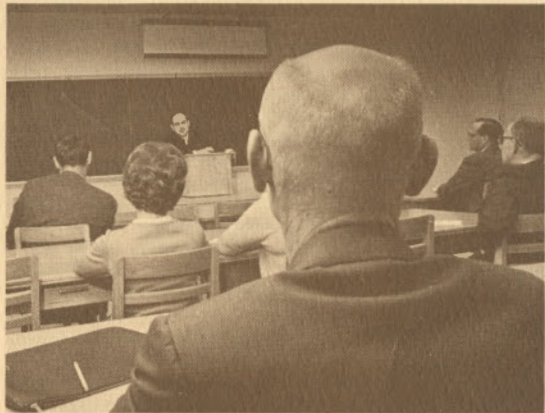


Continue To Learn



CONTINUING EDUCATION
DAYTIME AND EVENING CLASSES,
SEMINARS, AND PROGRAMS
FOR FALL, 1969

Office of Continuing Education
Indiana University at South Bend

OFFICE OF CONTINUING EDUCATION
INDIANA UNIVERSITY AT SOUTH BEND
SOUTH BEND, INDIANA 46615

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Continue to Learn

**LEARNING — A LIFELONG EXPERIENCE
THE OPPORTUNITY IS YOURS THROUGH
CONTINUING EDUCATION AT INDIANA
UNIVERSITY AT SOUTH BEND**

The Office of Continuing Education of Indiana University at South Bend offers a broad range of courses and seminars in the professional fields, the physical and social sciences, the arts, and communication for adults who wish to continue to study — to learn about themselves, their society, their world, their future.

The courses and seminars are designed to be flexible and relevant to contemporary thought and development.

The faculty are distinguished representatives from their respected fields. Many courses and seminars have several visiting lecturers.

The length of the course is determined by the subject being presented. Most courses and seminars range from five to sixteen sessions per semester.

The Continuing Education program is a non-credit program designed to meet the cultural, professional, and intellectual needs of adults living in an urban environment.

There are no formal requirements for admission. For further counseling and information, contact the Office of Continuing Education, Room 101, Greenlawn Hall. Telephone 282-2341, extension 261.

CALENDAR — FALL SEMESTER, 1969

Registration.....Sept. 10, 11, 12, Wed., Thurs., Fri.
Room 101, Greenlawn
Office of Continuing Education
(Registration may also be completed by mail
or prior to the beginning of classes during the
first week.)
Classes Begin.....Sept. 15, Mon.
Thanksgiving Recess Begins.....Nov. 25, Tues.,
after last class
Classes Resume.....Dec. 1, Mon.
Christmas Recess Begins.....Dec. 20, Sat.,
after last class
Classes Resume.....Jan. 5, Mon.
End of Semester.....Jan. 15, Thurs.

REGISTRATION

For your convenience, registration can be completed by mail by returning the registration form on this brochure, or in person at the South Bend Campus, Room 101, Greenlawn Hall. Registration is September 10, 11, 12, Wednesday, Thursday, and Friday, from 9:00 a.m. to 12:00 p.m., 1:00 p.m. to 4:30 p.m. and 6:00 p.m. to 8:00 p.m. In addition, registration can be completed prior to the beginning of classes during the first week. However, many classes may be closed due to maximum enrollments. Registering as early as possible will assure admission. For additional registration forms, please call 282-2341, extension 261.

YOUR FAMILY, YOUR HOME, YOUR FUTURE

THE FAMILY SEMINAR

Today's Families, Tomorrow's Parents

Oct. 8 - Nov. 12 7:30 - 9:30 p.m.
Fee: PTA members, \$12, couple, \$6, single; Non-PTA
members, \$15, couple, \$7.50, single

