual of an established employment relationship, status, or rate of compensation.

* *Federal Taxes*

Course Offerings

COLLEGE OF AGRICULTURE

AGRONOMY AND PLANT GENETICS

- 4005 Growth and Development of Plants (3)**
Germination, emergence, growth, and reproduction of important economic plant species and how these plant processes are influenced by the environment.

ANIMAL SCIENCE

- 4114-1 Feeds and Feeding (1)**
(See Dairy and Food Sciences 4114-1).
- 4114-2 Feeds and Feeding (2)**
(See Dairy and Food Sciences 4114-2).

DAIRY AND FOOD SCIENCES

- 4114-1 Feeds and Feeding (1)**
Selection, evaluation, and use of feeds for specific purposes. Balancing rations for livestock and poultry.
- 4114-2 Feeds and Feeding (2)**
Selection, evaluation, and use of feeds for specific purposes. Balancing rations for livestock and poultry.

ENTOMOLOGY

- 4105-1 Economic Entomology (2)**
Recognition, biology and management of insects affecting man and his interests. A Directed Study Program.
- 4105-2 Economic Entomology (2)**
A continuation of Entomology 4105-1. A Directed Study Program.

HORTICULTURE

- 4005 **Growth and Development of Plants (3)**
(See Agronomy 4005).

POULTRY SCIENCE

- 4114-1 **Feeds and Feeding (1)**
(See Dairy and Food Sciences 4114-1).
- 4114-2 **Feeds and Feeding (2)**
(See Dairy and Food Sciences 4114-2).

COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION

ACCOUNTING

- 4001 **Principles of Accounting (3)**
Fundamental concepts involved in accounting for assets, liabilities, and owners' equity, financial statements.
- 4003 **Principles of Accounting (3)**
Continuation of 4001. Introduction to concepts involved in uses of accounting data in the managerial process. P, Accounting 4001.

ECONOMICS

- 4003a **Principles of Economics (3)**
Nature of economics, price theory for the product market, factor prices, international economics.
- 4003b **Principles of Economics (3)**
Introduction to the theory of national income and employment, money and banking, economic growth and stabilization. P, 1½ units of high school algebra or Math 4011. 4003a is a prerequisite to 4003b.
- 4131 **Money and Banking (3)**
Nature of money and credit; commercial banking; Federal Reserve System; monetary theories; domestic and international monetary policies. P, Economics 4003b.

GEOGRAPHY AND AREA DEVELOPMENT

- 4002a **Human Geography (3)**
Introduction to the main fields of human geography, with emphasis on world patterns of distribution and regional examples.
- 4002b **Human Geography (3)**
This is a continuation of Geography 4002a. 4002a is not prerequisite to 4002b.

- 4003 Introduction to Physical Geography (3)**
Analysis of weather, climate, vegetation, soil and landforms, with emphasis on world patterns, locational factors and interrelationships.

MANAGEMENT

- 4101 Personnel Management (3)**
Policies and current practices in management of employees, at all organizational levels.
- 4120 Business Law (3)**
Nature and sources of business law; the judicial system; contract, sales, and agency law; unfair trade practices.
- 4220 Business Law (3)**
Negotiable instruments, partnerships, corporations, and property rights.

MARKETING

- 4166 Public Relations (3)**
Nature and tools of public relations; some formulae for successful public relations practice. Not acceptable for credit toward marketing major.

COLLEGE OF EARTH SCIENCES

GEOSCIENCES

- 4001a Elementary Geology (3)**
Introduction to the principles of geology.

COLLEGE OF EDUCATION

EDUCATIONAL PSYCHOLOGY

- 4101 Child Development (3)**
Human growth and development from conception through early adolescence. Integration of behavioral principles into the elementary school setting.
- 4110 Learning in the Schools (3)**
Psychological processes and principles relevant to learning in the educational setting, including fundamental measurement concepts and techniques.
- 4257 Evaluation of Classroom Learning (3)**
The principles underlying the making and using of informal objective examinations; practice in making and scoring such examinations; surveys of standard tests in the respective fields. P, Educational Psychology 4110.

