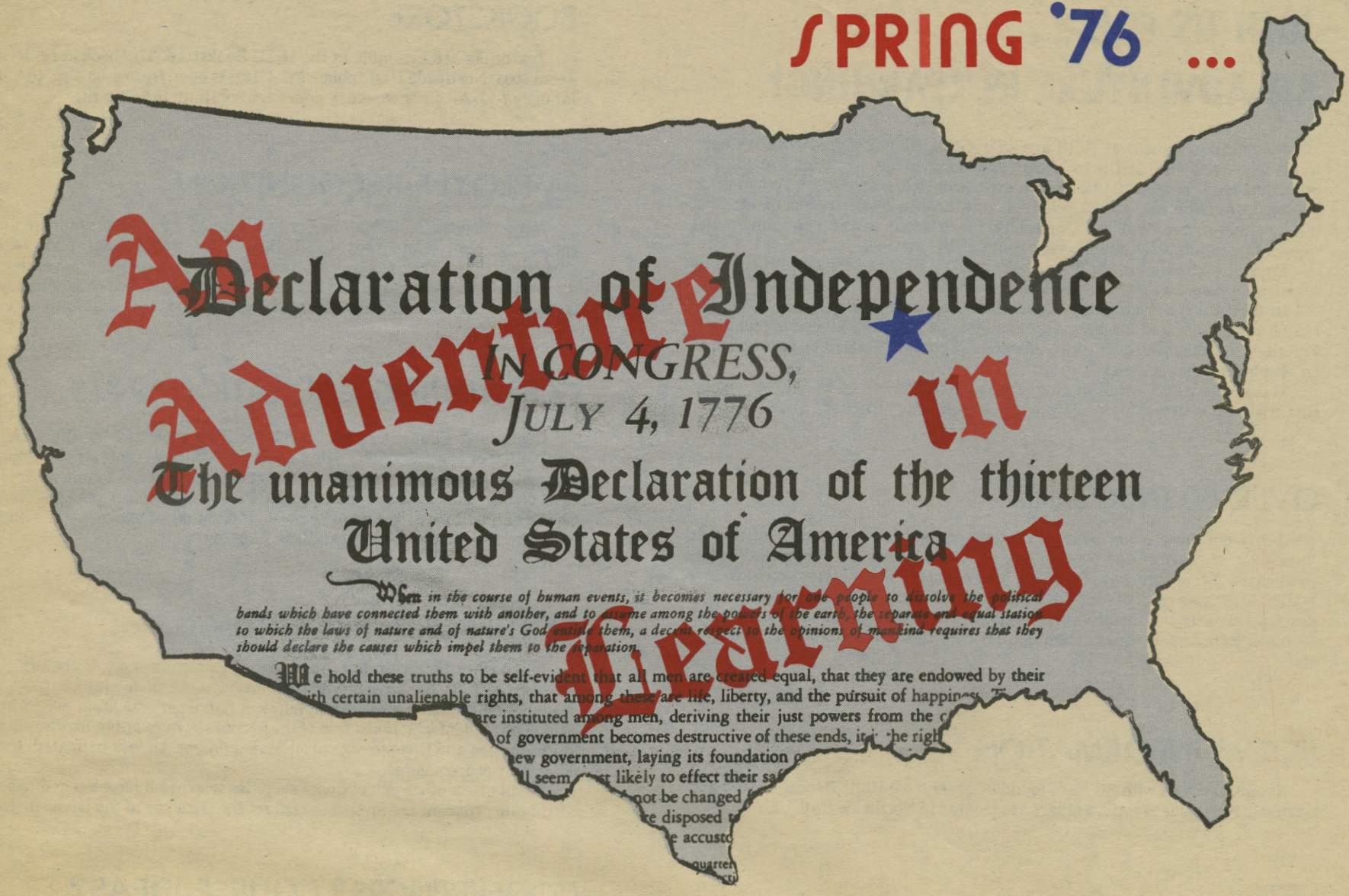
Indiana University at South Bend

SPRING '76 ...



Division of Continuing Education

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✲ Fee discount for enrollees over 60.

Your Community University

INDIANA UNIVERSITY AT SOUTH BEND
Division of Continuing Education
1825 Northside Boulevard
South Bend, Indiana 46615

OR CURRENT RESIDENT

continuing education

JOIN US FOR . . .
AN ADVENTURE IN LEARNING!

Noncredit programs at IUSB are an exciting educational alternative open to all who have the desire to learn regardless of age or background. The programs provide opportunities for an expansion of knowledge with courses for personal development, job enrichment, and professional advancement. It is through this means that the University reaches out to the community and makes its resources available as a community service.

Formal admission to the University is NOT required for enrollment. For registration use the enrollment form provided.

Instructors for Continuing Education programs are selected from the University faculty and from the best available experts in a given subject area. For all noncredit classes, letters of successful completion will be forwarded to an employer upon request.

Those wishing to enroll in degree programs and-or credit courses should obtain a University catalogue from the Admissions Office.

OVER 60 DISCOUNT

Many enrollees have taken advantage of the special discount offered to those over 60 years of age by enrolling in selected noncredit courses. Courses designated by a star (✲)following the course title in this brochure are available to those over 60 for 50 per cent off the regular fees listed in the course description. Please indicate on the enrollment blank if you are an over 60 enrollee. Remember, the discount applies only to those courses followed by a star.

ROOM INFORMATION

Rooms prefixed with "G" are found in Greenlawn Hall; Rooms 050-079 are located in Northside West. All others are located in Northside Hall.

FEES

Credit-free programs derive the necessary income for their operation from course fees, which are determined on a cost basis. The program is entirely self-supporting.

Checks and money orders should be made payable to: **Continuing Education — IUSB.**

REFUNDS

Full refunds are available prior to the first class meeting upon written notice. **No refunds are permitted after the first session of the class.**

PARKING INFORMATION

To park on campus, a parking sticker is required. A nominal fee of $2.00 per semester is charged. A parking sticker may be purchased via mail (note registration form) or in person through the Division of Continuing Education.

If you register by mail, you will receive your sticker through the mail.

BOOKSTORE

Textbooks are available at the IUSB Bookstore. The bookstore, located in Room 0005, Northside Hall (phone 237-4312), is open from 8:00 a.m. to 8:00 p.m. January 7-29. All other weekday hours are 8:00 a.m. to 5:00 p.m.

EMPLOYEE RECOGNITION

Most businesses, industries, organizations, and governmental agencies encourage their employees to further their educational and vocational proficiency. As a result, many employers reimburse or give in-service credit for partial or total costs related to courses which improve employee effectiveness. Specific information should be obtained from your employer.

CONTINUING EDUCATION UNITS

Continuing Education Units (CEU) will be recorded for the satisfactory completion of specially designated noncredit courses. CEU's are computed on the basis of one unit for every ten contact hours, recorded to one decimal point (a 16 contact-hour course would equal 1.6 CEU's). Transcripts of accumulated CEU's can be forwarded upon request. Individuals desiring CEU's should inform the instructor at the first class meeting.

CERTIFICATE PROGRAMS

In cooperation with the American Production and Inventory Control Society (APICS) the Division offers a curriculum of twelve courses. This is designed for students who wish to follow a balanced education program in this field. The student who takes five of these courses may apply for the certificate in Production and Inventory Control Management. Unless indicated, there are no course prerequisites.

Members of other professional societies who are interested in developing a certificate program are invited to contact the Director of the Division, 237-4261.

CONFERENCES? COURSE IDEAS?

If you or your organization are planning a conference, seminar, or workshop, we invite you to consider using the IUSB Division of Continuing Education to assist you in designing a program which will meet the educational needs of your group. For details about how we can help you plan a successful conference, call 237-4261.

FURTHER INFORMATION? CALL US!

We realize that our course description might not answer all your questions. If you wish to discuss a course, please call 237-4261.

Dr. James H. Ryan — Director of Continuing Education

Jane H. Robinson-Program Coordinator

Judith A. Riedel	Jo Ann McDonald	Ginger Lester
Operations Manager	Executive Secretary	Secretary
Telephone 237-4261	**Room 017**	**Northside Hall**

HOW TO REGISTER

Register NOW by mail or in person beginning MONDAY, JANUARY 5, 1976. Registration closes WEDNESDAY, JANUARY 21, 1976.

Those desiring to register in person should do so by visiting the Division of Continuing Education, Room 017, Northside Hall, from 8:30 a.m. to 4:30 p.m., Monday through Friday.

Extended registration hours will be held January 13, 14, and 15 from 6:00 p.m. to 8:00 p.m. for your convenience.

Fees must accompany the application. Class positions are filled in the order received. Most courses have limited enrollment, so register early.

Please consider yourself enrolled in the requested class unless you are contacted by the Continuing Education office.

ENROLLMENT FORM

Last Name _____ **First** _____

Home Address _____

City _____ **Zip** _____

Home Tel. _____ **Business Tel.** _____

Course _____ **No.** _____ **Sec.** _____ **Fee** _____

Course _____ **No.** _____ **Sec.** _____ **Fee** _____

Course _____ **No.** _____ **Sec.** _____ **Fee** _____

Please register me in the course(s) listed above at fees **Totaling $** _____

Parking $ _____

Total $ _____

☐ **I am over 60. Discount applies only to starred (✲) courses.**
☐ **Enclosed is my check or money order payable to Continuing Education-IUSB**
☐ **Parking Permit Desired ($2.00)**
Are you now on our mailing list? _____
Is this your first CE class at IUSB? _____

APPLICATION FOR MOTOR VEHICLE PARKING PERMIT

The vehicle identification decal entitles you to park in the student parking areas of IUSB parking lots. PLEASE PRINT ALL INFORMATION.

Name _____

Local Address _____

_____
City **State** **Zip**

Vehicle _____
Make **Year** **Color** **State Registered**

S. S. Number _____

Signature _____ **Date** _____

MAIL ALL REGISTRATIONS TO:
Indiana University at South Bend, Division of Continuing Education, 1825 Northside Boulevard, South Bend, IN 46615

BUSINESS AND VOCATIONAL

Bookkeeping and Ledger Maintenance I 801

For the person who needs to know the principles of basic bookkeeping and accounting and who needs to learn how to maintain books and ledgers, this course is the answer. It is primarily a "how-to" course.

Course content includes beginning a bookkeeping system, recording in journals, posting to ledgers, balance sheet accounts, income and expense accounts, closing entries, financial statements, special journals, eight-column work sheet with adjustments, and financial reports.

Bernice DeVries, the instructor, is an experienced bookkeeping and accounting teacher, holds an M.S. from Indiana University, and has sixteen years of practical experience in local offices.

Ten Mondays, 7:10-9:10 p.m. **Room: 079**
January 26-March 29 **FEE: $50**

Bookkeeping and Ledger Maintenance II 802

A continuation of Bookkeeping and Ledger Maintenance I, this course includes: payroll accounts, taxes and reports; fixed assets and depreciation; bad debts and valuation of accounts receivable; notes and interest; accrued income and expenses; partnerships; corporations; and automated data processing in bookkeeping.

The instructor, Bernice DeVries, holds an M.S. from Indiana University and has both practical and instructional experience.

Ten Tuesdays, 8:00-10:00 p.m. **Room: 105**
January 27-March 30 **FEE: $50**

Creative Selling Strategies 804

As competition increases for the discretionary dollar, every business is in direct competition. Those who employ sound marketing and sales techniques and are aware of the importance of timing will survive and be profitable.

PART I offers **sales and marketing strategies** for small business. It will be valuable to anyone in manufacturing, wholesaling, or retailing, and offers a basic approach to common-sense marketing strategy. It includes discussion of important sales and marketing problems that can be solved by applying logic and intelligent planning. Market factors and surface research will be integrated into workable, usable marketing formulas that can be helpful in everyday marketing strategy. A review of data collection, consumer needs, pricing, and other fundamental marketing techniques is included.

PART II is devoted to **creative sales techniques.** Every salesman or sales manager is interested in increasing productivity. An American salesman is the heart of the world's most sophisticated marketing society, yet little time or space is devoted to really understanding what is involved in professional salesmanship. Today the creative salesman faces a skeptical, well-educated buyer and he must be more than a mere purveyor of goods and services. He must always be involved in learning and understanding consumer behavior. The marketing concept of filling a need at a profit must be given the top priority in every selling organization. This part is directed towards the basic principles of selling and controlling the sales effort. Materials will be supplied by the instructor.

Ray Burnett, Jr. holds an M.B.A. from the University of Detroit. He owns and operates a marketing consulting firm and is a member of the associate faculty of the Division of Business and Economics at IUSB.

Part I:
Five Wednesdays, 7:10-8:40 p.m. **Room: G114**
January 28-February 25 **FEE: $29**

Part II:
Five Wednesdays, 7:10-8:40 p.m. **Room: G114**
March 3-March 31 **FEE: $29**
(Note: Fee for both parts is $50.)

Grantsmanship 805

What is the art of grantsmanship? How does it differ from proposal writing? What are the sources of available funds? How do you write successful grants? The answers to these questions, as well as other fundamentals of grantsmanship, are presented in this seven-session course.

An in-depth examination of the essential elements of grantsmanship — identifying and cultivating grant support from government and foundations, fundamentals of proposal writing, project organization and evaluation, and grant administration and renewal — will be presented. In addition, time for individual consultation will be set.