Advanced Seminar in Family Life Education and
Counseling

Oct. 8 - Nov. 12 4:00 - 5:20 p.m.
Fee, \$10

SPECIALIZED FAMILY INTERESTS

Encouraging Intellectual Growth and Pre-Reading

Skills of Pre-School Children
Sept. 29 - Nov. 17 8:10 - 9:30 p.m.
Fee, \$20

Investing in the Stock Market

Sept. 30 - Nov. 18 8:10 - 9:30 p.m.
Fee, \$20

Expressive Decor for Your Home

Sept. 30 - Nov. 18 8:10 - 9:30 p.m.
Fee, \$20

CONTEMPORARY LANGUAGE STUDIES

Morning Language Studies: Contemporary French

Sept. 18 - Jan. 15 10:10 - 11:30 a.m.
Fee, \$30

Contemporary French

Sept. 18 - Jan. 15 8:10 - 9:30 p.m.
Fee, \$30

Contemporary Spanish

Sept. 18 - Jan. 15 8:10 - 9:30 p.m.
Fee, \$30

Contemporary German

Sept. 17 - Jan. 14 8:10 - 9:30 p.m.
Fee, \$30

Contemporary Russian

Sept. 17 - Jan. 14 8:10 - 9:30 p.m.
Fee, \$30

COLLEGE PREPARATORY CLINIC

Basic Biology

Sept. 16 - Jan. 6 8:40 - 10:00 p.m.
Fee, \$30

Basic Composition

(1) Sept. 17 - Jan. 14 6:40 - 8:00 p.m.
(2) Sept. 17 - Jan. 14 8:10 - 9:30 p.m.

Fee, \$30

Basic Mathematics

(1) Sept. 17 - Jan. 14 6:40 - 8:00 p.m.
(2) Sept. 17 - Jan. 14 8:10 - 9:30 p.m.

Fee, \$30

Improving Your Vocabulary

Sept. 17 - Jan. 14 6:40 - 8:00 p.m.
Fee, \$30

Introduction to American Civilization

Sept. 16 - Jan. 6 7:10 - 8:30 p.m.
Fee, \$30

Introduction to Literature

Sept. 16 - Jan. 6 8:40 - 10:00 p.m.
Fee, \$30

Reading and Study Techniques

(1) Sept. 16 - Jan. 6 7:10 - 8:30 p.m.
(2) Sept. 16 - Jan. 6 8:40 - 10:00 p.m.

Fee, \$30

A full description of these courses is on the opposite side of this brochure. For further information regarding these programs, the Campus Lecture Series, and the Cultural Events scheduled for the fall semester, please contact the Office of Continuing Education, Indiana University at South Bend, Phone 282-2341, Extension 261.

Programs of Courses and Seminars: Fall Semester, 1969

CONTINUING PROFESSIONAL DEVELOPMENT

BUSINESS AND MANAGEMENT

Principles of Business and Management
Administration
Sept. 17 - Jan. 14 6:40 - 8:00 p.m.
Fee, \$35

Production and Inventory Control II
Sept. 17 - Jan. 14 8:10 - 9:30 p.m.
Fee, \$35

Traffic and Transportation Management I
Sept. 17 - Jan. 14 8:10 - 9:30 p.m.
Fee, \$40

Advanced Review in Accounting
Oct. 1 - Dec. 10 8:30 - 10:00 p.m.
Fee, \$50

Advanced Review in Statistics
Oct. 1 - Dec. 10 8:30 - 10:00 p.m.
Fee, \$50

WOMEN IN BUSINESS

Business Law
Sept. 17 - Jan. 14 8:40 - 10:00 p.m.
Fee, \$35

Office Procedures and Management
Sept. 17 - Jan. 14 7:10 - 8:30 p.m.
Fee, \$25

Certified Professional Secretary Examination Review
Sept. 15 - Jan. 5 6:40 - 8:00 p.m.
Fee, \$25

COOPERATIVE INSTITUTE FOR RELIGIOUS LEADERSHIP DEVELOPMENT

Seminar for Group Centered Learning
(1) Oct. 1 - Nov. 19 7:00 - 9:30 p.m.
(2) Oct. 6 - Nov. 24 7:00 - 9:30 p.m.
Fee, \$35
Pre-Seminar Meeting: Sept. 28, 2:00 - 5:00 p.m.

