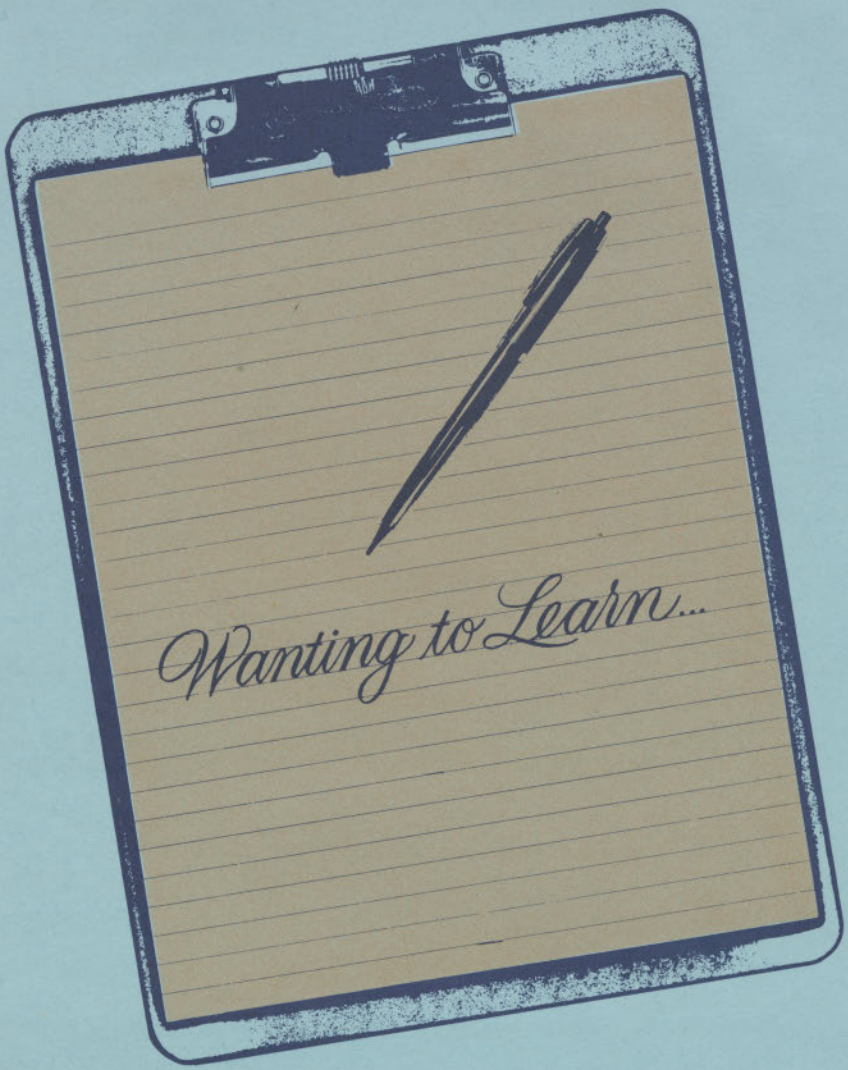

SPRING 1968

Continuing Education

Wanting to Learn . . . the opportunity is available for anyone through Continuing Education

The Office of Special Programs of the South Bend-Mishawaka Campus offers a broad range of courses 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 programs are designed to be flexible and relevant to contemporary thought and development.

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

The length of the course is determined by the subject being presented. Most courses range from five to fifteen 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, please contact the Office of Special Programs, Room 101, Greenlawn Hall. Telephone 282-2341, extension 261.

Calendar - Spring Semester, 1968

Registration:	Jan. 31, Feb. 1, 2, Wed., Thurs., Fri.
Classes Begin:	Feb. 5, Mon.
Spring Recess Begins:	Apr. 8, Mon.
Spring Recess Ends:	Apr. 12, Fri.
Classes End:	May 29, Wed.

Registration

For your convenience registration can be completed by mail by completing the coupon below, or in person at the South Bend-Mishawaka Campus, Room 101, Greenlawn Hall, Wednesday, Thursday and Friday, January 31, February 1, and 2 from 9-12, 1-4:30, and 6-8 p.m. In addition, registration can be completed anytime during the first week of classes. For additional registration forms, please call 282-2341, extension 261.