James H. Ryan, director of continuing education at IUSB and Michael Toal, vice-president of corporate banking at the National Bank will teach the course. Mr. Toal was principal fund raiser of private monies and grants for construction of the South Bend Century Center. Dr. Ryan has authored or co-authored more than twenty grant awards and has presented proposals to both government and private foundations. He also has experience as a grant administrator.

Seven Thursdays, 8:00-9:30 p.m. **Room: 156**
January 29-March 11 **FEE: $36**

Fundamental Management Skills and Concepts 806

How can you become a more effective manager? What are specific techniques for getting more work done through other people? Designed for aspiring and practicing managers, this course presents an overview of contemporary management — its philosophies and practical techniques.

The course explores the management functions of planning, organizing, motivating, and controlling, and examines topics such as the real source of authority, resistance to change, and learning to lead. The objectives are to help the participant develop a philosophy of management and practical managerial skills.

Howard Harlow, the instructor, is an assistant professor of business administration at IUSB and holds a Ph.D. from the University of Nebraska.

Ten Thursdays, 8:10-10:10 p.m. **Room: 050**
January 27-March 30 **FEE: $62**

Job Search Techniques 826

We are a population on the move. It has been estimated that over 800,000 Americans change employment every month. In order to compete effectively for the employment opportunities, we must be well trained. Finding the "right" job is no accident. The move must be planned.

Jim Kanning, the instructor, will assist students in practical exercises to teach the proper method of planning a job campaign. The fallacies of many traditional campaigns will be shown. Among topics covered will be self-evaluation, employer evaluation, re-training and continued education.

Mr. Kanning is director of the IUSB Business Placement Office and also serves as an administrative assistant and associate lecturer in Business and Economics.

Nine Tuesdays, 8:00-9:30 p.m. **Room: G112**
January 27-March 23 **FEE: $41**

Review for Certified Public Accountants (C.P.A.) Exam 810C

This course offers a preparation for becoming a professional public, industrial, or governmental accountant. The course emphasizes the applications of accounting theory and auditing procedures to various accounting problems and provides a review of the essentials for taking the C.P.A. exam. It is a credit course which is also offered on a noncredit basis through the Division of Continuing Education.

Don Cline is a C.P.A. and an assistant professor of accounting in the Division of Business and Economics at IUSB.

Fifteen Mondays and Thursdays, 6:40-7:55 p.m. **Room: 106**
January 12-April 29 **FEE: $42**

Private Pilot Ground School 815

Geared to the student with little or no aeronautical experience, this course includes those subject areas required by FAR 61.105 (a). The objectives of the course are to teach the student the necessary techniques and procedures of flying and to give a student the academic background necessary to pass the FAA Private Pilot Written Exam. The exam will be administered during the last class. The required texts are **Private Pilot Handbook of Aeronautical Knowledge, Private Pilot Written Test Guide, and FAR and AIM Pilot's Basic Reference Book.**

The instructor is William Smith, a major in the U.S. Air Force and an assistant professor of aerospace studies. He has logged more than 6,000 total hours, including 3,600 instructor hours. He holds civilian certificates as an Airline Transport Pilot (AMEL), Instrument Flight Instructor (ASEL), and Ground Instructor with an advanced instrument rating.

Fifteen Thursday, 6:30-9:00 p.m. **Room: G123**
January 29-May 6 **FEE: $112**

Instrument Pilot Ground School 816

Planned for the private or commercial pilot with little or no instrument flying experience, this course covers those subject areas required by FAR 61.65 (b). The objectives of the course are to teach the student the necessary techniques and procedures of instrument flying and to give the student the academic background necessary to pass the FAA Instrument Pilot Written Exam. The exam will be administered during the last class period. The required texts are **The Instrument Rating** and **Instrument Flying Handbook.**

The instructor is William Smith, a major in the U.S. Air Force and an assistant professor in aerospace studies. For additional background, see Private Pilot Ground School course description.

Fifteen Tuesdays, 6:00-9:00 p.m. **Room: 064**
January 27-May 4 **FEE: $130**

Introduction to Computers 823

Although computers are surrounded by a mystique, knowledge of how to use computer resources, both people and hardware, has become a business fundamental. This course will remove some of the mystery from these powerful tools and will introduce the student to the capabilities and limitations of these resources.

Designed primarily for the business person, the course is intended to enable the student to directly apply what has been learned to the business environment. Subjects covered will include: systems development, systems analysis, stored programs, program languages, instruction in a program language, and the use of the IUSB computer center. The goal is a basic understanding of key topics and their interrrelationships rather than technical proficiency in a specific area.

The course will relate common business goals with information systems and applications in finance, manufacturing, distribution, order entry, and marketing. Liberal use will be made of actual case studies.

No prior knowledge of computers is assumed, but a minimum of two years of high school mathematics is necessary. The course is also open to high school students who meet this qualification.

Marvin Scher, manager of operations research at Miles Laboratories, will draw on twenty years of computer-related experience to teach the course. He holds a Ph.D. from Syracuse University.

Ten Mondays, 8:00-10:00 p.m. **Room: 050**
January 26-March 29 **FEE: $62**

COBOL Programming I 824

An introduction to COBOL programming for the person with a minimum of two years of high school mathematics and an interest in learning business application of computers, this course will deal with the basic features of American National Standard (ANS) COBOL. General concepts of computer programming will be used as a setting for presenting ANS COBOL so that the course will be suitable either as an introductory course in computer programming or as a course for students proficient in some other language and interested in learning COBOL.

Course content will be developed in the context of sample programs, beginning with an elementary example program and progressing gradually to useful and complex matter programs. Students will be asked to submit their solutions to the sample programming problems for evaluation. Upon completion of the course the student will have a portfolio of work presentable for review by prospective employers. The text is **An Introduction to American National Standard COBOL** by Tate F. Lindahl.

Stephen McNally taught at St. Mary's College and the University of Notre Dame and holds an M.S. in mathematics from the University of Notre Dame.

Fourteen Mondays, 8:00-9:30 p.m. **Room: 057**
January 26-April 26 **FEE: $65**

Advanced COBOL 827

Open to anyone interested in production applications of COBOL in business, this course provides the junior COBOL programmer with the knowledge and confidence needed for a significant advance in his programming skills and career potential. The course will deal with the more advanced features of ANS COBOL, including such topics as random access input-output, structured programming and program linkage, the report writing feature, imbedded sorts, the COPY statement, table handling, and additional data types. The text is **IBM ANS-COBOL Language Reference Manual.**

The instructor is Stephen McNally, a graduate of St. Ambrose College and the University of Notre Dame. He is manager of applications and manages a computer center.

Fourteen Thursdays, 8:00-9:30 p.m. **Room: 057**
January 29-April 29 **FEE: $65**

Real Estate Law 803C

What are the legal problems related to the ownership and transfer of real property? What are the laws governing the landlord-tenant relationship? These and other topics such as zoning, private restrictions, subdivision control, and eminent domain are the subjects of this course. The text is available at the IUSB bookstore.

Eric Smithburn, the instructor, holds a law degree from the Indiana University Law School-Bloomington, and is a practicing attorney in Plymouth, Indiana. An IUSB associate faculty member, Mr. Smithburn was also an assistant professor at the IU-Bloomington School of Business.

Fifteen Tuesdays and Fridays,
8:00-9:15 p.m. **Room G11**
January 13-April 30 **FEE: $42**

Real Estate Brokerage Practices 818

Will you have completed two years as a licensed salesperson by **Tuesday, February 24, 1976?** If so, you are eligible for the Real Estate Brokerage course.

The nine-session course is designed to prepare you for a successful transition from real estate salesperson to broker and to provide a review for the broker's license examination. As a licensed broker, you can both sell real estate and close the transaction.

The class will be conducted in person by a qualified instructor noted for leadership in the real estate field.

Registration is through the Bloomington office only and should be made on the standard form available from either the IUSB Continuing Education Office or Bloomington. For additional information, please call Real Estate Certification Program at 1-800-742-4067 (toll free). **Enrollment is limited.**

Seven Thursdays, 6:45-9:45 p.m. **Room: 013**
January 6-February 17
AND Two Thursdays, 6:45-9:45 p.m. **Room: 0063**
February 12 & 19 **FEE: $95**
(Cost of texts and materials are included.)

Stocks and Bonds* 814

The impact of international problems and economic conditions has generated a need for both private investors and institutions to re-examine their approach and objectives to participation in capital markets.

Part I presents the fundamentals of money, money markets, and basic investment vehicles and the where's, why's, and how's. It includes a review of the structure of American capital; the goal of the individual investor; general background on corporation investments — both owners and lenders; balance sheets and income statements; quantitative and qualitative factors and measures; the mechanics of investments; and practical applications.

Part II is designed to help the experienced investor become more a master of his own financial fate. This course will include investment objectives and goals, basic and advanced security analysis, and a more in-depth understanding of balance sheets and income statements. It will also focus on industrial analysis and basic estate planning, as they affect personal investments.

Max R. Siekmann, the instructor, is a graduate of DePauw University and is a general partner in a major local brokerage firm.

Part I:
Seven Monday, 8:00-10:00 p.m. **Room: G106**
January 27-March 8 **FEE: $36**
(Note: $68 for both Parts I & II)

Part II:
Seven Mondays, 8:00-10:00 p.m. **Room: G106**
April 5-May 17 **FEE: $36**

Personal Finance* 804C

Financial problems encountered in managing individual affairs, such as family budgeting, installment buying, insurance, home ownership, and investing and securities are the topics covered in this course. The text is **Personal Finance: Principles and Cases** by Cohen and Hanson.

James B. Wyllie, the instructor, holds an M.B.A. from Michigan State and is an associate lecturer in the Division of Business and Economics.

Fifteen Tuesdays and Fridays, 5:20-6:35 p.m. **Room: 079**
January 27-April 30 **FEE: $42**

Income Tax Preparation* 808

Each year computing individual income tax becomes more difficult. Because of changes in tax regulations, completing this year's return will be even more complex. This course is designed to simplify the process and is geared primarily toward the returns of individual taxpayers, taxpayers with business expenses, retirees, and small business people.

Content includes: IRS filing requirements — gross income from wages, business or farm income, capital gains or losses, exclusions from gross income, adjusted gross income, tax computations and credits, audit and appeal procedures, and a review of the Tax Reduction Act of 1975. The Indiana State tax return will also be discussed. The book is available in the bookstore.

Jerry Fox, the instructor, is a staff accountant with Ernst and Ernst, and holds a B.S. degree from IUSB.

Six Wednesdays, 8:10-10:10 p.m. **Room: 109**
January 28-March 3 **FEE: $36**

Advanced Estate Planning 809

A professional-level continuing education program, this course reviews the need for estate planning. It discusses ways for possible financial gain through the study of estate, gift, and income taxes and their application, and the estate settlement process. A study of typical problems that arise in estate planning, the legal documents required, and methods for solving estate planning problems will be included. Open to anyone, the course is planned primarily for those who work or wish to work in this specialized field — lawyers, accountants, bank trust department officers, and life underwriters.

The texts are **Estate Planning — A Quick Reference Outline** and **Federal Estate and Gift Taxes Explained.**

David Hosinski, senior vice-president and trust officer for the St. Joseph Bank and Trust Company of South Bend and a graduate of the University of Notre Dame Law School, is the instructor.

Twelve Wednesdays, 6:40-8:40 p.m. **Room: 152**
January 28-April 14 **FEE: $68**

Purchasing 812

The use of cost-effective and well-planned purchasing procedures can mean additional profit for your company. This course is planned for the person whose employment relates to purchasing. It includes a review of purchasing organization, policies, and procedures, as the groundwork for a study of modern purchasing techniques: negotiation, inventory control, sourcing, and performance. Participant problems will provide topics for specific and general purchasing discussion. This course is a part of the American Production and Inventory Control Society (APICS) Certificate Program.

John Anderson, the instructor, holds a B.S. from Indiana University, is the supervisor of engineering and supplies in corporate purchasing at Miles Laboratories, and has successfully taught at IUSB for several years.

Ten Thursday, 8:10-9:30 p.m. **Room: 055**
January 29-April 1 **FEE: $50**

Advanced Production and Inventory Control 818

Advanced techniques of production and inventory control will be discussed with heavy emphasis on student participation. Class members will submit production and inventory control problems which they are currently experiencing, and solutions will be developed through class participation. The course is one of five required for the APICS Certificate and is planned for those who possess fundamental knowledge of production and inventory control.

Bill Jones, the instructor, is the manager of production control at Dodge Manufacturing, which has one of the area's outstanding production and inventory control system. Recipient of an M.B.A. from Northwestern University, he has also been a guest instructor in the Management Institute of the University of Wisconsin Department of Business and Management.

Ten Mondays, 6:40-8:00 p.m. **Room: 0063**
January 26-March 29 **FEE: $50**

Improving Your Business Writing 807

The ability to communicate in writing is a vital skill for surviving in the business world. To be able to say what you want and have it understood — not misunderstood — saves needless conflicts and much confusion.

Designed for the person who wants to improve on-the-job performance, this course will provide discussions of and practice in the skills of clear, concise, effective business writing. Varying emphasis will be placed on format, organization of ideas, and sentence structure, according to the needs of the individual students. Each student will be encouraged to contribute memos, letters, or reports for class discussion.

Laura Noell, an associate faculty member at IUSB, is an outstanding teacher of technical, business, and report writing. She holds a Ph.D. from Washington University.