LIBERAL ARTS STUDIES FOR ADULTS

Core Program in Liberal Arts for Adults
Sept. 15 - Dec. 1 8:10 - 9:30 p.m.
Fee, \$25

Creative Writing
(1) Sept. 15 - Dec. 1 8:10 - 9:30 p.m.
(2) Sept. 16 - Dec. 2 8:10 - 9:30 p.m.
Fee, \$25

Legal Secretarial Principles and Practices I
Sept. 18 - Jan. 15 8:10 - 9:30 p.m.
Fee, \$35

COMMUNICATION SKILLS

Technical Writing and Communication
Sept. 17 - Jan. 14 8:10 - 9:30 p.m.
Fee, \$35

Rapid Reading and Comprehension
Sept. 17 - Nov. 5 7:00 - 9:00 p.m.
Fee, \$25

Effective Writing in Business
Nov. 12 - Jan. 14 7:00 - 9:00 p.m.
Fee, \$25

REAL ESTATE

Approved Real Estate Salesman's Course
Sept. 10 - Jan. 14 7:00 - 9:30 p.m.
Fee, \$150

PROPERTY MANAGEMENT AND TAXATION

Advanced Seminar in Tax Planning for Public
Accountants
Sept. 17 - Nov. 5 7:00 - 9:00 p.m.
Fee, \$30; Single Session, \$5

Estate, Gifts, and Trusts
Sept. 17 - Nov. 5 7:00 - 9:00 p.m.
Fee, \$25

Income Tax Planning and Preparation
Nov. 12 - Jan. 14 7:00 - 9:00 p.m.
Fee, \$25

Morning with the Arts — Theatre: Modern Plays
Sept. 23 - Nov. 25 9:00 - 10:30 a.m.
Fee, \$25

Understanding Great Art
Oct. 1 - Nov. 5 8:10 - 9:30 p.m.
Fee, \$25

MONDAY

PROFESSIONAL DEVELOPMENT FOR WOMEN IN BUSINESS.

A professional study program for all business women interested in career advancement, particularly in those areas represented by the National Secretaries' Association, the National Association of Educational Secretaries, and the National Association of Legal Secretaries. (See additional offerings under Wednesday and Thursday schedules.)

812. CERTIFIED PROFESSIONAL SECRETARY EXAMINATION REVIEW. A review of the six areas included in the CPS examination: Personal Adjustment and Human Relations, Business Law, Business Administration, Secretarial Accounting, Secretarial Skills, and Secretarial Procedures. The review is geared to the needs of the individual student.

SR. ANN VIRGINIA. September 15-January 5; 6:40-8:00 p.m., 15 sessions, \$25.

814. CORE PROGRAM IN LIBERAL ARTS FOR ADULTS.

Providing the benefits of a liberal education for mature and interested adults, this program is an attempt to integrate such subjects as philosophy, literature, history, music, and the arts. The course is conducted as a seminar with emphasis on discussion of the readings, centering about major works of fiction, drama, and poetry that are representative of the events, thought, and art of the period under consideration.

GERALD KLINE. September 15-December 1; 8:10-9:30 p.m., 12 sessions, \$25.

815. CREATIVE WRITING. A course designed to develop a sensitivity to creative experiences and their expression in writing. Primary reference is to the student's own work with emphasis upon personal style. Enrollment is limited to 15. (A second section of this same course is offered under the Tuesday schedule.)

ROBERT MARGRAF. September 15-December 1; 8:10-9:30 p.m., 12 sessions, \$25.

818. ENCOURAGING INTELLECTUAL GROWTH AND PRE-READING SKILLS OF PRE-SCHOOL CHILDREN. This course discusses practical methods by which parents can prepare the normal child for success in reading. Reading readiness, what reading is, why there are problem readers, and what the parent can do to prevent reading disorders are studied. Such relevant concepts as intelligence and reading, pre-reading experiences, and the development of an outline of meaningful, intellectual activities are presented.

JACK SHIVELY. September 29-November 17; 8:10-9:30 p.m., 8 sessions, \$20.

839. SEMINAR FOR GROUP CENTERED LEARNING. An intensive training program designed for clergy and lay leaders. Developing active individual participation, freedom of expression, and teaching and learning the acceptance of personal responsibility are emphasized. Also, the experience of planning purposeful programs, and the use of appropriate group methods and techniques are presented. (A first section of this same seminar is offered under the Wednesday schedule.)

JOHN REINBOLD. October 6-November 24; 7:00-9:30 p.m., 8 sessions, \$35. Pre-seminar meeting, September 28, 2:00-5:00 p.m.