ELEMENTARY EDUCATION

- 4120 **Elementary School Curriculum and Methods (3)**
Study of the contemporary elementary school curriculum and methods of teaching: lectures, discussions, work periods, and regular field experiences in the public schools. P, Educational Psychology 4110. A Directed Study Program.
- 4122 **Language Arts in the Elementary School (3)**
The teaching of language arts in the elementary school; special emphasis on current approaches and organization of methods and materials. P, Educational Psychology 4110. A Directed Study Program.
- 4123 **Communicative Arts in the Elementary School (3)**
The teaching of reading in the elementary school; special emphasis on current approaches and organization of methods and materials. Other aspects of communicative arts are also included. P, Educational Psychology 4110 or equivalent. A Directed Study Program.

FOUNDATIONS OF EDUCATION

- 4150 **Social Foundations of Education (3)**
Introductions to the cultural and social influences on educational theory and practice. A Directed Study Program.

SECONDARY EDUCATION

- 4131 **Principles and Curricula of Secondary Education (3)**
Historical development of the high school; aims, functions, and outcomes; the curriculum; relation to other divisions of the school system. A Directed Study Program.

SPECIAL EDUCATION

- 4203a **Study of the Exceptional Child (3)**
Incidence, characteristics, and educational problems of exceptional children.

COLLEGE OF FINE ARTS

RADIO-TELEVISION

- 4166 **Public Relations (3)**
(See Marketing 4166).

COLLEGE OF LIBERAL ARTS

AMERICAN INDIAN STUDIES

- 4085b **Native Peoples of the Southwest (2)**
(See Anthropology 4085b).
- 4160 **Ethnic Groups in the Southwest (3)**
(See Anthropology 4160).

ANTHROPOLOGY

- 4001a **Introduction to Anthropology (3)**
Survey of physical anthropology and archaeology.
- 4001b **Introduction to Anthropology (3)**
Survey of linguistics and cultural anthropology. 4001a is not prerequisite to 4001b. A Directed Study Program.
- 4085b **Native Peoples of the Southwest (2)**
Nontechnical discussion of the lifeways of the ancient and modern people of the Southwest. Present-day Indian groups. A Directed Study Program.
- 4160 **Ethnic Groups in the Southwest (3)**
Interaction of ethnic groups of Indian, Spanish, Mexican and Anglo cultural traditions in the Southwest. A Directed Study Program.

ENGLISH

- 4065 **Major American Writers (3)**
Intensive study of selected works by major American authors. This course is a Humanities option.
- 4206 **Modern Grammar and Usage (3)**
Principles of traditional, structural, and transformational grammar in relation to current American English.
- 4231a **Shakespeare (3)**
Twelve comedies, histories and tragedies from the earlier period (1590-1600).
- 4231b **Shakespeare (3)**
Ten comedies, tragedies and tragicomedies from the later period (1601-1613). 4231a is not prerequisite to 4231b.
- 4282 **American Literature, 1800-1860 (3)**
Survey of American literature emphasizing major writers from Irving through Melville.

GERMAN

- 4001a-1 **Elementary German (2)**
An Elementary course in German and composition. Basic work in learning to read German. Study of German words.
- 4001a-2 **Elementary German (2)**
A continuation of German 4001a-1. P, German 4001a-1 or equivalent.
- 4001b-1 **Elementary German (2)**
An elementary course in German and composition. This course is the third of a series of four courses which together are equivalent to the first year in German on the University campus. P, German 4001a or equivalent.
- 4001b-2 **Elementary German (2)**
A continuation of German 4001b-1. P, German 4001b-1 or equivalent.

- 4002a-1 Intermediate German (2)**
This course is the first of a series of four courses which together are equivalent to the second year in German on the University campus. P, German 4001b or 2 years of high school German.
- 4002a-2 Intermediate German (2)**
A continuation of German 4002a-1. P, German 4002a-1 or equivalent
- 4002b-1 Intermediate German (2)**
This course is the third in a series of four courses which together are the equivalent of the second year course in German on the University campus. P, German 4002a-1 or equivalent.
- 4002b-2 Intermediate German (2)**
A continuation of German 4002b-1. P, German 4002b-1 or equivalent