Ten Mondays, 8:00-10:00 p.m. **Room: 0063**
January 26-March 29 **FEE: $62**

Physical Distribution 813

What is the optimum placement for the new warehouse? Can the dollars invested in inventory be decreased? The answers to these and other questions may mean rethinking current practices and result in expanding capital available.

This course is designed to increase the knowledge necessary for successful management of production and inventory. Specifically, it develops the theory and understanding of the physical distribution process and promotes the science of managing physical distribution systems. It may also aid the student in passing the APICS Certificate Program for Production and Inventory Control.

Through a consultative, case-study approach, the instructor adapts the course to the needs of each individual student. Course work centers around the work-related problem which each student submits. Solutions are discussed in class.

Possible topics are customer order-processing, customer service, transportation management, field warehousing management and location, warehouse and distribution inventory management, the job of physical distribution manager, the role of the computer in distribution, and the effect of physical distribution on purchasing and manufacturing. Materials will be supplied by the instructor.

Jack Durben, the instructor, is manager of the materials control and warehouse services in the Consumer Products division of Miles Laboratories. His duties include responsibility for production and manpower planning, scheduling, materials and inventory control of products manufactured at several plant locations, and materials handling. He holds an M.B.A. from Indiana University.

Ten Thursdays, 6:40-8:00 p.m. **Room: 055**
January 29-April 1 **FEE: $50**

Transactional Analysis (T.A.) for the Secretary

Please see course description under Personal Development.

Shorthand Review 821

For students who have had at least one semester ot shorthand and who want to build their skills, this course offers a review of the basics. It will contain individualized skill and speed-building exercises so that each individual increases speed and accuracy. The text is **Refresher Course in Gregg Shorthand.**

The instructor is Sharon Cohen, an experienced business education instructor.

Ten Tuesdays, 5:30-8:00 p.m. **Room: 072**
January 27-March 30 **FEE: $45**

Speedwriting 822

For those who wish to acquire speedwriting skills, this course offers instruction in an effective and productive specialized method of shorthand. The course will include a review of speedwriting theory, penmanship, and principles. Tapes will be used to help build speed. Basic typing is a prerequisite.

The fee for the course includes the required set of speedwriting texts. The cost of these materials is $33, which includes several speedwriting workbooks, a shorthand dictionary and an English punctuation and usage handbook. Orders for these books will be placed upon receipt of the registration fee. **Early registration is important to ensure delivery prior to instruction.** Participants should come prepared with shorthand pads, pens, and typing paper.

The instructor, Peter A. Gyori, dean of the Michiana College of Commerce, is an experienced shorthand and speedwriting teacher.

Twelve Mondays and Thursdays
8:00-9:30 p.m. **Room: 070**
January 26-April 15 **FEE: $76**

Beginning Shorthand 812C

Knowledge of shorthand can serve as a "door-opener" for further vocational advancement. This course teaches the basics of Gregg Shorthand Diamond Jubilee and builds a limited amount of speed. **Homework is expected.**

June Dimich, associate IUSB faculty member of the Division of Business and Economics, is the experienced instructor.

Fifteen Tuesdays and Fridays, 6:40-7:55 p.m. **Room: 105**
January 13-April 30 **FEE: $42**

Records Management 833

Business and organizations need a records management program. Failure to have such a program might mean that needed records are not available, too much is kept for too long, or economies are not realized, and money is wasted.

Designed for secretaries, office managers, and others who have responsibilities for maintenance of records, this course offers strategies and techniques for managing paperwork and records. It will be presented through reading materials, audio-visual aids, case histories, and lecture and group discussion. Content includes record inventory techniques, record retention scheduling, filing and filing systems design, inactive records maintenance, forms management, and micrographics. The text is **Records Management** by William Benedon.

Roy Gover, the instructor, is records manager for Clark Equipment Company of Buchanan, Michigan. Mr. Gover has eleven years of administrative management experience in both government and industry. He is currently responsible for providing records management services to the more than five major divisions of Clark Equipment Company. Prior to that he was public records manager for Hennepin County in Minnesota. He has a B.S. from the University of Texas and an M.B.A. from Michigan State.

Eight Wednesdays, 7:10-9:40 p.m. **Room: 006**
January 28-March 17 **FEE: $57**

Meeting Leadership for Managers and Supervisors 825

Designed for business and industrial managers and supervisors, this course provides practical instruction and the most effective techniques and methods for planning, preparing, conducting, and evaluating meetings. It includes making effective presentations, conducting group discussions, group participation techniques, use of audio-visual aids, and evaluation techniques. This is not a lecture course; it contains a high degree of participation and involvement.

This course has been presented to executives, managers, and supervisors in General Motors, Coca Cola, Proctor and Gamble, Campbell Soup, Ralston Purina, Carrier, Hoover, and other major corporations and presents a unique opportunity to business people in the Michiana area.

Paul Matchette, the instructor, is a training consultant with nearly twenty-five years of experience in making meeting presentations to groups of all sizes and types. During his employment with the Jim Handy organization and the Associates Corporation of North America, he conducted extensive development of company sales presentations, planning programs of manpower and management development, meeting leadership training, and program presentation skills.

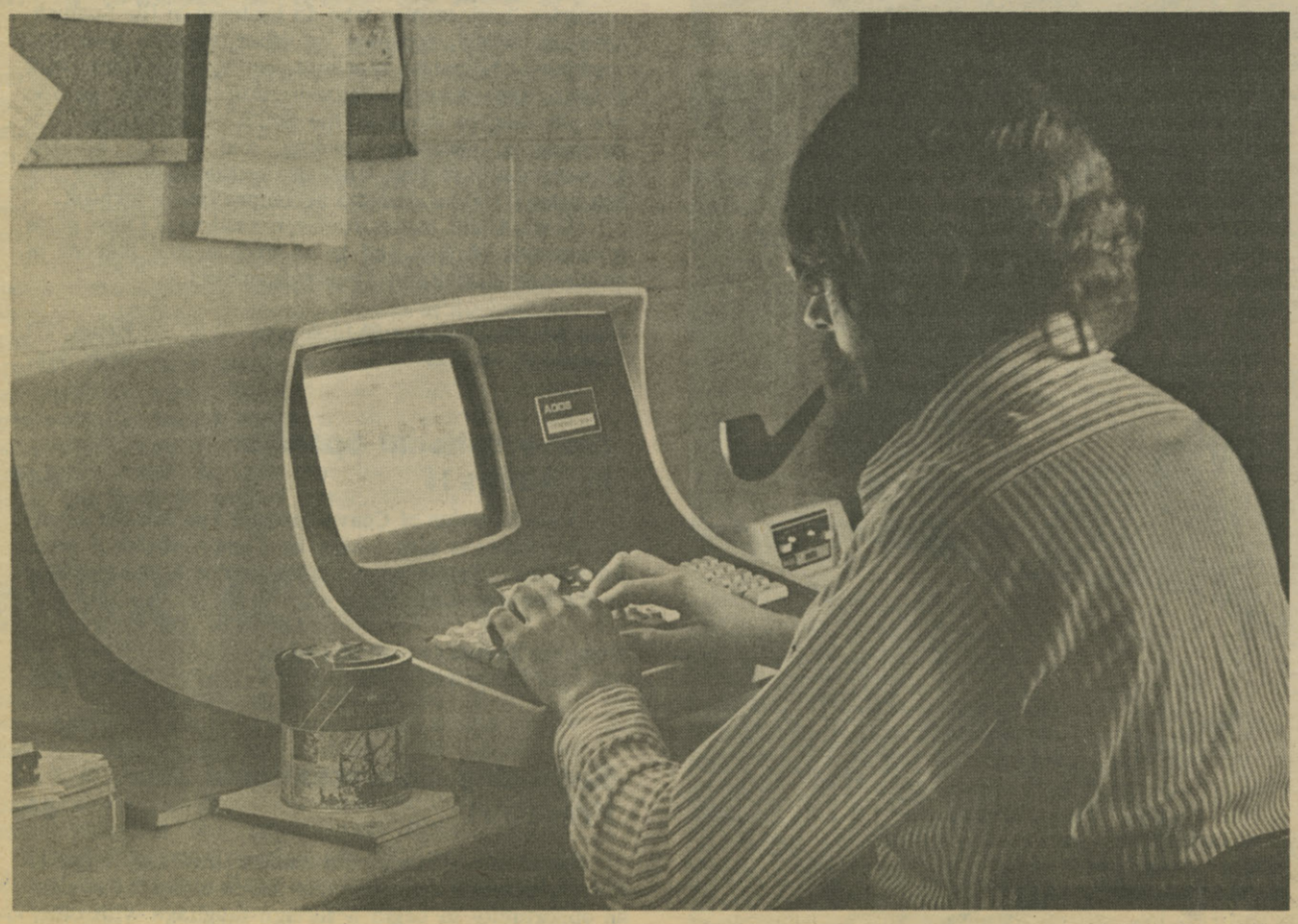
Six Mondays, 8:00-10:00 p.m. **Room: 109**
January 26-March 1 **FEE: $44**

Business Law for the Small Business Person 817

This course is designed to help the small business person become more cognizant of the legal problems confronted in daily business operations and to provide basic information essential to deal comfortably with these problems. Topics include basic business organizations: individual proprietorship, partnership, and corporation (including Sub-Chapter S); contracts; bailments, principal and agent; real estate transactions — landlord-tenant problems, leases, sales and purchases; torts and white-collar crimes; negotiable instruments; employees-wage claims, termination, Employment Security Division and Workmen's Compensation; and retirement programs — comparison of IRA, pension programs, and profit sharing. The objective of the class is to give each person a fundamental understanding of the above problem areas so that when confronted with a problem it can be recognized and dealt with properly. The text is available at the bookstore.

Terry Lehr is an attorney and holds a law degree from Indiana University.

Ten Thursdays, 8:00-10:00 p.m. **Room: 113**
January 29-April 1 **FEE: $61**



COLLEGE PROFICIENCY

Basic Composition* 887

Designed primarily to serve the post-high school adult who wishes to strengthen his writing, Basic Composition is a course in fundamentals of writing. It emphasizes the development of unified and coherent expository writing. The writing process is presented in three stages: pre-writing, writing, and rewriting. Lectures, text assignments, written compositions, oral and written criticisms, and class discussion comprise the activities of the course. The text is **Writing with a Purpose** by McCrimmon.

Dorwin Nelson, a graduate of Wabash College and Indiana University, has taught this ever-popular course for ten years.

Fourteen Tuesdays, 6:00-7:50 p.m. **Room: 057**
January 27-April 27 **FEE: $36.50**

Reading and Study Techniques 888

Many people have a capacity to work efficiently but find themselves struggling ineffectively because they lack fundamental reading and study skills, experience, and discipline. Reading and Study Techniques focuses on these weaknesses and provides training that stimulates increased performance. Diagnostic tests are used to determine individual needs. The text is **Learning to Learn** by G. Smith.

One of the most popular noncredit courses at IUSB, it is taught by Michael Rose. Mr. Rose has a rich background in this area and is considered by many to be one of the leading authorities in this field.

Fourteen Tuesdays, **Room: 003**
January 27-April 27 **FEE: $36.50**

Section 1: 6:00-7:50 p.m.
Section 2: 8:00-9:50 p.m.

Basic Mathematics I 889

Basic Mathematics I presents a review of basic arithmetic and elementary algebra. It is planned to aid university students with weak math efficiency, high school graduates, teachers of elementary and junior high mathematics, business persons, and housewives who wish to strengthen their math skills and further their educational or vocational opportunities.

Course content includes whole numbers and fractions, decimals, percentages, number systems, equations and inequalities, and graphical relationships. It provides sound preparation for mathematics at the college level. The text utilized is **Advancing in Mathematics: Algebra I** by Morris. The instructor is Eugene Hudson, who holds an M.S. from Indiana University.

Fourteen Wednesdays, 6:00-7:50 p.m. **Room: 057**
January 28-April 28 **FEE: $39.50**

Basic Mathematics II 890

Basic Mathematics II is a continuation of Basic Mathematics I. The depth of instruction will depend upon the preparation of each student. The text is **Modern School Mathematics.**

Because Eugene Hudson, the instructor, believes that mathematics is a non-spectator sport, these courses have been popular with post-high school students for the past twelve years. His approach to teaching mathematics has been characterized by former students as refreshing and innovative.

Fourteen Wednesdays, 8:00-9:50 p.m. **Room: 057**
January 28-April 28 **FEE: $39.50**

Scholastic Aptitude (SAT) Preparation 892

Were your scores on the PSAT, NMSQT, or SAT tests lower than you would like? Would you like to be better prepared to take such tests this year?

Taught by two instructors, one in English and one in math, this course is designed to improve those verbal and quantitative skills measured by college entrance examinations. Class time will be equally divided between a thorough review of the mathematics section of the SAT and the section dealing with vocabulary and reading comprehension.

Your developing performance will be measured in a series of practice tests and exercises, done in and out of class; thus, **homework is expected.**

A final exam will be given simulating SAT test conditions. The last week will then be spent discussing the exam and suggesting the special work each student may want to do after the course ends.

Required texts and materials are Barron's **How to Prepare for College Entrance Examinations,** (the edition in the IUSB bookstore, please), **Six-Way Paragraphs** by Walter Pauk, and fifty answer forms.

Gretchen Mellema holds an M.S. from Purdue University; Babs Maza received an M.A. from the University of Notre Dame.