TUESDAY

816. CREATIVE WRITING. A course designed to develop a sensitivity to creative experiences and their expression in writing. Primary reference is to the student's own work with emphasis upon personal style. Enrollment is limited to 15. (A second section of this same course is offered under the Monday schedule.)

ROBERT MARGRAF. September 16-December 2; 8:10-9:30 p.m., 12 sessions, \$25.

831. MORNING WITH THE ARTS—THEATRE: MODERN PLAYS. A reading and discussion of interesting new plays by new and old talents. Representing the latest trends in dramatic literature, the selections will include THE TASTE OF HONEY (Delaney), THE BOYS IN THE BAND (Crowley), THE ROYAL HUNT OF THE SUN (Shaffer), HADRIAN VII (Luke), THE GREAT WHITE HOPE (Sackler), MAN OF LA MANCHA (Wasserman), and others, based on availability of scripts.

WARREN PEPPERDINE, Director of Theatre, IUSB, September 23-November 25; 9:00-10:30 a.m., 10 sessions, \$25.

829. INVESTING IN THE STOCK MARKET. For those interested in learning about the stock market and investment procedures. Stress is placed on what investors must know, over the long run, so that they can make consistent profits and avoid losses. Securities, exchanges, the over-the-counter market, financial statements and their analysis, stock choice and selection, and how they can be used by the individual wanting to invest are among the topics discussed.

EDWARD FEIKES. September 30-November 18; 8:10-9:30 p.m., 8 sessions, \$20.

820. EXPRESSIVE DECOR FOR YOUR HOME. A number of Michiana's leading interior decorators discuss their

specialty in making the home a complementary expression of the ones residing there. All periods of furniture and accessories, and their separate and integrated uses are discussed. Color, hues, remodeling, room accessories, room coordination, and tips on identifying authentic works of art and antiques are presented.

ANNE ESCH, Moderator. September 30-November 18; 8:10-9:30 p.m., 8 sessions, \$20.

806. BASIC BIOLOGY. Providing a comprehensive understanding of basic concepts and vocabulary of the biological sciences. Human biology plant and animal kingdoms, and evolution are among the topics discussed. Much time is devoted to laboratory periods, demonstrations and experiments. The course is designed to assist the student in preparing for college level work and is not intended as remedial instruction at the high school level.

JOHN SHANLEY. September 16-January 6; 8:40-10:00 p.m., 15 sessions, \$30.

827. INTRODUCTION TO AMERICAN CIVILIZATION. Presenting an understanding of American history and government principles, specializing in selected pivotal eras, developments, and movements such as Puritanism, the Revolution, the Jacksonian Era, Anti-slave Crusade, Reconstruction, Progressivism, the 1920's, New Deal, and Great Society. Attention is also given to analysis of books, historical writings, note taking and bibliography as they apply to the study of history. The course is designed to assist the student in preparing for college level work and is not intended as remedial instruction at the high school level.

ROBERT CLEMENTS. September 16-January 6; 7:10-8:30 p.m., 15 sessions, \$30.

828. INTRODUCTION TO LITERATURE. The student is introduced to the careful reading and critical analysis of works of literature. The essay, poetry, and the novel are the literary forms emphasized through lectures and class discussion. The original aim, organization, language, character, and plot are revealed as analytical techniques for appreciating and understanding all literature. The course is designed to assist students in preparing for college level study of literature and is not intended as remedial instruction at the high school level.

RICHARD SCHURR. September 16-January 6; 8:40-10:00 p.m., 15 sessions, \$30.

836, 837. READING AND STUDY TECHNIQUES. To teach students how to read more rapidly and increase their ability to understand what they read. Easy and difficult reading materials will be used aimed at increasing sentence, paragraph, and total reading understanding. This course is designed to assist students in preparing for college level work and is not intended as remedial instruction at the high school level.

MICHAEL ROSE. September 16-January 6; Section 1: 7:10-8:30 p.m.; Section 2: 8:40-10:00 p.m., 15 sessions, \$30.

WEDNESDAY

819. ESTATES, GIFTS, AND TRUSTS. This course explores some of the basic problems in the area of Federal estate and gift taxes, as well as inheritance and transfer of property in Indiana. The lectures examine the need for estate planning and the latest techniques in view of existing tax laws. Among the topics presented are basic estate planning, maximum benefits through marital deduction, lifetime transfers, and joint ownership of property.