Future Programs

Many courses being offered this semester will also be available in the Summer Session and Fall Semester, 1968. In addition, the following will be offered:

The Art of Seeing Art
An Appreciation of Music
The Family in the Modern World
Problems in Human Relations
Contemporary Issues Confronting the World
A Program in General Engineering
A Program in Management Development
In-Depth Courses For:
- **Real Estate**
- **Secretarial Professions**
- **Medical Assistance**
- **Transportation**
- **Law Enforcement Officers**
- **Retail Trades**

Marketing and Distribution
College Preparatory Clinic

Registration Form For Continuing Education

Registration begins January 31 if not completed by mail.
Classes begin February 5.
For further information, telephone 282-2341, extension 261.

Mr.
Mrs.
Miss _____ Social Sec. No. _____
Last Name First Name Initial

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Date of Birth _____ Are you registered for credit courses? yes____ no____

Employer _____ Occupation _____ Business Ph. _____

High School Graduate? yes____ no____ College Graduate? yes____ no____

Full Title of Course	Days	Hour	Fee

Mail To:
SPECIAL PROGRAMS
INDIANA UNIVERSITY
SOUTH BEND-MISHAWAKA CAMPUS
SOUTH BEND, INDIANA 46615

TOTAL _____

Do you wish to receive information on the following?:

____Campus Film Series ____Children's Film Series ____Musical, Theatrical, and other cultural events

Wanting to Learn . . .

Continue Your Education at Indiana University, S

Sunday

SUNDAY EVENING FORUM "World Perspective . . . " is the primary theme of a series of Sunday evening programs focusing on world-wide concerns — human rights, population growth, religious interaction, and international diplomacy. Outstanding speakers, recognized for their leadership and opinions, will discuss contemporary thoughts and developments affecting their respected areas. $1.50 each program. (7:30 p.m.)

January 7	The Interaction of World Religions,	James Scherer, Dean, School of Missions, Lutheran School of Theology
February 18	Problems of Diplomacy in a Changing World,	John MacVane, ABC United Nations Correspondent and Commentator

Monday

READING AND STUDY TECHNIQUES Improving your rate of reading and level of comprehension. Easy and difficult reading materials will be used aimed at increasing sentence, paragraph, and total reading understanding.* Michael Rose $30. (6:50-8:20 p.m.) (February 5-April 29)

IMPROVING YOUR VOCABULARY For those wanting more effective use and understanding of the vocabulary. Oral exercises, lectures, and individual conferences will be used. Principles governing vocabulary improvement, denotation and connotation of words, and synonyms and antonyms are among the topics discussed.* Anna Bohan $30. (6:50-8:20 p.m.) (February 5-May 20)

HISTORY OF AMERICAN CIVILIZATION Puritanism, the Revolution, the Jacksonian Era, Anti-slave Crusade, Reconstruction, Progressivism, the 1920's, New Deal, Great Society, and other pivotal eras, developments, and movements will be presented in this course on the history and governmental principles of the United States.* Robert Clements $30. (8:30-10:00 p.m.) (February 5-May 20)

Tuesday

MORNINGS WITH THE ARTS: FANTASY IN CHILDREN'S LITERATURE For all who are interested in the fantasy created for the young but read by all ages. The following representative books, all by British authors, will be critically examined. Francis Molson $18. (9:20-10:50 a.m.)

February 13	At the Back of the North Wind, MacDonald
February 27	The Wind in the Willows, Grahame
March 12	The Would-Be-Goods, Nesbit
March 26	The Voyages of Dr. Doolittle, Lofting
April 23	The Hobbit, Tolkien
May 7	The Borrowers, Norton

MORNINGS WITH THE ARTS: CURRENT TRENDS IN LITERATURE Six pivotal novels, all in paperback, selected to exemplify a current mode of contemporary literature. $18. (9:20-10:50 a.m.)

February 20	Literature of Dispare	Wapshot Chronicle, Cheever	Roger Birdsell
March 5	The Novel in Non-Fiction	In Cold Blood, Capote	Walton Collins
March 19	The Kennedy Aura	1000 Days, Schlesinger	Charles Tull
April 2	The Death of God	Honest to God, Robinson	Malcolm Day
April 16	Contemporary Fable	Giles Goat Boy, Barth	Thomas Ryan
April 30	Modern Theatre	Rosenkrantz and Gildenstern, Stoppard	Warren Pepperdine

RESIDENTIAL LANDSCAPE PLANNING AND DESIGN An opportunity to receive an understanding of landscape styling, designing, and the plants and materials used by professional landscape architects and urban developers. Appropriately scheduled to conclude late in March allowing the application of what was learned into plans for the spring. $18. (6:50-8:20 p.m.)