Fourteen Thursdays, 7:00-9:00 p.m. **Room: 126**
January 29-April 29, plus Saturday, April 24 **FEE: $58.50**

The Study of Man* 891

The World Food Crisis, the Population Explosion and Abortion, Peace in the Middle East, the Future of the American Family, What Happened to the Melting Pot, and Depletion of Environmental Resources are current and vital topics influencing the future of man. Perspective on these problems can be found in the social sciences — anthropology, psychology, and sociology.

This course offers a general overview of these disciplines through lectures, discussions, and readings. The text is **The Waste Makers** by Vance Packard. The instructor, William Tibbetts, holds an M.A. from Michigan State and is the director of admissions at IUSB.

Fourteen Thursdays, 8:00-9:30 p.m. **Room: 053**
January 29-April 29 **FEE: $40**

COMMUNICATION SKILLS

Layout/Design and Publishing Techniques 850

Do you need to communicate more effectively with your clients or audience? Do your published fliers and promotional materials seem to lack that "professional look" and do not generate the response you had hoped? If so, this course will help create an awareness of the processes involved in producing printed publications and materials for the nonprofit organization or small business. This includes production of newsletters, magazines, and promotional and other collateral materials.

Designed for employees of small business and nonprofit organizations involved in agency communication programs, this course will deal with the basics of the production of communication materials. Specific emphasis will be given to layout, especially as used in the publication of small newsletters, brochures, and other small business and nonprofit promotional materials.

Course content will give special attention to specific layout and design techniques, as well as editing requirements and standards. Various resource persons trained in the different aspects of production will explain and demonstrate the basics of preparing the above materials.

Coordinators for the program are Jeannine and Thom Villing, both of whom work and have significant experience in the journalism-public relations area. Jeannine is currently the publications editor for the National Center for Law and the Handicapped, where she edits a bimonthly national publication and writes or edits all brochures, monographs, booklets, quarterly reports, and other collateral material produced by NCLH. Previously she was editor of the **Notre Dame Report** and was employed in the public relations offices of the University of Dayton and the College of Mount St. Joseph. Thom is an account-director with Markmakers, Inc., a South Bend advertising agency. His direct involvement includes copywriting, art and production coordination, and supervision of media selection and placement.

Seven Wednesdays, 7:30-9:30 p.m. **Room: G102**
January 28-March 10 **FEE: $35**

Speedreading 851

Many people in business and the professions feel the need for improving their speed and comprehension in reading. Because of the large volume of printed materials people must read and understand, the ability to read swiftly and intelligently has become of utmost importance to succeed in almost any undertaking.

This course has been planned with the aim of sharply increasing the reading speed and comprehension of the participant by utilizing special materials and equipment. The instructor will attempt to discover the reading weakness of each enrollee and make the necessary recommendations for improvement.

Michael Rose, reading coordinator for the South Bend Community School Corporation, has taught this popular and successful course a number of times. He has been an associate and adjunct faculty member of IUSB for fourteen years.

Eight Mondays, 7:40-9:40 p.m. **Room: 003**
February 2-March 22 **FEE: $48**

Creative Writing 852

Under the direction of the well-known Louis Hasley, this course offers the opportunity for intensive and stimulating contact with the writing profession. It is open to anyone interested in the field of creative writing — prose, fiction, or personal essays. Aim for publication is desirable, but not required, as imaginative, artistic creativity may be its own reward. Professor Hasley will lecture as needed by the class.

Louis Hasley holds degrees from the University of Notre Dame and is widely published. He has written poems, articles, literary criticisms, short fiction, and humor (prose and verse), and has published in more than forty periodicals, such as the New York **Times, Saturday Review of Literature, the Southern Atlantic Quarterly,** and the **Connecticut Review.** Recently retired from the University of Notre Dame English Department, Professor Hasley continues to write and teach creative writing.

Ten Tuesdays, 7:30-9:30 p.m. **Room: 152**
January 27-March 30 **FEE: $54**

Basic Sign Language I* 842

This course is planned for the person who is just beginning in sign language. It concentrates heavily on finger spelling and learning to understand the world of the deaf. Numbers, colors, days of the week, and basic verbs and nouns will be covered. Proficient finger spelling is a goal of this course.

The instructor is Alverna Carpenter, who is certified by the National Association for the Deaf as an interpreter. This course is co-sponsored by the Hearing and Speech Center of St. Joseph County.

Ten Mondays, 7:35-9:35 p.m. **Room: 008**
January 26-March 29 **FEE: $22**

Basic Sign Language II* 843

Designed for the person who is reasonably proficient in finger spelling, this course includes all the elementary signs any deaf person will use or know. A vocabulary of approximately 500 whole-word signs, as opposed to finger spelling, will be taught.

The instructor, Alverna Carpenter, is one of only five certified interpreters for the deaf in Indiana.

Ten Wednesdays, 6:40-8:40 p.m. **Room: 156**
January 28-March 31 **FEE: $22**

German for Travelers* 837

This beginning-level course is intended to serve those who intend to travel in Germany this summer. Emphasis is on menus, signs, and phrases commonly used by the traveler. It is planned to be a one-semester course only.

Fifteen Wednesdays, 12:00-1:30 p.m. **Room: 055**
January 28-May 5 **FEE: $40**

Conversational German for Adults II 841

This is an informal, introductory course for adults who want to be able to communicate in German in everyday situations — understanding menus, signs, and general conversations — and to learn about German customs. The program is designed for individuals who have a primary interest in the spoken German language. Whenever possible, suggestions from the class as to subject matter will be incorporated. A teaching and cultural film will be used at most class meetings to supplement class discussions.

Text books are available in the IUSB bookstore and it is strongly recommended that a 60-minute cassette tape be brought to the first class session.

The instructor, Birgit Scott, is a native of Denmark and speaks fluent German. Mrs. Scott also serves as coordinator of the IUSB Children's Language Program.

Fourteen Tuesdays, 8:00-10:00 p.m. **Room: 122**
January 27-April 27 **FEE: $46**

Conversational Hebrew II 847

Designed for the traveler and the interested adult, Conversational Hebrew is intended for those who have little or no knowledge of Hebrew or for those who wish to refresh their skills. Vocabulary and dialogue useful to the traveler will be emphasized. Use of tapes is encouraged.

The instructor, Karen Rosenfeld, is a graduate of Yeshiva University. She holds a Hebrew teacher's license from Machom Gold in Jerusalem, Israel.

Fourteen Thursdays, 8:00-10:00 p.m. **Room: 013**
January 29-April 29 **FEE: $50**

Conversational Spanish for Adults I 848

Many adults have interest or need to learn Spanish as a second language — travelers to Spanish-speaking countries, businessmen who do business in the Spanish-speaking world, foremen or other persons who are working with Spanish-speaking people, people who want to better understand the Spanish culture, and persons who are planning to move to the South or Southwest. Understanding, speaking, reading, and writing are the primary goals of this language course. The texts are **Entender y Hablar** and the accompanying workbook.

Carlos Aballi, the instructor, is a native of Cuba, holds a doctorate of law, and is an experienced teacher of children and adults in American schools.

Fourteen Thursdays, 8:00-10:00 p.m. **Room: 074**
January 29-April 29 **FEE: $46**

Conversational Spanish for Adults II 849

A continuation of **Conversational Spanish for Adults I,** this course is also taught by Carlos Aballi. A basic knowledge of Spanish is essential, and texts are available in the bookstore.

Fourteen Tuesdays, 8:10-10:10 p.m. **Room: 074**
January 27-April 27 **FEE: $46**

Beginning Conversational French II 845

Useful for personal enrichment and any trips to French-speaking countries, this course offers the student an opportunity to begin a foreign language with other interested adults or to refresh one they have already

learned. The course is oriented primarily toward conversational skills: imitating the sounds of French dialogues which are based on everyday situations a visitor might encounter in France, such as getting acquainted, asking directions, getting a hotel, and catching a train. Singing traditional French songs and a systematic study of grammar are also included. The student may wish to use tapes, and the text is **Basic Conversational French.**

Jack Bomer is the instructor. He holds a Ph.D. from the University of Wisconsin, has studied French in Paris, and has taught at IUSB and St. Mary's College.

Fourteen Wednesdays, 8:00-10:00 p.m. **Room: 005**
January 28-April 28 **FEE: $46**

DAYTIME COURSES

Five daytime noncredit courses are being offered by the Division of Continuing Education this semester, two of which are lunch-hour programs. These courses are Transactional Analysis for Secretaries, German for the Traveler, Duplicate Bridge, Coffee and Paperbacks, and Art Appreciation — How to Look at a Painting. Course descriptions are found elsewhere in the brochure.

If you have an interest in our offering an increased number of daytime courses, please call us, (219) 237-4165.

FOREIGN TRAVEL

German Study Program

This summer you can experience an intensive contact with the German language and culture. The IUSB Language Summer Study Program in Bonn is an exciting eight-week stay in the West German capital and other famous cities during which participants gain a working knowledge of German government, education, and culture while studying the language in its daily use. The trip is scheduled for May 20 to mid-July.

Each week the group will focus on a different aspect of German life. Representatives of government, education, industry, and the arts will lead discussions in their fields. Side trips to varied cultural events, as well as tours of historical and cultural landmarks and hikes through the Ahr valley, will round out a rewarding stay on the European continent. During the course, students will have time to tour the area on their own.

A highlight of the program is a one-week visit to West Berlin; several excursions into East Berlin are also planned.

Although credit students will receive space priority, the 1976 program is open to any college student or adult on either a credit or noncredit basis. It is expected that all students will take exams.

Prerequisites for the program are the equivalent of first-year college German. Participants are required to use German as the prime mode of communication during the eight weeks abroad.

The program is directed by Dr. Christa-Maria Beardsley, a native of Germany and professor of German at IUSB. Cost for noncredit students is $999 excluding food.

Application deadline is February 11, 1976. For further information about the 1976 Intensive Language Summer Study Program in Bonn, contact Dr. Christa-Maria Beardsley, IUSB Department of Foreign Languages, 237-4278 or the Division of Continuing Education, 237-4261.

String Quartet Seminar in Salzburg

Under the guidance of the International String Quartet, the Salzburg seminar offers the serious student of string quartet music a unique opportunity for learning during the four weeks of July 26 to August 24. Selection of participants is by tape or personal audition with members of the International String Quartet, all of whom have lived, concertized, studied, or travelled extensively throughout Europe.

The program will encourage participation in all aspects of the Salzburg Festival, and arrangements have been made for the use of rehearsal rooms at the Lenbach Gymnasium in downtown Salzburg. Participants will live in private homes in Salzburg (two per family) with lunch and dinner provided. Tours will be taken to Schloss Hellabrunn, famous salt mines, the birthplace of Mozart, and performances of the Salzburg Festival. Cost for noncredit students is $825. For further information, contact the IUSB Division of Music, 237-4101.

MUSIC ACADEMY

Now you may enjoy either beginning or advanced study in piano, guitar, or strings as part of a comprehensive program of instruction. As a student in the academy, you will study on an instrument with a member of the IUSB associate faculty. Your work will be supervised and your progress evaluated by IUSB resident artists such as the International String Quartet.

Intended for young people (ages 8 or over) and adults interested in either college preparatory training or in experiencing a richer life, the academy program also includes informal voluntary performance opportunities and bi-weekly "How to Listen to Music" sessions.

The **Beginning Guitar** class (Level 1 or 2) is a basic program designed to give the non-playing or beginning level student a working knowledge of the guitar. Included in the course are tuning, parts of the guitar, note and rest values, reading music, counting time, chords and rhythm patterns, basic theory, and finger patterns and techniques. The preferred instrument is a Spanish guitar of classic design with nylon strings; a flamenco or folk design is permissible. The text is **Classic Guitar Technique, Volume 1,** by Aaron Shearer.

Music Academy instruction for strings is through private lessons only; **instruction in piano and guitar is offered through both private and group lessons,** depending on individual needs. It is definitely recommended that all beginning piano and guitar students enroll for group lessons.

Piano Class: January 27-June 8 Room: 0068M
Section 1: Twenty Tuesdays, 1:00-2:15 p.m.
Section 2: Twenty Tuesdays, 4:00-5:15 p.m.
Guitar Class: January 28-June 9 Room: 0068J
Level 1: Twenty Wednesdays, 8:15-9:00 p.m.
Level 2: Twenty Wednesdays, 7:15-8:00 p.m.

Private Lessons in piano, strings, and guitar are twenty weekly **half-hour** sessions, beginning the week of January 26th.

Fee for private or class lessons is $100.00. This also includes the "How to Listen to Music" classes (10:00-11:30 a.m. in Room 020, on the first and third Saturdays of each month, beginning February 7), the informal performances which will be scheduled individually, and a student recital for those prepared to perform at the end of the academic year in the IUSB Recital Hall.

BICENTENNIAL

History of South Bend * 859

Of special interest to residents of South Bend, especially teachers and historical society members, this course offers a brief survey of the history of South Bend, from a fur-trading post to a major industrial city. Through an examination of the city, its diverse peoples, and its changing economy, participants will gain a greater historical appreciation for the area and its prospects for the future.

Course content includes frontier background; the development of the fur trade; South Bend as the county seat; the industrial development through water power, railroads, and Studebaker; population growth and immigration; the city's maturity and its responses to national affairs; and the decline of industry and prospects for the future.

Patrick Furlong, an associate professor of history at IUSB, is the instructor. Dr. Furlong is a member of Southhold Restoration, the board of advisors to the **Indiana Magazine of History,** and is a knowledgeable speaker on this topic.