HARRY HEPPENHEIMER. September 17-November 5; 7:00-9:00 p.m., 8 sessions, \$25.

826. INCOME TAX PLANNING AND PREPARATION. This seven week course, following Estates, Gifts, and Trusts, aids individuals in preparing their own tax returns, as well as those of business in which they may be involved, and gives helpful aids on tax savings and tax procedures. Federal taxes, Indiana's adjusted gross income, inheritance, and retail sales taxes, local property and real estate taxes, and the new Michigan income tax are presented and discussed.

HARRY HEPPENHEIMER. November 12-January 14; 7:00-9:00 p.m., 7 sessions, \$25.

823. PRINCIPLES OF BUSINESS AND MANAGEMENT ADMINISTRATION. Providing a comprehensive study of the structure of modern business. Objectives of business, decision making and management, management planning, modern organizational concepts, actuating concepts, business controls, and the process of management in selected areas are a few of the topics discussed. Co-sponsored by the American Production and Inventory Control Society.*

JACK DURBEN. September 17-January 14; 6:40-8:00 p.m., 15 sessions, \$35.

834. PRODUCTION AND INVENTORY CONTROL II. This course is an advanced theory and application study

of production and inventory control problems. The topics to be presented and analyzed are inventory control models—deterministic and probabilistic, production control concepts and techniques, forecasting and economic analysis, quantitative analysis, Fortran programming, and computer applications. Designed for individuals that have completed P.I.C. I, and others having a basic understanding of production and inventory control techniques, but desire information on current technology. Co-sponsored by the American Production and Inventory Control Society.*

JOHN ANDERSON. September 17-January 14; 8:10-9:30 p.m., 15 sessions, \$35.

*For information regarding a certificated program in Production and Inventory Control, please call the Office of Continuing Education.

842. TRAFFIC AND TRANSPORTATION MANAGEMENT I.

This course provides the historical and technical background and knowledge of fundamental procedures basic to all traffic management. Topics covered include rail, motor classification, and railway express, class and commodity rates, rules, regulations, and interpretations. Also principles of freight rates, freight classification, tariff construction, filing of loss and damage and overcharge claims and miscellaneous freight documents. (Enrollment limited to 15.)

WILLIAM CARNEY. September 17-January 14; 8:10-9:30 p.m., 15 sessions, \$40.

841. TECHNICAL WRITING AND COMMUNICATION.

To improve skills of persons currently writing technical publications, and introduce interested persons to technical writing and communication. Emphasis is given to the organization of material and techniques for presentation in a manner understandable to non-technicians. Current use of portable dictation equipment as a tool for preparing technical data, and guest speakers discussing specific methods and techniques are presented.

LOUIS JURICEK. September 17-January 14; 8:10-9:30 p.m., 15 sessions, \$35.

REAL ESTATE. In cooperation with the St. Joseph County Board of Realtors, a program of courses is presented each year which represents the fulfillment of the legislative mandate for real estate licensing in the State of Indiana.

805. APPROVED REAL ESTATE SALESMAN'S COURSE.

Offered in fulfillment of the legislative mandate for licensing as a real estate salesman. The content of the course covers the three basic areas of principles, law, and practice and must be completed prior to taking the Real Estate Salesman's Examination.

JOEL BULLARD, PHILIP POTTS, ROBERT ROBINSON. September 10-January 14; 7:00-9:30 p.m., 15 sessions, \$150.

811. BUSINESS LAW (Offered in the Program of Professional Development for Women in Business). Providing an understanding of the principles of law involved in the secretary's daily work. Such relevant areas as contracts, bailments, the law of agency and sales, insurance, negotiable instruments, and real property are presented and discussed.

ARTHUR PERRY. September 17-January 14; 8:40-10:00 p.m., 15 sessions, \$35.

832. OFFICE PROCEDURES AND MANAGEMENT (Offered in the Program of Professional Development for Women in Business). A review of secretarial skills such as typewriting, taking and transcribing dictation, and composing and reproducing written communications. Course includes secretarial duties covering modern methods of handling mail, filing, preparing itineraries, communication media, procuring supplies, duplicating processes, office equipment, utilizing library and standard references.

