

# Bulletin

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## Correspondence Courses

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Department of Correspondence Instruction

DIVISION OF EXTENSION

LUBBOCK, TEXAS

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## DIVISION OF EXTENSION

J. F. McDONALD, DIRECTOR

Texas Technological College through the Division of Extension offers approximately two hundred and fifty courses to those who cannot attend the regularly scheduled classes. Correspondence and extension class work offered by the Division of Extension has been approved by the Association of Texas Colleges; the Division is a member of the National University Extension Association.

The extension service includes: (1) correspondence instruction, college and high school; (2) extension class work in centers away from the campus; (3) night extension classes on the campus; (4) adult, non-credit courses; (5) group-study courses and lectures for clubs; (6) supervised correspondence instruction; (7) visual aids: motion pictures.

### REGULATIONS

1. One-fourth of the required work for a Bachelor's degree may be done by correspondence study. A maximum of one-third of the work required for the undergraduate degree may be done by extension class and correspondence, or by extension class only. All extension class work taken on the campus of Texas Technological College toward the undergraduate degree may be counted as residence credit. A maximum of six hours of extension credit (whether taken on or off the campus) will count toward the Master's degree.

One-half of the work required for a teacher's certificate may be done by correspondence study.

2. The registration fee for each correspondence or extension course of one semester hour is \$5.00; of two semester hours, \$10.00; and of three semester hours, \$15.00. All fees are payable in advance and are not refunded. Extra fees may be charged in case of laboratory courses. A correspondence course may not be exchanged for some other course nor transferred to another person.

3. Students who desire college credits must meet college entrance requirements. However, students over twenty-one years of age may enroll on the basis of individual approval of the Dean of the division concerned.

4. A resident student may begin or continue work in the Division of Extension only with the approval of his Dean. Students at other colleges must secure the advance approval of their deans for correspondence or extension class courses, or assume the risk.

5. Persons who are regularly employed—e. g., teachers—are limited to two correspondence or extension courses, six semester hours, each semester.

6. A student who makes a grade of F on a residence course may register for the same course by correspondence only on written approval of the instructor and the Dean of the division concerned.

7. In correspondence courses, a self-addressed stamped envelope with sufficient stamps must be enclosed each time for the return of the lesson sheets to the student.

8. The course should be completed within three to four and one-half months. The course will expire at the end of twelve months, but may be renewed for three months for \$2.00, if renewed within twelve months after expiration.

9. Correspondence courses and extension class courses for credit are the equivalent in content of the corresponding residence courses.

10. If college credit is to be given, the course taken by correspondence or by extension classes must be concluded by final examinations.

11. The examinations must be taken under the supervision of the instructor or the Director of Extension, or other official examiner, who is usually a county superintendent or a city superintendent.

12. In correspondence work, when a student is ready for the final examination, he must send an examination fee of one dollar to the Division of

Extension, except that when the examination is taken on the College campus, the fee will not be charged.

13. Textbooks may be purchased from the Bookstore, Texas Technological College, Lubbock, or from the publishers.

14. Collateral books needed for a course, when available, may be obtained from the College library for two months upon a deposit of \$5 to cover loss or damages of books and service charge. The deposit, less a service charge of \$1, fines, and cost of mailing the books, will be refunded upon the return of the books. The library deposit should be sent directly to the Texas Technological College library.

#### CORRESPONDENCE COURSES OFFERED

Subjects numbered from 100 to 200 are freshman courses; from 200 to 300, sophomore courses; and from 300 up, advanced courses. The college entrance courses are listed after the college courses. For a full description of the college courses, including the prerequisites, see the corresponding numbers and titles under the respective departments of the College catalogue.

The second figure of the course number shows the credit given for the successful completion of the course in semester hours. To illustrate: the figure "3" in English 131 shows a credit value of three semester hours.

#### Accounting

- 244-5. Introduction to Accounting.
- 334-5 Intermediate Accounting.
- 336. Principles of Cost Accounting.
- 431. Income Tax Accounting.
- 432. Governmental Accounting.
- 434-5. Advanced Accounting.
- 437. Principles of Auditing.

#### Agricultural Economics and Farm Management.

- 234. Principles of Agricultural Marketing.
- 235. Fundamentals of Economics.
- 322. Marketing Agricultural Products.
- 325. Farm Records and Accounts.
- 333. Cooperation in Agriculture.
- 421. Land Economics.

#### Agronomy.

- 221. Soils.

#### Animal Husbandry.

- 231. Breeds of Livestock.

#### Anthropology.

- 331-2. Anthropology.

#### Astronomy.

- 131-2. General Astronomy.

#### Bible.

- 137. Old Testament Survey.
- 138. New Testament Survey.
- 234. The Life of Christ.
- 335. The Poetic Sections of the Old Testament.
- 431. The Prophets.

#### Biology.

- 231. Heredity.
- 332. Teaching of Biology.