Six Wednesdays, 8:00-9:30 p.m. **Room: G112**
January 28-March 3 **FEE: $34**

A View of the American Revolution 805C

Why did many of the English colonists in America decide that they were indeed a new and separate American people?

Did they establish for themselves "a more perfect government" after they secured their independence in a war? This course, taught by American history expert Patrick Furlong, offers a close examination of the American Revolution in its political, social, and military aspects.

Patrick Furlong is an associate professor of history and holds a Ph.D. from Northwestern University.

Fifteen Mondays and Thursdays,
4:00-5:15 p.m. **Room: 008**
January 12-April 29 **FEE: $42**

Talking Politics * 885

Politics is one of the most provocative topics of discussion for thinking people. This unique course offers the interested person both the opportunity to listen to experts and to discuss politics with them and other participants. The special expertise of John Lewis, a lecturer in the IUSB political science department and a native of Britain, is the American political scene. He will talk about "The Thomas Jefferson Republic — 200 On," "The President and Congress After Watergate," and "Democrats, Republicans, and . . .?"

Roger Hamburg, associate professor of political science at IUSB, is an expert in Russia and U.S. foreign policy. Dr. Hamburg will speak on "Detente: Deliverance or Disaster?," "The Middle East: Cauldron of Conflict," and "U.S.A.-U.S.S.R.-P.R.C. — Uneven Triangle."

Six Tuesdays, 8:00-10:00 p.m. **Room: 053**
January 27-March 2 **FEE: $37**

ARTS AND HUMANITIES

Paperbacks and Coffee 867

Of interest to adults who like to read, this course emphasizes reading for enjoyment, exchanging ideas, and developing a literary discrimination. In five biweekly sessions, the course will examine compelling views of men and women in conflict with themselves and each other as well as with their physical and social environments. Beginning with James Agee's **A Death in the Family,** the course will also include Iris Murdoch's **A Fairly Honorable Defeat,** Virginia Woolf's **Mrs. Dalloway,** Jane Austin's **Emma,** and Saul Bellow's **Mr. Samler's Planet.** Books are available in the IUSB bookstore.

Joanne Detlef, an associate faculty member in English at IUSB, has previously taught this successful course. She holds an M.A. in English from Indiana University and is a candidate for the Ph.D.

Five Alternate Wednesdays, 9:30-11:00 a.m. **Room: 003**
January 28-March 24 **FEE: $33**

Film: The Mirror of Society * 858

One of the most fascinating but often least understood art forms is film. Film can show man's creativity at its best; and through the skill of the filmmaker, the dramatization of a script writer, and the talents of the actors, we can learn a little more about ourselves.

This course offers opportunities to view outstanding films, meet with and listen to a film expert, and engage in discussion with other interested participants.

The series includes films from France, Italy, Spain, the United States, Great Britain, and Russia. Among the features are: Fellini's 8 ½, Dreyer's **The Passion of St. Joan of Arc,** Antonioni's **Red Desert,** Eisenstein's **Ivan the Terrible,** and Resnais's **Hiroshima Mon Amour.** Other classics by Chapman, Bunuel, and Wells will also be shown.

James Meuninck is the extraordinarily well-qualified instructor. He himself has produced and made films.

Seven Fridays, 7:30-10:00 p.m. **Room: 156**
January 30-March 5 **FEE: $14**
($25 per couple)

Introduction to Opera: Verdi's "Rigoletto" * 878

This spring IUSB will present a glittering production of one of the grandest of all the grand operas — **Rigoletto,** full of the melodies that made Verdi famous. Complete with an urbane, jaded duke, a scheming courtier in the title role, poor Gilda — the soprano who sacrifices herself, a nasty villain, and a chorus full of noble lords and ladies, **Rigoletto** always delights its audiences.

Now, as a package you may purchase a ticket to the opera and enjoy six evening discussions of the work and opera in general. They will be led by three people responsible for this production. Bernadine Oliphint, who will sing the role of Gilda, will teach two sessions dealing with the vocal side of the opera. Professor Oliphint is well-known in European and American opera houses. Michael Esselstrom, conductor of the opera, will discuss his responsibilities and those of the orchestra. Dr. Esselstrom is musical director of the IUSB Philharmonic. Robert W. Demaree, Jr., chairman of the IUSB Division of Music, will discuss the costuming, staging, and administrative organization of the opera. After the performances he will consider with the class the place of opera in American culture. Dr. Demaree has overall charge of this production.

Six Tuesdays, 5:15-6:45 p.m. **Room: 020**
March 16-May 4 **FEE: $37**
(Excludes March 30 and April 27) **($70 per couple)**

Philosophic Issues 802C

This course illustrates how philosophic issues can arise from apparent conflicts between beliefs and how philosophical thinking can contribute to the clarification and resolution of those conflicts. In illustrating these themes the course focuses on implications of contemporary behavioral psychology for traditional views on the nature of human freedom and responsibility, the nature of human minds and their role in explained human behavior, and the nature of human values. The primary goal of the course is the acquisition and exercise of basic skills and critical analysis designed to be useful in any field. Readings will include Plato, Descartes, Hume, William James, J. S. Mill, R. P. Wollf, and B. F. Skinner.

Michael Denty, the instructor, holds a Ph.D. and is an associate faculty member of the IUSB philosophy department.

Fifteen Saturdays, 9:30 a.m.-12:00 p.m. **Room: G121**
January 17-May 1 **FEE: $42**

Books for Children and Young Adults 873

What are sound criteria for selecting books for my children or my students? Which new books will become classics and why? This course introduces parents, teachers, and librarians to new and exciting titles in the field of children's literature. It considers appealing books for the pre-schooler to youngsters of junior-high age. Fairy and folk tales; picture books; poetry; novels — fantasy, historical, modern realism; art and science; and social studies books are included in the survey.

Eric Kimmel is a writer of children's books and stories (**Cricket** magazine) and brings his superb talents to this exciting new course. He is also an assistant professor of education at IUSB.

Six Wednesdays, 8:00-9:30 p.m. **Room: 0063**
January 28-March 3 **FEE: $31**

Existentialism 808C

This course explores existentialism as a philosophical movement along with other philosophical themes, development, applications, or exemplifications in the existentialist literature. The course pre-supposes no particular knowledge of philosophy. Readings from some or all of the following are included: Buber, Camus, Heidegger, Husserl, Jaspers, Kierkegaard, Marcel, Nietzsche, and Sartre. Books are available in the IUSB bookstore.

Michael Washburn, the instructor, received his doctorate from the University of California and is an assistant professor of philosophy at IUSB.

Fifteen Mondays and Thursdays,
5:20-6:35 p.m. **Room: G121**
January 26-April 29 **FEE: $42**

Printmakers' Workshop 927

An exceptionally well-equipped studio offers artists an opportunity to work on their own projects in this course. The studio has a Brand etching press with a 30" bed, Brand litho press with gesu-size stones, photographic equipment, and a light table. Grounds, solvents, acids, blotters, cleanser, and litho supplies are provided. Participants supply their own plates, ink, paper, and tools.

Coordinator Marie Schwalbach will supervise the shop. A certified teacher, she has exhibited her work in area shows, including the Michiana show, a recent one-person show at IUSB, and the recent "Six Women Printmakers of IUSB."

Printmakers' Workshop makes available to area artists IUSB's fine print shop. Participants are expected to have some prior knowledge of art and of printmaking technique.

Enrollment limited to 12.

Ten Wednesdays, 7:00-10:00 p.m. **Room: 211**
January 28-March 31 **FEE: $41**

Life Drawing 929

Designed for the student who wishes to draw from the live model, this course offers instruction in the creation of the illusion of three-dimensional form on the two-dimensional surface. The emphasis will be on the use of line and value and an understanding of the differences between the two. Students will be expected to purchase the necessary drawing materials.

The instructor, Anthony Droege, holds an M.F.A. from the University of Iowa and is an associate professor of fine arts at IUSB. Mr. Droege is himself an artist and an outstanding teacher of drawing.

Ten Mondays, 7:30-9:00 p.m. **Room: 205**
January 26-March 29 **FEE: $62**

Basic Drawing* 930

Open to anyone, regardless of experience, who wishes to draw from the still life, this course concentrates on creating illusions of three-dimensional form and composition. The simple approach with media allows an emphasis on the relationship of three-dimensional space and two-dimensional shapes. Students are expected to purchase the necessary drawing material.

Anthony Droege, the instructor, is the primary teacher of drawing at IUSB. He holds an M.F.A. and is an associate professor at IUSB.

Ten Thursdays, 7:00-9:30 p.m. **Room: 205**
January 29-April 1 **FEE: $60**

Art Appreciation 809C

For those who want to better understand and appreciate the world's art, this course presents a broad survey. It begins with the earliest times and progresses to the present. The lecture and slide presentations are given by Harold Langland, popular lecturer and chairman of the Department of Fine Arts at IUSB.

Fifteen Tuesdays and Fridays, 2:30-3:45 p.m. **Room: 158**
January 13-April 30 **FEE: $42**

Art Appreciation: How to Look at a Painting* 866

This lively and informative series of illustrative slide talks is intended for the person curious about, but largely unfamiliar with, the world of art. Such artists as Rembrandt, Michelangelo, and Picasso will be discussed, along with many others, old and new. Emphasis will be on understanding, and thus enjoying, the great masterpieces which are so richly a part of our cultural heritage, rather than on a complicated history of art.

The instructor is Harold Langland, chairman of the fine arts department at IUSB — a person who truly enjoys sharing his enthusiasm and knowledge of art.

Six Sundays, 3:00-5:00 p.m. **Room: 053**
January 25-February 29 **FEE: $37**

The Renaissance through Modern Art 811C

An art history course, this survey includes major artists and their styles and the theories they embody in European and American art and architecture from Giotta to Warhohl. Among the artists included are Rembrandt, DaVinci, Michelangelo, and Monet. Emphasis is on the development of analytical skills. Texts are available in the IUSB bookstore.

The instructor, John Brewer, is an associate professor of fine arts at IUSB.

Fifteen Tuesdays and Fridays, 2:30-3:45 p.m. **Room: 013**
January 13-April 30 **FEE: $42**

Twentieth Century Painting 801C

Planned for the person who has some background in art history, this course explores the revolution and evolution of modern painting, its artists, their contexts, and their theories, from post-impressionism to the present. The instructor is John Brewer, who holds a Ph.D. from Florida State University and is an associate professor of fine arts at IUSB.

Fifteen Tuesdays and Fridays, 10:00-11:15 a.m. **Room: 009**
January 13-April 30 **FEE: $42**

PERSONAL DEVELOPMENT

T.A. for Secretaries 882

The personal growth and communication skills developed by transactional analysis (T.A.) will be applied to the office setting of the secretary. The course will examine the kinds of transactions that frequently transpire in the office setting that result in non-productive work; the need of everyone coming into contact with the secretary for recognition ("strokes"); the non-goal oriented use of time in the playing of emotional games; and the life plans ("scripts") we all adopt early in life that affect our work as adults.

The popular instructor is James A. Robinson, director of the T.A. Institute of Michiana.

Ten Wednesdays, 12:00-1:00 p.m. **Room: 070**
January 28-April 7 **FEE: $25**
(Excluding March 17)

Transactional Analysis 831

If you are looking for ways to better understand your own behavior and to enjoy life more fully, this course offers you relevant insights in understandable language and suggests methods for personal development. This is an introductory course in transactional analysis (T.A.), the system developed by Dr. Eric Berne, M.D., author of **Games People Play** and popularized by Dr. Thomas A. Harris, M.D., author of **I'm Okay - You're Okay.** The text used is **Born to Win** by James and Jongeward.

The instructor, James A. Robinson, is the director of the T.A. Institute of Michiana and has been a popular instructor in his previous IUSB courses.

Seven Tuesdays, 7:00-9:30 p.m. **Room: 111**
Section 1: January 27-March 23 **FEE: $40**
(Excluding February 17 and March 16)
Section 2: March 30-May 11

Pre-Retirement Planning 830

Retirement offers for most people a challenge to adapt to a life style completely different from any they have previously known. Preparation — emotionally and intellectually — is essential for a successful and enjoyable new life style. This course is designed to present an opportunity to discuss all factors influencing and enhancing retirement.

Designed for those who wish to plan ahead, the program topics include: "Everything you always wanted to know about retirement but did not have the opportunity to ask"; income and financial issues — social security, budgets, wise investing and spending, and tax planning; legal issues — wills, probates, contracts, deeds, legal rights and obligations; housing and location — staying put, deciding to move, determining the cost of housing; health and long life; transition to retirement — what do you expect of retirement, a challenge to marriage, and friendships; and recreation and creative living — resources within the Michiana area.

The instructor is John Makielski, manager of management development for automotive control systems group of Bendix and currently on loan to the National Alliance of Businessmen.

Eight Thursdays, 8:00-10:00 p.m. **Room: 050**
January 29-March 18 **FEE: $29**
(Spouse of enrollee admitted free)

Marital Relations and Sexuality 800C

The level of consciousness in many men and women has been raised in such contemporary issues as the employed mother, changing sex roles, alternative lifestyles, and open marriage. The divorce rate has now increased to the point that more than one in every three marriages ends in divorce. This course will examine patterns of courtship, alternative lifestyles, marriage, marital adjustment, and the basic issues of human sexuality in contemporary American society. It will provide helpful information for decision making in these sensitive areas.