FLORENCE WRASE. September 17-January 14; 7:10-8:30 p.m., 15 sessions, \$25.

804. ADVANCED SEMINAR IN TAX PLANNING FOR PUBLIC ACCOUNTANTS. An eight session seminar designed for persons engaged in public accounting, providing an opportunity to be aware of current aspects and theories of accounting and tax procedures. This seminar enables the accountant to plan and outline specific and effective solutions to his client's problems. Recent developments in accounting theory, uniform commercial codes, and current interpretations of key sections of the I.R.C. are among the topics discussed. Presented in cooperation with the St. Joseph Valley Chapter of the Indiana Society of Public Accountants.

RICHARD SEAGO, Moderator. September 17-November 5; 7:00-9:00 p.m., 8 sessions, \$30, single session, \$5.

835. RAPID READING AND COMPREHENSION FOR BUSINESS MEN AND WOMEN. An intensive eight week seminar providing an opportunity for business men and

women to improve their level of reading speed and comprehension. Materials such as business reports, letters, and technical data will be used with reading accelerators and tachistoscopic machines and materials.

MICHAEL ROSE. September 17-November 5; 7:00-9:00 p.m., 8 sessions, \$25.

817. EFFECTIVE WRITING IN BUSINESS. The theory of business communications and writing with emphasis upon actual writing of various types of business communications. Types include letters for specific purposes—sales, collection, customer questions and complaints, personnel recommendations, applications, memos, and inter-office communications. A general review of forms of business communications with selected types presented, written, and evaluated according to needs of individuals students.

RICHARD SCHURR. November 12-January 14; 7:00-9:00 p.m., 7 sessions, \$25.

MASTER OF SCIENCE IN BUSINESS. Two non-credit courses are offered for potential graduate students. Their purpose is to provide a review for students who completed their undergraduate degrees some years ago or to enrich the background of students lacking undergraduate work in these areas. Enrollment is also open to those not intending to study for the graduate degree but who would benefit in their present positions from this study.

801. ADVANCED REVIEW IN ACCOUNTING.

DONALD CLINE, Department of Business, IUSB, October 1-December 10; 8:30-10:00 p.m., 10 sessions, \$50.

802. ADVANCED REVIEW IN STATISTICS.

MILAD TWADROS, Department of Economics, IUSB, October 1-December 10; 8:30-10:00 p.m., 10 sessions, \$50.

839. SEMINAR FOR GROUP CENTERED LEARNING. An intensive training program designed for clergy and lay leaders. Developing active individual participation, freedom of expression, and teaching and learning the acceptance of personal responsibility are emphasized. Also, the experience of planning purposeful programs, and the use of appropriate group methods and techniques are presented. (A second section of this same seminar is offered under the Monday schedule.)

JOHN REINBOLD. October 1-November 19; 7:00-9:30 p.m., 8 sessions, \$35. Pre-seminar meeting, Sept. 28, 2:00-5:00 p.m.

843. UNDERSTANDING GREAT ART. Designed and presented so that you may develop an understanding and appreciation of art. Rembrandt, Michelangelo, Picasso, Dada, Pop Art, and Avant-garde are dealt with through discussions and slides. The lecturers cover the historical period centering around the art work itself.

HAROLD ZISLA, WILLIAM FABRYCKI, Department of Fine Arts, IUSB, October 1-November 5; 8:10-9:30 p.m., 6 sessions, \$25.

CONTEMPORARY LANGUAGE STUDIES: FRENCH, SPANISH, GERMAN, AND RUSSIAN courses designed for adults seeking exposure to current uses of the language of their choice. No previous study of the language is assumed, but persons with high school or college language training will also find these courses profitable. The principle aims are to develop basic skills in reading and speaking the language, and an awareness of the land, culture, and history of the country from which the language originates. The language laboratory for practice exercises is available to all students.

824. CONTEMPORARY GERMAN.

GERHARD STIGLER. September 17-January 14; 8:10-9:30 p.m., 15 sessions, \$30.

838. CONTEMPORARY RUSSIAN.

BENJAMIN BARRETT, Department of Language, IUSB, September 17-January 14; 8:10-9:30 p.m., 15 sessions, \$30.