HISTORY

- 4001a Introduction to the History of Western World (3)**
A survey of Western development from antiquity to the present, with emphasis on social and political institutions. A Directed Study Program.
- 4010a History of the United States (3)**
Political, economic, and social history of the American people from the founding of colonial Jamestown in 1607 to world leadership in the 1970's. A Directed Study Program.
- 4010b History of the United States (3)**
Continuation of History 4010a. A Directed Study Program.
- 4055a History of England (3)**
Survey of the development of political, social, legal, and constitutional institutions in England from Roman Britain to the present. A Directed Study Program.
- 4055b History of England (3)**
Continuation of History 4055a. A Directed Study Program.
- 4112 The History of Black America (3)**
History of the Blacks in the United States from their African origins until the present day. A Directed Study Program.
- 4208 United States: 1945 to present (3)**
American society and the role of the United States in world affairs from the Yalta Conference to the present. A Directed Study Program.
- 4220 American Ethnic History (3)**
A history of the various ethnic minorities in America from Colonial times to the present. Emphasis is on their adjustment, acculturation and degrees of assimilation. A Directed Study Program.
- 4248 The French Revolution and Napoleon (3)**
The origins and progress of the Revolution in France. A Directed Study Program.
- 4276 Communist China (3)**
(See Oriental Studies 4276).

JOURNALISM

- 105 **Reporting the News (3)**
 Gathering, evaluating, and writing news. Knowledge of typing is required.
 Each assignment must be typed.
- 166 **Public Relations (3)**
 (See Marketing 4166).

MATHEMATICS

- 003a-1 **Survey of Mathematical Thought (2)**
 A study of the nature of mathematics and its role in civilization, utilizing
 historical, biographical, and cultural approaches. This course is the first half
 of 4003a. P, 2 units of high school mathematics.
- 003a-2 **Survey of Mathematical Thought (2)**
 A study of the nature of mathematics and its role in civilization, utilizing
 historical, biographical, and cultural approaches. This course is the second
 half of 4003a-1.
- 4011 **Intermediate Algebra (3)**
 P, 1 entrance unit in algebra. Not applicable to the mathematics major.
- 4012a **Modern Elementary Mathematics (3)**
 Development of a basis for understanding the common processes of arithmetic
 and geometry. P, 2 entrance units of high school mathematics. For majors
 in Elementary Education only.
- 4020 **College Algebra (3)**
 P, 1 ½ entrance units in algebra or Math 4011. Not applicable to the mathe-
 matics major.
- 4024 **Plane Trigonometry (2)**
 P, 1 entrance unit in geometry and either 1 ½ entrance units in algebra or
 Math 4011. Not applicable to the mathematics major.
- 4049a-1 **Analytic Geometry and Calculus (3)**
 This course is the beginning of a sequence which covers the standard materi-
 al of Analytic Geometry and Calculus. For correspondence work this ten unit
 program is divided into four courses. P, Math 4020 and 4024.
- 4049a-2 **Analytic Geometry and Calculus (2)**
 This course is the second part of the sequence which covers the standard
 material of Analytic Geometry and Calculus.
- 4049b-1 **Analytic Geometry and Calculus (3)**
 This course is the third part of the sequence which covers the standard mate-
 rial of Analytic Geometry and Calculus.
- 4049b-2 **Analytic Geometry and Calculus (2)**
 This course is the fourth and last part of the sequence which covers the stand-
 ard material of Analytic Geometry and Calculus.
- 4065 **Finite Mathematics (3)**
 Topics from set theory, matrices, and probability. P, Math 4020 or equiva-
 lent.
- 4066 **Elements of Calculus (3)**
 Elementary topics in differential and integral calculus. P, Math 4020 or
 equivalent.

- 4091 **Introduction to Statistics (3)**
Basic probability, uses of numerical data, useful probability distributions, estimation and hypothesis testing. P, 1 ½ entrance units in algebra or Math 4011. Not applicable to mathematics major.
- 4053-1 **Linear Algebra and Differential Equations (2)**
Elements of linear algebra, general theory of linear differential equations, solutions of differential equations. P, Math 4049b or equivalent.
- 4053-2 **Linear Algebra and Differential Equations (2)**
A continuation of Math 4053-1.

ORIENTAL STUDIES

- 4275c **China in the 20th Century (3)**
Historical development of China from earliest times to the present. A Directed Study Program.
- 4276 **Communist China (3)**
The origin and development of the Communist regime in China, analysis of its political, economic, and social organization and of its ideology and policies. A Directed Study Program.