#### Economics

- 231-2. Principles of Economics.
- 234. Economic Development of the United States.
- 235. Principles of Economics.
- 332. Public Utility Economics.
- 333. Public Expenditures.
- 335. Transportation Economics.
- 336. Labor Economics.
- 337. Economic Systems.
- 338. Foreign Trade.
- 433. International Economic Problems.

**Education: Freshman and Sophomore.**

- 131. Introduction to Education.
- 132. Classroom Management and Methods.
- 233. School Health and Hygiene.†
- 234. Principles of Secondary Education.
- 235. High School Methods.
- 236. Basic Skills in Elementary Grades: Arithmetic, Spelling, and Writing.†
- 237. Language Arts: Reading, English, and Literature.†
- 238. Materials and Methods in Social Studies of Elementary Grades.†

**Education: Advanced.**

- 331. Principles of Education.†
- 332. High School Problems.\*
- 334. Basic Principles of Methods.\*\*†
- 335. The Junior High School.\*†
- 336. Educational and Vocational Guidance.\*†
- 337. Methods in Classroom Tests.\*\*†
- 338. Every Teacher's Problems.\*\*†
- 3310. Children's Literature.
- 3314. The Principal and His School.\*†
- 3319. Methods in Elementary English.\*\*
- 411. Ethics of the Teaching Profession.
- 431. Education in the United States.†
- 432. Public School Administration.\*†
- 433. Public School Interpretation.\*†
- 434. Supervision of Instruction.\*
- 436. The Curriculum, (Orientation and Background).\*†
- 438. Education for Democracy and Defense.\*†
- 439. Unit Teaching.\*\*†

**Education: Psychology.**

- 230. Introduction to Psychology.
- 231. Educational Psychology.
- 331. Child Psychology.†
- 333. Measurements in Education.\*†
- 335. The Psychology of Adolescence.†
- 433. Mental Hygiene.†
- 434. Social Psychology.†

**Education: Special Methods.**

- Math. 221. Methods of Teaching Arithmetic.
- Biol. 332. Teaching of Biology.\*\*
- Hist. 330. Methods of Teaching History in High School.\*\*
- Eng. 3310. Methods of Teaching English in High School.\*\*
- Ed. 3319. Methods in Elementary English.\*\*
- Math. 332. Methods of Teaching Algebra and Geometry.\*\*
- Span. 435. Methods of Teaching Spanish.\*\*

**English: Freshman and Sophomore.**

- 131-2. Freshman Composition.
- 231-2. Introduction to Literature.
- 233. Technical Writing. (Engineering).
- 234. Special Work on Correct Usage. (Agriculture).

**English: Advanced.**

- 336. Augustan Age.
- 337. Grammar for Speech (Advanced grammar).
- 338. American Poetry: Bradstreet to Whitman.
- 339. American Poetry: Emily Dickinson to the Present.

†May be taken as a two-hour course.

\*Administration.

\*\*Methods.



- 3312. Advanced Composition.
- 3313. Contemporary English Poetry.
- 3315. The Contemporary Short Story. (Cobb, Conrad, Dreiser, Galsworthy, Wells, and others.)
- 3316. The Contemporary American Novel. (Howells, James, Garland, Wharton, Cather, and others).
- 3317. The English Novel: Lyly to Scott.
- 3318. Types of English and Foreign Fiction: 1825 to 1910. (Dickens, Thackeray, Bronte, Hardy).
- 3320. American Drama to 1930.
- 3321. Current American Drama.
- 431. Restoration and Eighteenth Century Drama.
- 432. Shakespeare (**Richard III, Romeo and Juliet, Hamlet**, and others.)
- 435. English Romanticism. (Wordsworth and Coleridge).
- 436. English Romanticism. (Scott, Shelley, Keats, Byron).
- 438. Nineteenth Century English Prose (Macaulay, Lamb, Carlyle, and others).
- 4310. English Poets of the Nineteenth Century (Tennyson, Browning, and others).
- 4313. Literary Biography (Works of Cellini, Pepys, Boswell, Franklin, Strachey, Bradford).
- 4315. Elizabethan Non Dramatic Literature.

#### Finance and Insurance

- 333. Banking Principles.
- 334. Credits and Collections.
- 336. Life Insurance.

#### French.

- 131-2. A Beginning Course in French.
- 231-2. A Reading Course in French.
- 331-2. A Rapid Reading Course (Contemporary French literature).

#### General Business

- 334-5. Business Law.
- 346. Business Statistics.

#### Geography.

- 131-2. Principles of Geography.
- 331-2. Resources and Industries of the World.

#### German.

- 131-2. A Beginning Course in German.
- 231-2. A Reading Course in German.
- 233-4. Scientific German.

#### Geology.

- 411-2. Geology of Texas.