February 13	A History of Landscape Architecture	Lowell Moore
February 20	Developing a Landscape Plan	Robert Foegley
February 27	Styles in Landscaping	Robert Foegley
March 5	Drawing a Landscape Plan	Robert Foegley
March 12 & 19	The Right Plant in the Right Place	Lowell Moore
March 26	Urban Living and Landscape Planning	Marty Clewa

WORKSHOP IN INTERNATIONAL AFFAIRS A survey of the basic principles, concepts, and problems in contemporary international politics and related fields. Participants will have an opportunity to experiment with their views by playing a simulation game in which each participant acts as the government of a modern nation. Stephen Sachs $20. (7:00-9:30 p.m.) (February 6-April 30)

ment of a modern nation. Stephen Sachs $20. (7:00-9:30 p.m.) (February 6-April 30)

CREATIVE WRITING A course of study for those who wish to discover and to practice their spark of originality, and to stimulate the desire to communicate creativity in written expression. Works of proven authors will be used to emulate, but not to copy. Standard writing samples will be used for discussion, criticism, and encouragement. William MacQuillan $23. (6:50-8:20 p.m.) (March 5-April 30)

Wednesday

HUMAN BEHAVIOR IN BUSINESS AND INDUSTRY A systematic analysis of the role of human behavior and organizational dynamics and the contributions by the behavioral sciences in the fields of business and industry. General and specific presentations by sociologists and psychologists will evaluate the functional significance of psychological and social processes in interpersonal and intergroup relations of the organizational setting. Presented in cooperation with the Department of Sociology, Indiana University, South Bend Campus. $30. (7:00-9:00 p.m.)

March 6	The Sociology of Business and Industry, Delbert C. Miller, Ph.D., Prof. of Soc. and Bus. Adm., Indiana Univ., Bloomington
March 13	The Psychology of Industry, Donald O. Jewell, Ph.D., Asst. Prof. of Psychology, Purdue University
March 20	Organizational Control Measures, John Maiolo, Ph.D., Asst. Prof. of Sociology, Univ. of Notre Dame
March 27	Developmental Change in Business Organizations, Robert Norman, Program Assoc., Institute for Social Research, Univ. of Michigan
April 3	Personality and Organization, Gordon J. DiRenzo, Ph.D., Assoc. Prof. of Sociology, Indiana Univ., South Bend

BUSINESS LAW An examination of the principles of business law, through the case or applied approach method, for those involved in the day-to-day activities of large and small businesses. Included is the study of contractural relations, rights and responsibilities, agency, employment, sales, personal property and bailments, commercial papers, real property, leases, wills, administration of estate, insurance, and bankruptcy. Arthur Perry $35. (6:50-8:20 p.m.) (February 7-May 22)

STATISTICS IN BUSINESS AND MANAGEMENT A comprehensive course of applied business and economic statistics. The development of operational mathematics, the dynamic nature of statistical analysis, and the effective use of statistical data are presented and developed through case problems in business. Robert Parrish $35. (6:50-8:20 p.m.) (February 7-May 22)

DIGITAL COMPUTER CONCEPTS FOR BUSINESS AND MANAGEMENT For those interested in understanding computer concepts in order to make profitable use of the computer in their business or profession. The development of the digital computer from its early beginnings, to the present, and insight into the future. Hardware and programming characteristics are presented with computer techniques intending to show how the computer can be used effectively in problem solving and information processes. Charles Rollinger $42. (7:00-9:00 p.m.) (February 7-March 27)

DIGITAL COMPUTER CONCEPTS FOR SCIENCE AND ENGINEERING Providing an understanding of the application of digital concepts to the solution of problems in the scientific and engineering areas. Basic programming, numerical methods, and computer application to the solution of fundamental engineering problems will be presented. Designed to develop the techniques necessary to work effectively with modern digital computers, and to effectively communicate with the computer programmer. William Tibbitts $42. (7:00-10:00 p.m.) (April 10-May 15)