PHILOSOPHY

- 4011 **Introduction to Philosophy (3)**
Selected basic philosophical areas and problems: knowledge, belief, and truth; the world and God; nature of persons; action and free will, the good life; the ideal community. This course is a Humanities option.
- 4012 **Introduction to Logic (3)**
Principles of valid argument; fallacies and effective argumentation; inductive inference; elements of symbolic logic.
- 4013 **Introduction to Moral and Social Philosophy (3)**
Practical and frequently encountered moral problems; readings from representative moral and social philosophers. This course is a Humanities option.

POLITICAL SCIENCE

- 4002 **American National Government (3)**
General survey of the constitutional bases, organization, and functioning of the American national government; recent and current trends.
- 4050 **Introduction to International Relations (3)**
International relations, including a consideration of the bases of national power and the rudiments of international politics, law, and organization. A Directed Study Program.
- 4100 **National and State Constitutions (3)**
Meets the state requirement for a teacher's certificate. Not open to students with credit in 4002 or 4101.
- 4101 **Arizona Constitution (1)**
Historical background, theory, structure, powers, interrelationships, and functions of the system of state and local government based upon the Arizona constitution. Not open to students with credit in 4100.

- 4180** **Minority Groups and American Politics (3)**
 Political problems of the poor. Analysis of systematic poverty in the U.S. and theories of causation. Selected policy problems: education, housing, job training, enforcement of anti-discrimination statutes, etc. Future of "power" movements. A Directed Study Program.
- 4248** **Government and Politics of Mexico (3)**
 Historical background, organization, powers, and functions of national, state, and local government of the United Mexican States. A Directed Study Program.
- 4251b** **Soviet Foreign Policy and World Communism (3)**
 International communist systems; integration and fragmentation, dominance of ruling parties; strategies and non-ruling parties. A Directed Study Program.

PSYCHOLOGY

- 4001a** **Elementary Psychology (3)**
 Growth and change of the individual; learning and conditional principles; description of aptitudes and abilities.
- 4001b** **Elementary Psychology (3)**
 Introduction to perception, emotions, and personality organization. P, Psychology 4001a.

ROMANCE LANGUAGES — SPANISH

- 4001a-1** **Elementary Spanish (2)**
 The elements of Spanish grammar with exercises in reading and composition. This course is the first of a series of four courses which together are equivalent to the first year in Spanish on the University campus.
- 4001a-2** **Elementary Spanish (2)**
 This is a continuation of Elementary Spanish 4001a-1. It is the second of a series of four courses which together are equivalent to the first year in Spanish on the University campus. P, Spanish 4001a-1 or equivalent.
- 4001b-1** **Elementary Spanish (2)**
 Grammar, composition, and reading. This course is the third of a series of four courses which together are equivalent to the first year in Spanish on the University campus. P, Spanish 4001a or equivalent.
- 4001b-2** **Elementary Spanish (2)**
 This is a continuation of Elementary Spanish 4001b-1. It is the fourth of a series of four courses which together are equivalent to the first year in Spanish on the University campus. P, Spanish 4001b-1 or equivalent.
- 4002a-1** **Intermediate Spanish (2)**
 This course is the first of a series of four courses which together are equivalent to the second year in Spanish on the University campus. P, Spanish 4001b or 2 years of high school Spanish.
- 4002a-2** **Intermediate Spanish (2)**
 This is the second of a series of four courses which together are equivalent to the second year in Spanish on the University campus. P, Spanish 4002a-1 or equivalent.

4002b-1 Intermediate Spanish (2)

This is a continuation of Spanish 4002a. It is the third of a series of four courses which together are equivalent to the second year in Spanish on the University campus. P, Spanish 4002a or equivalent.

4002b-2 Intermediate Spanish (2)

This is the fourth of a series of four courses which together are equivalent to the second year in Spanish on the University campus. P, Spanish 4002b-1 or equivalent.

4171a Commercial and Technical Spanish (2)

P, Spanish 4002b or 4 years of high school Spanish.

4171b Commercial and Technical Spanish (2)

A continuation of Spanish 4171a. P, Spanish 4171a.