THE FAMILY SEMINAR. A program based upon the intra-family relationships between husband and wife, between parents and children, and between children and children. Intending to be informative, problem-centered, and action-oriented, two seminars provide adults the opportunity to understand one's own family and its problems and to share both with one another and with those professionally engaged in family life education and counseling their mutual concern for the improvement of the American family.

821. TODAY'S FAMILIES, TOMORROW'S PARENTS.

For parents who would like an opportunity to understand better their own family—its potential and problems—six meetings allow a varied presenta-

tion of relevant topics. Following each presentation, participants meet in small groups for personal discussion and dialogue. Presented in cooperation with the PTA Councils of South Bend, Mishawaka, and Penn-Harris-Madison School Corporation.

LECTURERS. October 8-November 12; 7:30-9:30 p.m., 6 sessions, \$12, couple, \$6, single for PTA members; \$15, couple, \$7.50, single for non-PTA members.

803. ADVANCED SEMINAR IN FAMILY LIFE EDUCATION AND COUNSELING. For those professionally engaged in family life education and counseling—counselors, teachers, professional and practicing social workers, family-life educators, mental health workers. The seminar is held in the late afternoon preceding each session of the evening seminar, TODAY'S FAMILIES, TOMORROW'S PARENTS. An informal group-centered discussion is the format with professional concerns being presented by the participants.

October 8-November 12; 4:00-5:20 p.m., 6 sessions, \$10.

807, 808. BASIC COMPOSITION. For students wanting to write meaningful, expressive English. Language and rhetorical forms, proper organization, selection of valid ideas, and establishing standards of effective expression are stressed. The course is designed to assist the student in preparing for college level work and is not intended as remedial instruction at the high school level.

DORWIN NELSON. September 17-January 14; Section 1: 6:40-8:00 p.m.; Section 2: 8:10-9:30 p.m., 15 sessions, \$30.

809, 810. BASIC MATHEMATICS. The basic concepts of mathematics are presented through modern mathematical operations. Topics presented include sets, number theory, natural and real numbers, integers, rationals, and equalities and inequalities. This course is designed to assist students in preparing for college level work and is not intended as remedial instruction at the high school level.

EUGENE HUDSON. September 17-January 14; Section 1: 6:40-8:00 p.m.; Section 2: 8:10-9:30 p.m., 15 sessions, \$30.

825. IMPROVING YOUR VOCABULARY. For students wanting more effective use and understanding of vocabulary. The course utilizes a combination of oral and written tests, exercises, lectures, and intensive class discussion. Among the topics presented are denotation and connotation of words, roots, prefixes, suffixes, and the principles governing vocabulary development. The course is designed to assist students in preparing for college level work and is not intended as remedial instruction at the high school level.

ANNA BOHAN. September 17-January 14; 6:40-8:00 p.m., 15 sessions, \$30.

THURSDAY

830. LEGAL SECRETARIAL PRINCIPLES AND PRACTICES I (Offered in the Program of Professional Development for Women in Business). Providing the legal secretary, and those wanting to become a legal secretary with the how and why of the responsibilities, and an understanding of the overall framework of the law office and legal system. Law office accounting and record maintenance, Civil Procedures from the commencement of the civil action to post judgment proceedings including pleadings, pre-trial discovery and trial are presented.

ARTHUR PERRY. September 18-January 15; 8:10-9:30 p.m., 15 sessions, \$35.

822. MORNING LANGUAGE STUDIES: CONTEMPORARY FRENCH (Refer to the description of the Contemporary Language Studies under the Wednesday schedule). This Thursday morning course is recommended for those who have had some previous introduction to French.

MARILYN GOERNER. September 18-January 15; 10:10-11:30 a.m., 15 sessions, \$30.

823. CONTEMPORARY FRENCH (Refer to the description of the Contemporary Language Studies under the Wednesday schedule). This Thursday evening course is recommended for those who have had no previous study of French.

MARILYN GOERNER. September 18-January 15; 8:10-9:30 p.m., 15 sessions, \$30.

840. CONTEMPORARY SPANISH (Refer to the description of the Contemporary Language Studies under the Wednesday schedule).

TOMAS GAMBA. September 18-January 15; 8:10-9:30 p.m., 15 sessions, \$30.