MANUFACTURING MANAGEMENT A lecture-workshop presenting an in-depth view of each functional department of a company and its relation to the total organization. Decision making, manufacturing economics, scientific inventory control, quality control, materials handling, computer application, and other related areas will be broken apart, viewed, and then re-molded into a total manufacturing system — a "total systems approach." Co-sponsored with the American Production and Inventory Control Society.† Henry Bennett $35. (8:30-10:00 p.m.) (February 7-May 22)

PRODUCTION AND INVENTORY CONTROL I Providing a comprehensive orientation to the principle systems and decisions of production and inventory control. The defining of delivery objectives, quotas and forecasts, short and long range planning, compliance analysis, and data processing for production and inventory control are among the topics to be presented and analyzed. Co-sponsored with the American Production and Inventory Control Society.† Jack Durben $35. (6:50-8:20 p.m.) (February 7-May 22)

†For information regarding a certificated program in Production and Inventory Control, please call the Special Programs Office.

South Bend-Mishawaka Campus

Wednesday (Continued)

TECHNICAL WRITING AND COMMUNICATION To improve skills of persons currently writing technical publications, and introduce interested persons to technical writing and communication. Emphasis will be 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 will be presented. Louis Jiricek $35. (8:30-10:00 p.m.) (February 7-May 22)

BASIC MATHEMATICS The basic concepts and fundamental operations of mathematics. Topics covered include sets, number theory, natural and real numbers, integers, and rationals.* Eugene Hudson $30. (6:50-8:20 p.m.) (February 7-May 22)

HELPING EMPLOYEES PLAN THEIR RETIREMENT For professional and semi-professional persons from industry, unions, education, and other organizations who are responsible and share the desire for providing retirement information and programs for older adults. Purposes, current methods, and individual and group programs will be presented. Lester Fox $25. (6:50-8:20 p.m.) (March 6-April 3)

TRAFFIC AND TRANSPORTATION MANAGEMENT II The second of four courses culminating in a certificate in Transportation Management. A broad application of the fundamental principles presented in Transportation and Traffic Management I. Topics covered include freight rate factors, problems of freight rates, freight tariffs, miscellaneous rate structures, shipping and freight documents, loss, damage, and overcharge claims, and filing freight claims. William Carney $35. (8:30-10:00 p.m.) (February 7-May 22)

IN-SERVICE SEMINAR FOR MEDICAL ASSISTANTS Providing an opportunity to learn current practices and theories in various fields relating to the medical assistant. $15, $7.50 each session. (1:30-4:30 p.m.)

January 17	Effective Methods of Credit and Collection
March 20	Keeping Accurate Records and Accounts

DEFENSIVE DRIVING Presented as a public service in co-operation with the National Safety Council, and Bendix Management Club. An opportunity for all to participate in an intensive program of instruction in driving to stay alive. An opportunity to re-examine your driving behavior and preconceptions of how to handle driving emergencies. Ralph Myers — $1 for materials. (7:00-9:00 p.m.) (March 5-March 26)

REAL ESTATE

In co-operation with the St. Joseph County Board of Realtors, the following courses are presented to prepare persons for the state licensing examination, and to develop competence in appraising.

REAL ESTATE: APPRAISALS For those desiring an understanding of the valuation theory, and knowledge of appraisal processes. This course will present the cost, market, and income approaches to property value. Among the topics to be discussed are analysis site valuation, residential, commercial, and industrial functional utility and market data appraisement, and depreciation techniques of the cost approach. Ralph Michaels $35. (6:50-8:20 p.m.) (February 7-May 22)

REAL ESTATE: LICENSING EXAMINATION REVIEW For those planning to take the Salesman's License Examination and Broker's License Examination administered by the Indiana Real Estate Commission. The class is scheduled to conclude one week prior to the examination in March. Topics to be presented include rules and regulations of the Commission and State of Indiana, problems in real estate transactions, preparation and purpose of real estate documents, loss of agency, sales contracts, and closing statements. Ernest Bergin $30. (6:50-8:20 p.m.) (January 24-March 13)