SOCIOLOGY

4001 Introduction to Sociology (3)

Sociological concepts and principles with special references to contemporary society.

4090 Minority Relations and Urban Society (3)

Analysis of minority relations and mass movements in urban society; trends in the modern world with special reference to present-day race problems and social conflict.

4141 Juvenile Delinquency (3)

Extent, causes, and control of juvenile delinquency. P, 6 units of sociology or equivalent. A Directed Study Program.

4187 Criminology (3)

Study of crime, criminals, and criminal behavior. P, 6 units of sociology or equivalent. A Directed Study Program.

GENERAL DEPARTMENTS

HEALTH, PHYSICAL EDUCATION AND RECREATION

4070 First Aid (2)

Instruction in first-aid techniques leading to the Standard Red Cross Certificate and to the Advanced Certificate for qualified students.

4071 Secondary School Health Education (3)

Emphasis upon health science information pertaining to secondary school health instruction programs, community, and individual health problems. Credit will not be given for both HPER 4071 and 4075.

4075 Elementary School Health Education (2)

Emphasis is upon health science information applicable to elementary health education classes. For students preparing to teach in elementary schools. Credit will not be given for both HPER 4071 and 4075.

4267 International Health Problems (3)

Interprets the major health problems of not only the developed and emerging nations but also the situations in underdeveloped countries, includes assistance programs by international health groups.

4271 Safety Education and Accident Prevention (3)

Analysis of accident prevention programs in schools, colleges, communities, and in industry. Emphasis will be placed upon specific protective measures pertaining to athletics, physical education, recreation, highway safety, and vocational training.

NON-CREDIT COURSES

These courses are organized and presented in the same manner as are the college credit courses. They differ in that the primary objective of each course is intended to satisfy a specific need of the student which is unrelated to a formal academic degree program.

SCHEDULE OF OFFERINGS

LEARNING TO FLY

SNC 4061 Primary Ground School

A study of the elementary theory of flight. A review and study of FAA regulations, navigation, meteorology, and airplane nomenclature. This course provides a preparation for the FAA written examination for a private pilot's rating. (9 assignments) Tuition — \$30.00

RUNNING A BUSINESS

SNC 4105 Organizational Behavior

The improvement and upgrading of supervisory job skills. A survey of areas of responsibility and the development of objectives and priorities. Communication training, motivation, human relations. Self-appraisal exercises for student-instructor feedback and suggested readings. (6 assignments) Tuition — \$25.00

WRITING AS AN AVOCATION

SNC 4010 Creative Writing

Developing techniques of creative writing. The basic principles on which to build a story. The physical setting, the time element, the characters and their inter-action, development of dialogue, the use of language. The use of imagination as a tool. Final assignment is to write an original story which will be critiqued and returned. (9 assignments) Tuition — \$25.00

SNC 4104 The Short Story

Characteristics of the Short Story. How to write a unified story. The importance of brevity and demonstration. The introduction of feelings into the story. The proper use of dialogue. The collection and use of material. The procedures to follow in preparing a manuscript for publication. Exercises in the writing and critique of short stories. (14 assignments) Tuition — \$35.00

HIGH SCHOOL COURSES

Application for high school courses should be made only on the High School Application form, see page 19. The tuition for each course is \$30.00 and must accompany the application. Make checks and/or money orders payable to The University of Arizona.

There are seven assignments and a final examination for each course. All assignments must be submitted in sequence. A final examination is authorized after the seventh assignment has been completed.

ENGLISH

Language Arts 11-12

The development of practical skills in the writing and speaking of English. This course may be used to satisfy requirements in either third or fourth year English.

Modern World Writers 11-12

A study of the works of modern writers and the various factors which contributed to and influenced their writings. This course may be used to satisfy requirements in either third or fourth year English.

MATH

Elementary Algebra 9a

The first semester of high school algebra. Basic work in simple equations, fractions, and factoring will be covered.

Plane Geometry 10a

A beginning course in geometry. The work involves the study of lines, angles, rectangles, circles, and related figures. Provides an introduction to logical reasoning and precise definitions.

SOCIAL STUDIES

Geography. World Geography 10

World climate, land forms, and vegetation. Special attention to the Northern Hemisphere.