The instructor is Kenneth Davidson, assistant professor and acting chairperson of the sociology department at IUSB. He holds a Ph.D. from the University of Florida. The texts are available in the bookstore.

Fifteen Tuesdays and Fridays, 10:00-11:15 a.m. **Room: 106**
January 13-April 30 **FEE: $42**

Your Marriage and Communication 834

Designed to help husbands and wives (and prospective marriage partners) develop and maintain sound and lasting communication patterns that are crucial for a mutually satisfactory marriage relationship, this course will include a combination of lecture, discussion, and skill development experiences. Specific skills to be developed include active listening, creative conflict resolution, responsible confrontation, and direct mutual communication. Although the course is open to any individual, couples (married and unmarried) are encouraged to attend. The text is **The Art of Helping** and a recommended book is **The Intimate Enemy.**

Vince Peterson is an extremely popular counselor and teacher within the IUSB community. He has conducted innumerable workshops for churches and various organizations, is coordinator of the IUSB Counseling Center, and is an associate professor of education at IUSB.

Six Tuesdays, 8:00-10:00 p.m. **Room: G125**
January 27-March 2 **FEE: $37**
(Or $69 per couple)

Parent-Child Communication 835

Increasingly, parents indicate a need for mutual support and for assistance in dealing with problems, conflict, and related parent-child issues. Research has shown that improving parents' communication skills and increasing their self-awareness are beneficial for both parents and children.

Intended for parents, parents-to-be, and those who work with children, this course explores the process of communication, how it affects parent-child relationships, and ways parents and children can live together more effectively. Consideration will be given to values, the issue of authority, and techniques for dealing with conflict, as well as to the particular concerns of participants. The course will emphasize doing and learning together, with a minimum of lecture.

Doug Mosel is a resource minister in youth and education for the Association of Lutheran Churches, South Bend-Mishawaka. He is a licensed Parent Effectiveness Training instructor, has trained in group work with a national institute and holds a master's degree in counseling.

Six Wednesdays, 8:00-10:00 p.m. **Room: TBA**
January 28-March 3 **FEE: $33**

Transition: Alone and a Widow* 898

Being a widow is something for which none of us is ever fully prepared. Experiencing the hurt, the grief, and the aloneness, facing new and unwanted responsibilities for family and self — acquiring a new status for being a widow means this and much more. General problems and circumstances frequently impeding the widow will be examined in these informally structured meetings. Specifically, such problem areas as money, health in-

surance, finances, social security, wills, repairs, social needs, careers, and family adjustment will be topics for group discussion.

Co-leaders are Bernice Shreve, a member of the Michigan City Transition group, and Jerry Megee. Mrs. Megee is a widow trained in guidance and counseling. In addition, she studied at special institutes in California and Italy and earned degrees from Northwestern and IUSB.

Eight Wednesdays, 7:30-8:45 p.m. **Room: G149**
January 28-March 17 **FEE: $27**

Contemporary Issues in Psychology 807C

Useful applications of behavior modification principles in institutional, educational, and home settings will be emphasized during the first half of the course. During the second half of the semester, presentation will cover topics of contemporary social concern such as aggression, violence, environmental psychology, conformity, and social influence.

The courses will be team taught by William Lohss and Thomas Mawhinney, assistant professors of psychology at IUSB. Both men hold doctoral degrees in psychology.

Fifteen Mondays and Thursdays **Room: 113**
January 12-April 29 **FEE: $42**
Section 1: 11:30 a.m.-12:45 p.m.
Section 2: 6:40-7:55 p.m.

Yoga: A Philosophy and a Way of Life 832

Although the mystique surrounding yoga is over six thousand years old, Americans have only recently become enthusiastic over Hatha Yoga. In it lie secrets for physical improvement and much needed relaxation skills, especially useful in our stressful, transient society.

This course explores the philosophy of yoga, meditation, nutrition, and physical activity as a way of self-actualization. Texts are **Yoga for Americans, Guide to Yoga Meditation,** and **Yoga-Twenty-Eight-Day Exercise Plan.**

Pam Rengel, the instructor, holds the B.A. degree from IUSB and has been living and teaching yoga since 1970. She has taught it to many clubs and organizations in the Michiana area.

Limited to 20.

Ten Wednesdays, 7:00-9:30 p.m. **Room: 050**
January 28-March 31 **FEE: $27**

PERSONAL INTEREST

Beekeeping 881

Michiana is a major fruit-growing area, and many individuals have found pleasure and profit in keeping apiaries. This course provides the basic knowledge of beekeeping practices and equipment so that the student can commence a beekeeping hobby with a reasonable level of confidence. Course content includes: the hive; establishing the colony; the colony organization; the beekeeper; equipment; honey plants; spring, fall, and winter in the apiary; and a Saturday morning field trip to an apiary. The text is **First Lessons in Beekeeping.**

The instructor, Dave Laney, is an experienced and enthusiastic beekeeper. He holds a B.S. from Auburn University and is a manager at Dodge Manufacturing.

Four Mondays, 8:00-10:00 p.m. **Room: 111**
January 26-February 16 **FEE: $30**
and one Saturday morning

Wine Appreciation 860

This course offers you the opportunity to understand the principles of wine production, taste wine from every major wine-producing country in the world, and learn general history of different wines. The objective is to build your confidence in buying wine and to expose you to wines which you may not try without this knowledge. German, Bordeaux, Burgundy, California, Spanish and Portugese, and Italian wines are included.

The instructor, John O'Hanlon, is the proprietor of The Winery. He holds a B.S. from the University of Notre Dame.

Eight Wednesdays, 7:30-9:30 p.m. **Room: Faculty Lounge and off-campus**
January 28-March 17 **FEE: $57**

Precious Stones: The Diamond 855

The mysteries of the diamond have intrigued man through the ages. Now, with the aid of modern gemological instruments, he is able to unlock some of those secrets.

This class will be concerned with the principles of diamond grading — color, quality, weight, and cutting — and how these factors influence the value of the diamond according to international standards of grading. Diamond formation with special attention to crystal structure, optical characteristics, market value, and appraisal will be discussed.

Laboratory periods will provide students the opportunity to examine different diamonds and their substitues. **Dictionary of Gems and Gemology,** tweezers, specific gravity liquid, polishing cloth, needle pointer, and brush are required and are available at the bookstore.

John M. Marshall, the instructor, has taught gemology at IUSB for the past several years. He is a graduate gemologist of the Gemological Institute of America, and a fellow gemmologist of the Gemmological Association of Great Britain. He holds the B.A. degree from Indiana University.

Enrollment is limited to 15.

Six Wednesdays, 7:30-9:30 p.m. **Room: 154**
May 26-June 30 **FEE: $40**

Indoor House Plants and Gardening under Lights 879

More plants are being sold, and their care less understood, than ever before. Students, housewives, and even florists can benefit from this basic understanding of plant requirements. One of the main reasons for the loss of plants is human neglect or abuse.

All aspects of culture and care of house plants — both exotic and gift plants — will be discussed, including how to water, fertilize, and give the right temperature, humidity, and light needed. Workshop sessions will teach when and how to repot plants, prune, and propagate. Disease and insect control and plant diagnosis of plants brought in by the student will be discussed. Basic construction of an indoor light unit, and how lights can supplement the needs of a house plant will be the subject of the final session. A suggested book, **Foliage Plants for Modern Living,** by M. Jane Coleman is available at the bookstore.

Stan Beikmann is the instructor. He is the director of Fernwood Inc., is a member of the Indoor Light Garden Society of America and the American Association of Botanical Gardens and Arboreta, and has published in the **Gardener and Popular Gardening and Living Outdoors.** He holds the B.S. degree from Kansas State University.

Six Wednesdays, 8:00-10:00 p.m. **Room: 120**
January 28-March 3 **FEE: $29**

Basic Interior Decor* 925

Have an expressive home! For those who wish to improve their home decorating talents, Basic Interior Decor provides professional insights. During the eight sessions an overview of all phases of decorating is presented — color, room arrangement, periods of furniture, draperies, wallpapering and fabrics, carpeting, and accessories. You will gain many new ideas for decorating your home and your creative talents will be inspired.

Ann Esch, a professional decorator with considerable experience in home and commercial decorating, is again teaching this popular course.

Eight Tuesdays, 8:00-9:30 p.m. **Room: G104**
January 27-March 16 **FEE: $30**

Advanced Interior Decor* 926

In response to student demand, this course is prepared to serve the student who has had an introductory course to interior decoration. The course will emphasize the student's applying knowledge of color, periods of furniture, window treatments, fabrics, carpeting, and various wallpapers in projects of their own. The text for the course is available in the bookstore.

Ann Esch, a professional interior decorator for more than twenty years, has worked in many phases of interior design. She has served as an interior designer for local furniture stores, laid out color schemes from blueprints for architects and contractors, and worked as a free-lance decorator. Tremendously enthusiastic about the profession of interior decoration, Mrs. Esch finds it a field in which to express her creativity.

Course enrollment is limited.

Eight Wednesdays, 8:15-9:45 p.m. **Room: G119**
January 28-March 17 **FEE: $30**

Landscaping for Beauty and Profit 931

Landscaping your home is not only fun and challenging, but can also provide substantial savings and be profitable. An infinite range of planting options is available. Where do you start? This course will provide expert guidance so you can create the design best suited for your home.

An architect scale, small 30-degree and 45-degree triangles, and a 20" by 30" board suitable as a drawing surface are the necessary class materials.

Robert O. Foegley, owner of Foegley Planting and Design Contractors, will again teach this popular class. He will be assisted by Stephen Biasini, who holds an M.A. in landscape architecture.

Six Wednesdays, 8:00-10:00 p.m. **Room: 053**
January 28-March 3 **FEE: $28**

Chess 861

"Chess, like love, like music, has the power to make men happy." This course offers an introduction to the history, literature, and practice of the Royal Game. Sessions will include study of chess masters from Mac-Donnell and Labourdonnais through Morphy, Lasker, Capablanca, Alekhine, and Botvinnik down to Bobby Fischer; general theories of the game and practice in the openings, middle-game, and endings; a simultaneous exhibition, with analysis of students' games afterwards; and participation in a regular U.S. Chess Federation Tournament.

The instructor, Samuel Shapiro, has played tournament chess for thirty years and won the South Bend championship in 1972 and 1975.

Six Mondays, 8:00-10:00 p.m. **Room: G123**
January 26-March 1 **FEE: $23**

Tennis for Health

Tone your muscles, improve your cardiovascular system, and release your tensions. These courses will teach you the fundamentals or improve your play.

How to Play Tennis is for beginners who want to learn the sport. Utilizing on-the-court instruction, it will cover all the basic strokes, forehand, backhand, volley, and serve. Rules and play of singles and doubles, terminology, and court etiquette will be emphasized. Each participant should provide tennis shoes and racket.

Advanced Beginners will stress more detailed instruction and practice in ground strokes, volleys, service, and playing situations. This course is suitable for the person who has been playing for a short period of time and has not yet developed a reasonably smooth volley or challenging game.

Improving your Tennis is for the intermediate player and will concentrate on the fine points of tennis. While the basic strokes will be reviewed, court strategy, concentration, and conditioning will be stressed. This course is for the more proficient player who wants to acquire a stronger game.

Lessons are conducted at the Racquet Club, 4122 Hickory, Mishawaka, and the Lafayette South Tennis Club, 4321 South Lafayette Boulevard. Instructors are the club professionals. Students will also have access to saunas, whirlpools, ball machines, practice balls, and members' court rates. **Each course consists of ten classes: eight 1½ hour lessons, and two 1½ hour round-robin playing sessions. Classes begin the week of January 26, 1976, and end the week of March 28, 1976.**

FEE: $48

868 How to Play Tennis
Section 1: Mondays, 6:30-8:00 p.m. Racquet Club
Section 2: Mondays, 8:00-9:30 p.m. Racquet Club
Section 3: Wednesdays, 9:00-10:30 a.m. Lafayette South
Section 4: Wednesdays, 6:30-8:00 p.m. Lafayette South

869 Advanced Beginners
Section 1: Tuesdays, 6:30-8:00 p.m. Racquet Club
Section 2: Wednesdays, 8:00-9:30 p.m. Racquet Club
Section 3: Thursdays, 1:00-2:30 p.m. Lafayette South
Section 4: Thursdays, 6:30-8:00 p.m. Lafayette South

870 Improving Your Tennis (Intermediate)
Section 1: Tuesdays, 8:00-9:30 p.m. Racquet Club
Section 2: Wednesdays, 6:30-8:00 p.m. Racquet Club
Section 3: Mondays, 7:30-9:00 p.m. Lafayette South

Investing in Antiques* 864

These courses are for those who would like to study the collecting of antiques — their place in history and their value as a hobby and an investment. It will focus upon furniture of the 17th century and earlier (Robert Rudig), glass (Mrs. Chester Newman), early 19th century furniture and recognition of fakes (Rudig), Oriental rugs (Eugene Brzenk), and collecting prints (Delores Davisson).

Part II will concentrate on late Victorian furniture; how to restore, finish, and care for antique furniture (Rudig); glass (continued by Newman); "Playing Detective with Prints" (Davisson); stitchery (James Cox); silver (Mrs. H. R. Wurster); and will conclude with a session entitled "Bring Your Own and Ask the Experts."