Thursday

LEGAL SECRETARIAL PRINCIPLES AND PRACTICES II For legal secretaries proficient in basic skills either through experience or by completing Legal Secretarial Principles and Practices I. An advanced course providing skills and methods of procedure in such areas as probate, bankruptcy, civil and criminal practice, and general legal forms. Intended to minimize the dependence upon the lawyer, and, in turn, become recognized as a professional

criminal practice, and general legal forms. Intended to minimize the dependence upon the lawyer, and, in turn, become recognized as a professional legal secretary. William Farabaugh $35. (6:50-8:20 p.m.) (February 7-May 22)

RESIDENTIAL ARCHITECTURE PLANNING AND DESIGN Nine leading architects and urban developers will present a comprehensive survey of good home designing and construction. For those planning to purchase, build, or remodel their home. Presented in co-operation with the Northern Indiana Chapter of American Institute of Architects. $18. (6:50-8:20 p.m.)

February 8	Residential Architecture — An Overview	Donald Sporleder
February 15	Toward Better Neighborhoods	Orus Eash
February 22	Residential Design — A Historical Review	Paul Sprague
February 29	Family Patterns and Residential Design	Otto Seeler
March 7	Traditional Building Materials and Techniques	Richard Miller
March 14	New Building Materials and Techniques	William Rammel
March 21	Pre-fabricated Homes, Custom Built Homes, or Somewhere Between?	Robert Schultz
March 28	Desgining for Physical Comfort and Health	Lecturer
April 4	The Future of Urban Living	John Wilson

WORKSHOP IN GROUP DYNAMICS Participation in group counseling with periodic commentary by the group leader on the groups interaction. T-group and sensitivity training will be utilized. Enrollment is limited to eight. Douglas Smith $20. (6:50-8:20 p.m.) (February 15-April 25)

FUNDAMENTALS OF LITERATURE An introduction to the art of careful reading through selected works of fiction, poetry, and drama. A literary work — the origin, aim, language, character, and plot — are revealed as analytical techniques for appreciation of all literature.* Richard Schurr $30. (8:30-10:00 p.m.) (February 8-May 23)

CURRENT TRENDS IN LITERATURE Six pivotal novels, all in paperback, selected to exemplify a current mode of contemporary literature. $18. (6:50-8:20 p.m.)

February 22	Literature of Dispare	Wapshot Chronicle, Cheever	Roger Birdsell
March 7	The Novel in Non-Fiction	In Cold Blood, Capote	Walton Collins
March 21	The Kennedy Aura	1000 Days, Schlesinger	Charles Tull
April 4	The Death of God	Honest to God, Robinson	Malcolm Day
April 18	Contemporary Fable	Giles Goat Boy, Barth	Thomas Ryan
May 2	Modern Theatre	Rosenkrantz and Gildenstern, Stoppard	Warren Pepperdine

BASIC COMPOSITION For those wanting to write good, expressive English. Language and rhetorical forms, proper organization, selection of valid ideas, and establishing standards of effective expression are stressed.* Dorwin Nelson $30. (6:50-8:20 p.m.) (February 8-May 23)

MODERN GEOMETRY For those wanting fundamental concepts of geometry as preparation for college level courses in geometry. Topics covered include symbolic logic, the role of axioms, definitions and theorems in geometry, formal proofs, geometric figures, congruence, and measures. John Loughlin $30. (8:30-10:00 p.m.) (February 8-May 23)

BASIC BIOLOGY A comprehensive introduction to the science of living organisms. Human biology, plant and animal kingdoms, and evolution are the general topics discussed. Laboratory periods, demonstrations, and experiments are included. An introduction to botany, zoology, ecology, and related fields.* John Shanley $40. (6:50-8:20 p.m.) (February 8-May 23)

Friday

CAMPUS FILM SERIES Outstanding films and shorts selected to serve as a survey of the cinema as a unique medium of multi-communication. Presented in co-operation with the Student National Education Association of South Bend Campus and the Student-Faculty Film Society of the University of Notre Dame. Each program begins at 7:30 p.m. in Room N118 (Northside Hall). For a descriptive brochure of the series, contact the Office of Special Programs. $3 Series, 75¢ single admission (at the door).

Saturday

CHILDREN'S FILM SERIES The portrayal of children's literature through films is the predominant theme for this year's Series. Four features, each presenting a work from children's literature throughout the world, and special shorts of particular interest for school children will be shown. For a descriptive brochure of the series, contact the Office of Special Programs. $2 Series, 50¢ single admission. (1:30-3:30 p.m.) (April 6-April 27)

*A College Preparatory Clinic course.