Government. American Political Process 12

A study of contemporary issues in America. The problems of crime, pollution, industrial growth. Sources of power in our society.

Sociology. Basic Sociology 12

The basic concepts of sociology. Principles of human society including family, groups, and the controls society places upon itself.

APPLICATION FOR HIGH SCHOOL CORRESPONDENCE COURSE

Date _____

NAME (Print) MR. _____
MRS. _____
MISS _____
Last First Middle

Street _____ City _____

State _____ Zip _____

Are you now attending High School? YES NO

If yes, please list:

Name of High School _____

Street address of school _____

City or town _____ State _____ Zip _____

Authorizing Signature of Principal or Superintendent _____

Course(s) Desired

Dept.	Title	No.	Tuition

Make check/money order payable to the University of Arizona and submit with application. Tuition is \$30.00 for each course.

John Paul Schaefer, Ph.D. (1960) . . . President of the University of Arizona

DIVISION of CONTINUING EDUCATION and the SUMMER SESSION

Gary M. Munsinger, Ph.D. (1963) . . . Acting Dean, Assistant Executive Vice President

Edgar E. Louttit, M.Ed. (1967) . . . Associate Dean of Continuing Education and the Summer Session

R. Bruce Crowell, Ph.D. (1960-63; 1969) . . . Assistant Dean of Continuing Education and the Summer Session

Benjamin H. Pochyla, B.S. (1966) . . . Director of Conferences and Institutes

Lyman L. Darcy, M.A. (1964) . . . Director of General Extension and Correspondence

Carlos A. Felix, M.A. (1968) . . . Director of Adult Education

Currin V. Shields, Ph.D. (1960) . . . Director of Community Services

Vincent J. Riggs, M.A. (1971) . . . General Extension Specialist

Robert V. Conter, M.B.A. (1973) . . . Coordinator of Specialized Business Programs

Kent Alexander, B.A. (1973) . . . Coordinator of Business Conferences

Max E. Moe, B.F.A. (1968) . . . Coordinator of Traffic Safety Education

Thomas P. Smith, B.S. (1971) . . . Assistant Director of Extension and Correspondence

Marialyce Conter, B.A. (1968) . . . Coordinator of Publications

Correspondence Instructors

Albertson, Curtis H., M.A.

Alessio, Frank J., Ph.D.

Beeker, Ruth A., Ed.D.

Bell, Jan, M.A.

Brown, Chester J., Ph.D.

Brown, William H., Ph.D.

Carruth, Laurence A., Ph.D.

Carter, M. Lee, M.A.

Chilcott, John H., Ph.D.

Connoley, Bonita L., M.A.

Conter, Robert V., M.B.A.

Cosgrove, Richard A., Ph.D.

Crow, John E., Ph.D.

Dinnerstein, Leonard, Ph.D.

Dinnerstein, Myra, Ph.D.

Dobrenz, Albert K., Ph.D.

Fleming, Margaret B., Ph.D.

Hannon, John J., M.A.

Hedtkø, Charles H., Ph.D.

Joyner, Conrad F., Ph.D.

Kelso, Paul, Ph.D.

King, William H., Ed.D.

Kite, Allen B., Ph.D.

Knief, Lotus M., Ph.D.

Leshin, George, Ph.D.

Lomen, David O., Ph.D.

Ludgate, Brigitta, M.A.

Mangelsdorf, Philip, M.A.

Marquart, Dorothy I., Ph.D.

Martin, Hollis K., LL.B.

Merren, John J., M.A.

Newton, Richard E., M.S.

Parks, Edwin K., Ph.D.

Prescott, Thomas M., B.S.

Ranniger, Bill J., Ed.D.

Rodriguez, Juan, M.A.

Schumacher, Dietmar, Ph.D.

Smith, Mildred M., B.A.

Thornburg, Hershel D., Ed.D.

Toma, Peter A., Ph.D.

Vignery, John R., Ph.D.

Wittenborn, Allen J., M.A.



THE UNIVERSITY OF ARIZONA
TUCSON, ARIZONA 85721
CONTINUING EDUCATION
AND THE SUMMER SESSION
DIRECTOR OF CORRESPONDENCE INSTRUCTION
GENERAL EXTENSION SERVICES