Coordinator for the course is Robert Rudig, owner-operator of a local furniture restoring business. He comes from a family of fine cabinet-makers and is a life-long collector of furniture, glassware, china, etc. Mrs. Newman is the former national and state president of the Questers, a life-long collector of glassware, books, and Christmas plates, and has lectured before many local collectors' groups. Dr. Brzenk is a knowledgeable collector of antique Oriental rugs. Delores Davisson is an IUSB lecturer on printmaking, a long-time collector of prints and dolls, and with her husband has restored a 19th century home in the Park Avenue neighborhood. Mr. Cox is a licensed auctioneer and a lifetime collector of antiques. Mrs. Wurster organized the Mishawaka Antique Study Club and has collected and studied silver for many years.

Part I:
Five Wednesdays, 7:30-9:30 p.m. **Room: G143**
January 28-February 25 **FEE: $25**
(Note: $45 for both Part I & II)

Part II:
Five Wednesdays, 7:30-9:30 p.m. **Room: G143**
March 3-March 31 **FEE: $25**

Cross Country Skiing 856

Do you yearn to enjoy the natural beauty of snowcovered Michiana woods and countryside? Cross country skiing, a rapidly growing sport, offers this self-satisfying peace and pleasure. It is inexpensive and is particularly suited to the Indiana climate and geography. It provides both recreation and good physical exercise, which everyone can enjoy.

The first two classes offer an introduction to cross country skiing, winter camping, and winter safety with lectures, a film, and exercises. The remaining classes provide personal lessons and on-site practice. Special arrangements have been made for equipment rental.

The instructor, James Meuninck, is a former coach and physical education teacher for the Department of Defense Overseas Education System. He was producer and film maker of Project T.E.S.T., a pilot research program to introduce cross country skiing to Eskimos and Indians in the Northwest Territories. He also produced single-concept films on cross country skiing for the University of Alberta; filmed the Top of the World Ski Meet, a world class meet which involved international competitors; and has skied in various parts of Canada, the United States, Europe, and Japan.

Enrollment Limited.

Section 1: Two Tuesdays, 7:30-9:30 p.m.
and two Saturdays
January 20, 27, 31, and February 7
Room: Audio-Visual Trailer and Off-Campus
Section 2: Two Thursdays, 7:30-9:30 p.m.
and two Sundays
January 22 and 29, and February 1 and 8
Room: Audio-Visual Trailer and Off-Campus
FEE: $25

Duplicate Bridge* 857

This course is for bridge enthusiasts who have completed a beginner's course or who have picked up the basic principles by playing and would now like to learn some advanced principles to improve their game. Each session will begin with a lecture, followed by a period of supervised bridge playing. Lectures will cover topics such as bidding, proper leading, common card formations, end and squeeze plays, and competititve bidding. Six inexpensive bridge folders are suggested and can be obtained at the campus bookstore.

Sarah-Jane Tankersley, the instructor, holds the title of Life Master. She has previously directed two local duplicate bridge clubs and earned a Qualified Director's Certificate and Certified Director's Certificate.

Ten Wednesdays, 1:00-3:30 p.m. **Room: 003**
January 28-March 31 **FEE: $26**

Backpacking, Hiking, and Camping 872

Almost everyone is seeking new forms of recreation, and backpacking, hiking, and camping allow you to get out-of-doors and enjoy nature. These outdoor activities are ideal for the individual or a family. You can set your own pace, enjoy back country areas that are not viewed from a car, and experience a great form of exercise.

This course teaches the basics of lightweight camping and backpacking so that the student can enjoy the sports. The instructor utilizes open discussion, practical learning situations, slides, movies, and equipment demonstrations. Specific content includes: the evolution of lightweight camping, ecological camping principles, the different uses of equipment, proper trail and camp techniques, map and compass usage, outdoor warning signals, and utilization of survival principles. Additional features focus on Midwest hiking and backpacking areas and lightweight gourmet cooking.

The main interest of J.V. Peacock, the instructor, is outdoor recreation. A graduate of Colorado State University, Mr. Peacock lived, studied, camped, and hiked in Colorado for the past nine years. He is currently the proprietor of the Outpost Trading Company in Mishawaka.

Five Mondays, 8:00-10:00 p.m. **Room: G119**
and a Saturday morning
January 26-February 23 **FEE: $21**

Small Boat Sailing 875

Do you dream of cool breezes and the wild exhilaration of a white-capped, spray-flying lake? Do you long to escape the carbon monoxide, gasoline fumes, and noisy vibration of a speed-crazy, modern world for moments of closeness to nature's water, wind, and weather? As ancient as Egypt and as modern as the space age, sailing can be learned by the six-year-old but continue to challenge the 40-year veteran. It is a sport that can involve the entire family in competitive racing as well as pleasure sailing, and it can be enjoyed for a few hundred dollars investment as well as thousands.

Small Boat Sailing offers beginning instruction in a sport suitable for all ages, including the very young and the elderly. The content includes the basic techniques of sailboat operation, sailing history, theory, type of boats and equipment, nomenclature, boat and sail care, safety, costs, and how to select a boat for purchase. Two Saturday sessions will provide a "turn at the helm" for each enrollee.

The instructor, John Makielski, is the international commodore of the national one-design boat class, has held one national and three district championships in the class, and has sailed competitively for 35 years.

Enrollment is limited to 20 adults.
Three Thursdays, 7:00-9:00 p.m. April 22-May 6
and two Saturdays, 10:00 a.m.-2:00 p.m., May 1 and 8
Room: 072
FEE: $30

PHOTOGRAPHY

Studio Photography 828

A very special opportunity for the person who has a natural eye for beauty and who is interested in becoming a professional photographer, this course offers the chance to refine your talents and to learn the essentials of a working studio.

The instruction emphasizes portrait work involving the use of children, adults, groups, and pets. Proper lighting and use of props, psychology of working with subjects, suggested poses (close-ups, three-quarter length, and full-length), and development of the artistic eye through thorough print critique will be included. The course meets one classroom and one workshop session each week. Principles discussed will be applied by students using models and appropriate studio equipment and lights.

An award winner in state and regional competition, a member of several photographic associations, and a speaker at the Professional Photographers' national convention, Mary Ellen Shulmier is a well-known professional photographer and the instructor for this course.

Enrollment limited.

Fourteen Tuesdays, 8:00-9:30 p.m. **Room: G100**
January 27-April 27

AND Fourteen Thursdays, 7:00-10:00 p.m **Off-campus**
January 29-April 29 **FEE: $180**
(Fee includes film, processing, and equipment usage.)

Photography for the Beginner* 862

Was Elvis Presley a pin-point on your last roll of prints? Do you get more of the ceilings than of Uncle Henry and Aunt Gert in your slides? If so, this is the course for you. You will meet a group of fun-loving people dedicated to getting better pictures. When you get to know what a good photograph is all about, you will learn how to get a good picture every time you squeeze the shutter. Field trips, slide presentations, and show-and-tell will all be an important part of the course.

The experienced instructor is Richard Feingold, audio-visual and communications technician and coordinator at IUSB.

Ten Wednesdays, 7:30-9:30 p.m. **Room: 007**
January 28-March 31 **FEE: $31**

Intermediate Photography 863

You've learned the basics of photography, practiced your skills and now you're ready for more? Intermediate Photography offers you this "right" opportunity. Class content includes composition, exposure problems and filters, artificial lighting, slide copying and preparation of title slides, introduction to landscape photography, and a review of camera basics. A full-day field trip includes a half day in the field and a half day in the darkroom learning color printing direct from color slides.

Instructor Don Harker holds a master's degree from Notre Dame. He has been photographing all aspects of nature for some years, has held public exhibits of his nature photographs, and is considered outstanding by those who recognize his work. He is currently the educational coordinator and naturalist at Fernwood, Inc. and is the leader of its nature photography club.

Seven Tuesdays, 7:30-9:30 p.m. **Room: 055**
January 27-March 9 **FEE: $43**
Plus Saturday, March 6, 9:30 a.m.-3:30 p.m.

Wedding Photography for the Individual 929

When you are the primary wedding photographer, you have a tremendous responsibility. There is only one chance to do the job right. This course is designed for the free-lance photographer who desires to do the best possible photography for his clients. It will aid you in improving your talents and techniques and in satisfying the customers.

The instructor, Richard Feingold, has been in professional wedding photography for the past eleven years, working both as a private and a studio photographer. He has taught various photographic courses for six years and is the audio-visual and communications technician and coordinator at IUSB.

Ten Tuesdays, 7:30-9:30 p.m. **Room: 007**
January 27-March 30 **FEE: $70**

WOMEN'S STUDIES

Effective Leadership 894

Designed primarily for women wishing to improve leadership skills for job promotion or community organizations, this course will focus upon characteristics of leadership, group dynamics, group roles — leaders and members, problem-solving methodology, communications processes, effective communications, and reflective listening. Techniques will include group discussion, simulated exercises, and video taping.

Lois Kress is personnel director for Coopers and Lybrand, a national accounting firm. Previously employed as an executive secretary, she serves as an example that executive status and a leadership position are achievable goals for women today.

Six Tuesdays, 8:00-10:00 p.m. **Room: 005**
January 27-March 2 **FEE: $33**

Assertive Training 896

What is the difference between non-assertive, assertive, and aggressive behavior? How do you identify the personal rights of the individual? What are your personal objectives? Will your present characteristics enable you to accomplish them?

For generations women have played the "compassionate," "submissive," "non-assertive" role which man and society have given them. Now women are having new roles thrust upon them for which they need new personal strengths and skills. Assertive training is designed to enhance the development of such positive behavior characteristics.

This course will explore the dimensions of "non-assertive," "aggressive," and "assertive" behaviors. Role-playing and film discussion will be among those techniques used.

Margaret McCandless, who holds a B.S. from Indiana University, is an experienced assertive training facilitator. She is employed as a vocational counselor for the Indiana Rehabilitation Services.

Limited Enrollment.

Five Mondays, 8:00-10:00 p.m. **Room: 113**
January 26-February 23 **FEE: $33**

Mid-Career Decisions 895

Many women have reached a point in their lives where they would like to stop, assess themselves, and consider their options. The children are in school or grown. Some women are widowed or divorced.

The career problems of women who have reached such a point will be explored in this course. "What are my interests and skills, what is a career and how do I plan for one, how will a career affect my family and myself?" are among the topics to be discussed. Personal interest testing, resume writing, and interviewing techniques are also included.

The instructor is Joan McIntosh, a graduate of Beloit College and the University of Wisconsin. A well-known former teacher at the Stanley Clark School, Ms. McIntosh now serves as a career planner at the Women's Career Center and works as a free-lance writer.

Six Mondays, 8:00-10:00 p.m. **Room: 053**
January 26-March 1 **FEE: $33**

Financial Fact-Finding for Females* 897

Many women rarely have the opportunity to get financial facts unless someone is trying to sell them something. As a result, they hesitate to ask and remain unaware of the basic information they need and want to know. This course is designed to familiarize women with the many areas of our financial world and will include presentations and question-and-answer periods on insurance, investments, credit, wills and trusts, taxation, and the law and women.

Course coordinator and major resource is Patricia Mabbatt. As assistant vice-president and trust officer of the First Bank and Trust Company of South Bend, she administers trusts, guardianships, and estates. She is responsible for estate planning, investments, taxation, and complete management of hundreds of accounts. Other resource persons are Pat Harper, insurance; Gloria Farber and Ruth Kelly, real estate investment; Ann Jordanich, investments; and Jeanne Swartz, law and women.

Seven Tuesdays, 8:00-9:30 p.m. **Room: 072**
January 27-March 9 **FEE: $33**

An Analysis of Woman's Role in Society 806C

This course focuses upon the definition of woman from various perspectives — legal, psychological, physiological, historical and social — and analyzes contemporary issues in relation to woman. Highlights of the course are the film, **Antonia: Portrait of a Woman**; Dr. Roberta Chesnut speaking on "Women and the Early Church Fathers"; Dr. Marjorie Kinsey, "Images of Women in the History of Art"; Dr. Karen Rasmussen, "History of Women in Russia"; Dr. Sandra Winicur, "Scientific Progress and Woman's Role"; Dr. Delores Knoll, "Lesbian Women"; Dr. Jonelle Farrow, "Sex-Role Stereotyping"; The Women's Committee on Sex Offenses; Dr. Colette Moser, "Women in the Labor Force"; and panels on career problems and opportunities for women, careers and marriage, and alternative life styles.

Karen Rasmussen, assistant professor of history, holds a Ph.D. from the University of California and is the course coordinator. She designed the course to stimulate the student's intellectual and emotional awareness of woman's potential and problems.

Fifteen Mondays and Thursdays, 2:30-3:45 p.m. **Room: 106**
January 12-April 29 **FEE: $42**

Women in Literature* 893

It is important to understand to what extent our attitudes toward ourselves and others are conditioned by received images from literature and the other arts, for literature both reflects cultural values and helps to shape them. Through selected literature this course intends to discover the images, archetypes, and stereotypes of women characters and to discuss the effects of these literary images upon our consciousness. Discussion will also seek to discover if there is any difference between the ways in which women see themselves and the ways in which men see them, and to what extent one is influenced by the other.

Texts for the course are: **Images of Women in Literature** by Mary Anne Ferguson, **One Flew Over the Cuckoo's Nest** by Ken Kesey, **The Doll Maker** by Harriette Arnow, and **Candy Night** by Dorothy Sayers.

Nadia Coiner is currently a doctoral student in comparative studies in literature with emphasis on women's studies at the University of Chicago. She is an articulate and enthusiastic instructor.