Cultural Events Calendar

Jan.

3, Wed., 8:15 p.m., concert, The Symphony Quartet of Indiana University, Campus Auditorium (free)

7, Sun., 7:30 p.m., Sunday Evening Forum, "The Interaction of World Religions," Dean James Scherer, Campus Theatre

10, Wed., 8:15 p.m., Campus Lecture, "Evaluation of Teaching — Fact or Fallacy?," Professor Charles R. DuVall, Faculty Lounge (free)

13-14, Sat., Sun., 8:15 p.m., concert, The University Chorale, Campus Auditorium (free)

27, Sat., 8:15 p.m., opera, IL TROVATORE, Indiana University Opera Theatre, Campus Auditorium

Feb.

2, 9, 16, 23, Fri., 7:30 p.m., Campus Film Series, Room N118

14, Wed., 8:15 p.m., Campus Lecture, "Why Grunting is an Inappropriate Response to Literature," Professor Gloria K. Shapiro, Faculty Lounge (free)

17, Sat., 8:15 p.m., recital, Campus Auditorium (free)

18, Sun., 7:30 p.m., Sunday Evening Forum, "Problems of Diplomacy in a Changing World," John MacVane, ABC News Correspondent, Campus Auditorium

22, 23, 24, Th., Fri., Sat., 8:15 p.m., play, A MIDSUMMER NIGHT'S DREAM, South Bend Campus Theatre Company, Campus Theatre

24, 25, Sat., Sun., 1:00 and 3:00 p.m., play, A MIDSUMMER NIGHT'S FANTASY, South Bend Campus Theatre Company, Campus Theatre

Mar.

1, 8, 15, 22, Fri., 7:30 p.m., Campus Film Series, Room N118

1, 2, Fri., Sat., 8:15 p.m., play, A MIDSUMMER NIGHT'S DREAM, South Bend Campus Theatre Company, Campus Theatre

2, 3, Sat., Sun., 1:00 and 3:00 p.m., play, A MIDSUMMER NIGHT'S FANTASY, South Bend Campus Theatre Company, Campus Theatre

8, 9, Fri., Sat., 8:15 p.m., play, A MIDSUMMER NIGHT'S DREAM, South Bend Campus Theatre Company, Campus Theatre

9, 10, Sat., Sun., 1:00 and 3:00 p.m., play, A MIDSUMMER NIGHT'S FANTASY, South Bend Campus Theatre Company, Campus Theatre

13, Wed., 8:15 p.m., concert, The Symphony Quartet of Indiana University, Campus Auditorium (free)

16, 17, Sat., Sun., Second Annual International Folk Festival, Campus Auditorium

27, Wed., 8:15 p.m., Campus Lecture, "The Portrait: A Lecture-Demonstration," Professor Harold Zisla, Faculty Lounge (free)

29, Th., 8:15 p.m., Viennese Burgtheatre, Campus Theatre

29, 30, Fri., Sat., 8:15 p.m., play, TAMING OF THE SHREW, Indiana Theatre Company, Campus Theatre

Apr.

6, 7, Sat., Sun., 8:15 p.m., concert, The University Chorale, Campus Auditorium (free)

6, 13, 20, 27, Sat., 1:30 p.m., Children's Film Series, Campus Theatre

10, Wed., 8:15 p.m., Campus Lecture, "Problems in Prehistoric Egypt," Kurt O. Hofmann, Faculty Lounge (free)

25, 26, 27, Th., Fri., Sat., play (title to be announced), South Bend Campus Theatre Company, Campus Theatre

May

1, 8, 22, Wed., and 11, Sat., 8:15 p.m., South Bend Chamber Music Festival (events to be announced), Campus Auditorium

3, 4, Fri., Sat., 8:15 p.m., play (title to be announced), Campus Theatre

18, 19, Sat., Sun., 8:15 p.m., opera, DIDO AND AENEAS, Indiana University Opera Theatre, Campus Auditorium

24, 25, 26, Fri., Sat., Sun., 8:15 p.m., opera, DIDO AND AENEAS, Indiana University Opera Theatre, Campus Auditorium