Six Wednesdays 8:00-10:00 p.m. **Room: 111**
January 28-March 3 **FEE: $37**

YOUTH

Reading and Study Techniques for the Middle-School Student 915

Planned for the middle-school student who reads at or above grade level, this course helps the student become more efficient in his reading and study techniques. The course emphasizes study techniques and habits and organization of material compatible with efficient learning. Necessary flexibility and reading speed will be developed so that the student learns to read each piece of material at its optimum rate. Diagnostic tests are used to determine individual needs. The text is **Learning to Learn** by G. Smith.

The course instructor is Michael Rose, reading coordinator for the South Bend Community School Corporation. An outstanding expert in this field, Mr. Rose has been an associate faculty member of IUSB for fourteen years.

Ten Wednesdays, 7:10-8:40 p.m. **Room: 003**
January 28-April 28 **FEE: $40**

Foreign Language for Youth

A unique language-learning opportunity is offered to young people (ages 8-13) and parents who wish to participate. During the year children are taught to communicate in a foreign language in everyday situations, and they are soon able to give name, address and telephone number, their age and birthdate; describe their family, home, and clothes; tell time; ask directions; order food in a restaurant; and talk about the weather and their school activities. They are also introduced to foreign culture with special emphasis on customs that are different and of interest to the children.

A primary goal is to create a positive attitude towards foreign language, so that the children will pursue it further when the opportunity arises. Parents' participation with their children encourages practice in the home. The classes are conducted informally, with emphasis on conversation and oral perception. Homework is given, and textbooks are available at the IUSB bookstore.

Frequently the class is divided into smaller groups for oral practice and individual attention. In addition many visual aids, such as films, records, tapes, songs, and puppets, are used to assist teaching. Tapes prepared by the instructors can be transcribed for use at home.

Beginning German for Children, Level II 907

Fifteen Wednesdays, 3:50-5:20 p.m. **Room: 055**
January 28-April 28 **FEE: $37.50***
Brigit Scott

Beginning Spanish for Children, Level II 910

Fifteen Tuesdays, 3:50-5:20 p.m. **Room: 064**
January 27-April 27 **FEE: $37.50***
Janet Borengasser

***Parents may enroll with their child for $30.**

Winner of a Fulbright Grant, Birgit Scott received certification in German from IUSB. She is a candidate for the M.S. degree from IUSB and is a native of Denmark. Mrs. Scott is the coordinator of the children's language program and will be happy to answer any questions about these classes (255-8863).

Janet Borengasser holds degrees from Washington University and the University of Arkansas.

Deutschunterricht 905

Der Fortbildungszweig der Indiana University at South Bend bietet im Herbst dieses Jahres einen Deutschkurs fuer Kinder aller Altersgruppen an. Der Kurs ist fuer Kinder zugaenglich, die Deutsch verstehen und vorzugswiese auch sprechen.

Along with reading, writing, grammar, spelling, and pronunciation, the students will be given insights into German culture, literature, folklore, and geography. Children will be grouped by their level of ability in German.

The course will be taught entirely in German by Heidemarie Heeter, in cooperation with Dr. Christa-Maria Beardsley, IUSB assistant professor of German. A native of Germany, Mrs. Heeter is an experienced multilingual teacher.

Fifteen Saturdays, 9:30-11:00 a.m. **Room: 055**
11:15-12:45 p.m. **FEE: $40**
January 24-May 1

Theatre Workshop for Young People: Beginning Class 901

This course is for students (ages 9-18) who are interested in acting and who have had very little training in school. They are taken through the CORE of acting: (C) concentration, (O) observation, (R) recall, and (E) energy. Exercises for the improvement of the above and also of the five senses help the student become more aware of what his body can do in pantomimes, improvisations, and in acting scenes.

Nancy Shelley-Royce, a well-known local Thespian, has been a key person in developing children's theatre in South Bend. She has also been an associate faculty member in communication arts at IUSB.

Eight Saturdays, 1:00-3:00 p.m. **Room: 013**
January 31-March 20 **FEE: $35**

Theatre Workshop for Young People: Intermediate Class 903

Planned for any young person between the ages of nine and sixteen years of age who has taken the beginning class or has had some acting experience, this course is for students who are interested in acting and want to work on voice, characterizations, movement, and memorization. Scenes from great plays are used by the students for study and the scenes are performed at the last class. It is an excellent course to take before Advanced Acting.

Eight Saturdays, 10:00 a.m.-12 noon **Room: 013**
January 31-March 20 **FEE: $35**

OTHER PROGRAMS

Labor Education and Research Center

The Labor Education and Research Center offers university-level continuing education for employees as members of and leaders in their organizations throughout the state. The Northern Region Office develops courses and conferences as requested by labor leaders in northern Indiana. Utilizing resources at Indiana University at South Bend, as well as other public and private institutions, the Labor Education and Research Center carries on a variety of other activities.

For further information concerning these programs, contact the Northern Region Office, Labor Education and Research Center, on the campus of Indiana University at South Bend, Northside Hall, Room 017 E. Telephone (219) 237-4469. The Center will offer the following courses this semester:

AT IUSB:

A Labor Guide to Economic Policy III: Political Economics
Six Tuesdays, 7:00-9:00 p.m. **Room: 109**
January 20-February 24 **Instructor - G. Wing**

Steward Training III
Six Wednesdays
January 21-February 25

Section 1: 10:30 a.m.-12:30 p.m. **Room: 105**
Section 2: 7:00-9:00 p.m. **Instructor - K. Knauss**

At Elkhart: (Classes at Elkhart Memorial High School)

Collective Bargaining III
Eight Mondays, 7:00-9:00 p.m. **Room: C125**
January 19-March 8 **Instructor - P. Joray**

The Unions and the Government Structures III: Federal Government
Six Wednesdays, **Room: C125**
7:00-9:00 p.m. **Instructor - T. Brunner, Jr.**
January 21-February 25
Enrollments are limited.

Approved Real Estate Salesman's Course

Offered by closed-circuit TV, this course is a legal prerequisite for the state real estate license examination. Content areas are real estate economics and appraisal, legal aspects of real estate, and real estate practice — simple bookkeeping techniques, ethics, and functions of the Indiana Real Estate Commission.

Experienced educators and professionals in the real estate field serve as instructors and special lecturers. A student manual and several textbooks supplement course lecture materials. The course is also approved for veterans training.

Registration is December 15 to January 10 and is on a first-come, first-serve basis. All registrations and payments are made by mail to Bloomington. Fee includes cost of texts, materials, and instruction.

Registration materials and information are available from the Division of Continuing Education, room 017, Northside Hall, IUSB, or by calling 1-800-742-4067 (toll free).

Section 1:
Sixteen Mondays, 7:00-9:30 p.m. — **Room: 107**
January 26-May 17 — **FEE: $150**

Section 2:
Sixteen Wednesdays, 7:00-9:30 p.m. — **Room: 107**
January 28-May 19 — **FEE: $150**

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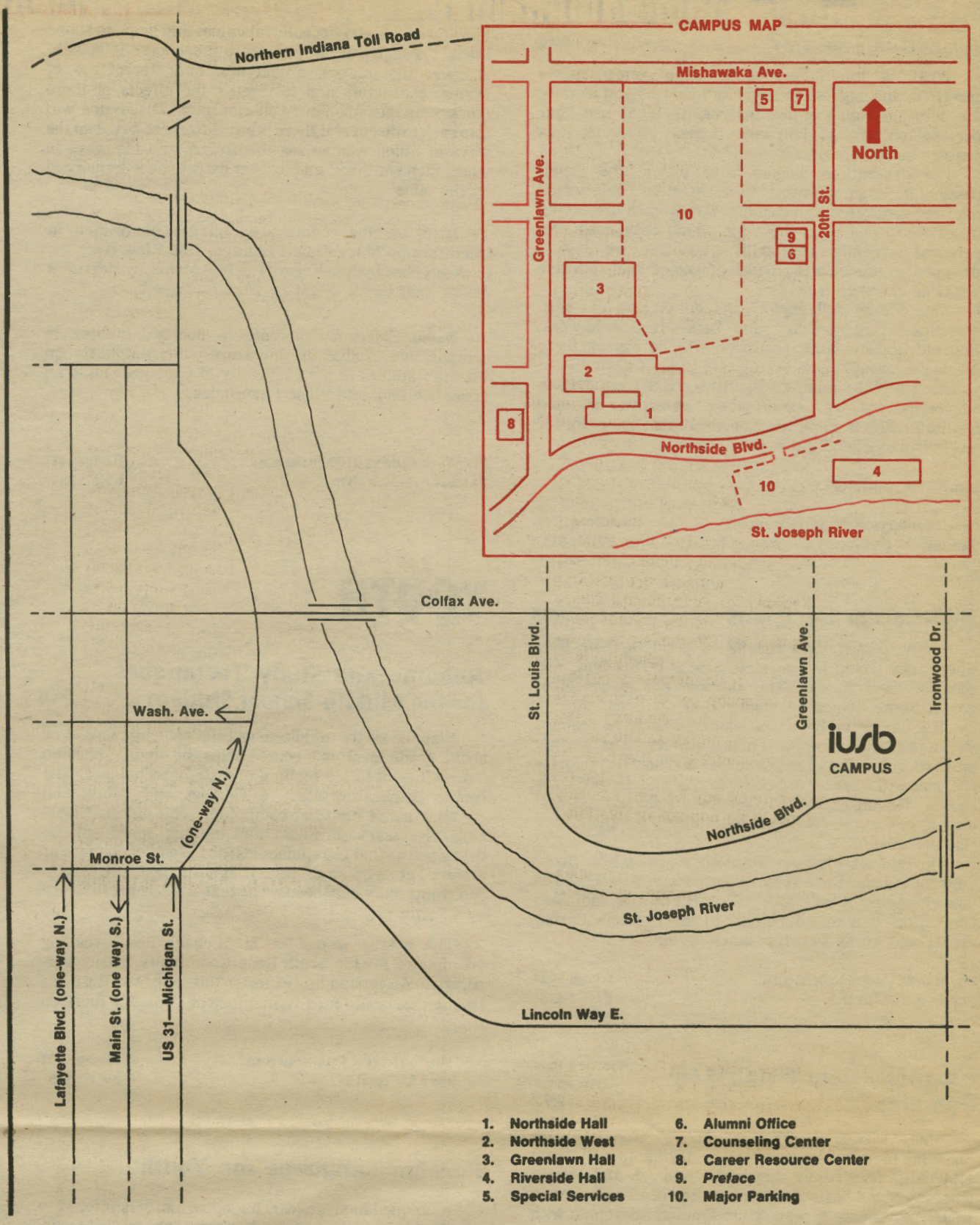

DAILY CALENDAR — SPRING '76

MONDAY
American Revolution (& Thursday)
Assertive Training
Beekeeping
Bookkeeping I
Business Writing
Chess
COBOL I
C.P.A. Review (& Thursday)
Existentialism (& Thursday)
Hiking
Introduction to Computers
Issues in Psychology (& Thursday)
Life Drawing
Meeting Leadership
Mid-Career Decisions
Production and Inventory Control
Sign Language I
Speedreading
Speedwriting (& Thursday)
Stocks and Bonds
Tennis
Women's Role in Society (& Thursday)

TUESDAY
Art History (& Friday)
Basic Composition
Basic Math II
Bookkeeping II
Conversational German II
Creative Writing
Cross Country Skiing
Effective Leadership
Financial Fact Finding for Women
Interior Decor — Basic
Instrument Pilot Ground School
Job Search Techniques
Marriage Communication
Opera
Personal Finance (& Friday)
Intermediate Photography
Studio Photography (& Thursday)
Wedding Photography
Piano Class
Reading and Study Techniques
Real Estate Law (& Friday)
Shorthand — Beginning (& Friday)
Shorthand Review
Spanish II
Spanish for Children
Talking Politics
Tennis

WEDNESDAY
Antiques
Basic Math I
Basic Math II
Books for Children
Creative Sales
Diamonds
Duplicate Bridge
Advanced Estate Planning
French II
German for Children
German for the Traveler
Guitar
History of South Bend
Income Tax
Indoor Plant Culture
Interior Decor — Advanced
Landscaping
Layout, Design and Publishing
Paperbacks and Coffee
Parent-Child Communication
Beginning Photography
Printmakers' Workshop
Reading and Study Techniques for Middle School
Records Management
Sign Language II
Speedwriting
Tennis
Transactional Analysis for Secretaries
Transition for the Widow
Wine Appreciation
Women in Literature
Yoga

THURSDAY
American Revolution (& Monday)
Business Law for the Small Business Person
COBOL II
C.P.A. Review (& Monday)
Cross Country Skiing
Basic Drawing
Existentialism (& Mondays)
Hebrew Conversation II
Grantsmanship
Issues in Psychology (& Monday)
Management Skills
Studio Photography (& Tuesday)
Physical Distribution
Pre-Retirement Planning
Private Pilot Ground School
Purchasing
Real Estate Brokerage
Scholastic Aptitude Test (SAT) Preparation
Small Boat Sailing
Spanish I
Speedwriting (& Monday)
Study of Man
Tennis
Women's Role in Society (& Monday)

FRIDAY
Art History (& Tuesday)
Film Study
Personal Finance (& Tuesday)
Real Estate Law (& Tuesday)
Shorthand — Beginning

SATURDAY
Deutschunterricht
Philosophic Issues
Theatre Workshops

SUNDAY
Art Appreciation