#### Government.

- 131. American Government, National.
- 132. American Government, State.
- 232. Modern Governments.
- 233. Local Government.
- 320. American Government, National and State (Texas).
- 325-6. Contemporary Problems.
- 334. American Political Parties, Party Analysis.
- 3311. Political Institutions.
- 431-2. American Constitutional Law.
- 433-4. American Political Ideas (American Democracy).
- 435-6. International Law.
- 437. Political Geography.

**History.**

- 131-2. History of Civilization.
- 133-4. Economic and Political History of England.
- 231-2. Economic and Political History of the United States.
- 330. Teaching History in High Schools.\*\*
- 3311. The Canadian Dominion.
- 3313-14. Contemporary Europe, 1870-1936.
- 3316. The British Empire.
- 3317. The Contemporary European War.
- 3318. Naval History.
- 430. English Colonial America.
- 431-2. History of Latin America.
- 435. Anglo-American Diplomacy.
- 436-7. History of the United States, 1789-1837.
- 438-9. History of Texas.
- 4311-12. Civil War and Reconstruction.
- 4313-14. The United States Since the Civil War.
- 4315. Constitutional Developments in Texas.

**Home Economics.**

- 433. Family Relations. (Child Development 433.)

**Horticulture.**

- 322. Landscape Appreciation.

**Journalism.**

- 231-2. Newspaper Reporting and Writing.
- 330. Typography.
- 331. Special Feature Articles.
- 332. Magazine Article Writing.
- 333. Problems of the Community Newspaper.
- 335. History of American Journalism.
- 3311. Agricultural Journalism.
- 430. Principles of Journalism.
- 431. Critical Writing.
- 432. High School Publications.
- 434. Editorial Writing.
- 435-6. Principles of Advertising.

**Latin.**

- 131-2. A Beginning Course in Latin.
- 231-2. Reading and Composition (Selections from Caesar, Cicero, Virgil).
- 331-2. Virgil's *Aeneid*, Introduction to Horace, Cicero's *De Senectute*, The *Phormio* of Terence.

**Management.**

- 431. Office Management.
- 432. Personnel Administration.

**Marketing and Salesmanship.**

- 332. Principles of Marketing.
- 333. Marketing Problems.
- 432. Economics of Advertising.

**Mathematics.**

- 121-2. Algebra (Engineering).
- 124. Spherical Trigonometry.
- 130. Algebra. (Arts and Sciences).
- 131. Trigonometry. (Arts and Sciences).
- 132. Analytics.
- 133. Elements of Navigation.
- 137. Commercial Algebra.
- 138. Mathematics of Finance.

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\*\*Methods.

- 221. Methods of Teaching Arithmetic.
- 231. Algebra. (For Agriculture Students).
- 232. Trigonometry. (For Agriculture Students).
- 233. Calculus Applications.
- 235-6. Analytic Geometry.
- 237. Mathematics of Insurance.
- 238. Statistics.
- 239. A Survey Course in Elementary Mathematics.
- 251. Calculus. (Engineering).
- 321. Differential Equations (Engineering).
- 332. Methods of Teaching Algebra and Geometry.\*\*
- 333-4. Advanced Algebra.
- 335-6. Differential and Integral Calculus.
- 431. Advanced Calculus.
- 433. Theory of Equations.
- 437. Higher Geometry (for mathematics teachers, especially).

**Music.**

- 121-2. Solfeggio (Elementary Music).
- 123-4. Harmony (Elementary).
- 221-2. Solfeggio (Elementary Music, Advanced).
- 223-4. Harmony (Advanced).
- 335-6. History and Appreciation.

**Music: Band.**

- 321. Band Conducting and Methods.\*
- 421-2. Band Conducting and Methods.\*

**Philosophy.**

- 330. Introduction to Philosophy.
- 338. Elements of Ethics.
- 431. Aesthetics.
- 436. Philosophy of Religion.

**Physical Education.**

- 230. Principles of Health Education.
- 237-8. Technique of Sports.
- 337. History of Physical Education.
- 434. Principles of Physical Education.

**Psychology. (See Education).****Rural Sociology.**

- 432. Rural Sociology.

**Secretarial Studies.**

- 111. Elementary Typewriting. (For Beginners).
- 121. Elementary Typewriting.
- 122. Advanced Typewriting.

**Sociology.**

- 330. Introduction to Sociology.
- 331. Social Pathology.
- 333. Current Social Problems.†
- 431. Marriage.

**Spanish.**

- 131-2. A Beginning Course in Spanish.
- 231-2. Grammar, Reading, Composition, and Conversation.
- 331-2. Contemporary Literature.
- 333-4. Introduction to Latin-American Life and Literature (Com. Sp.)
- 435. Teacher's Course in Methods of Teaching Spanish.\*\*
- 436-7. Advanced Grammar, Composition, and Style.\*

\*May be taken as a two-hour course.

†By correspondence and conference.

\*\*Methods.

## HIGH SCHOOL CORRESPONDENCE COURSES TO MEET COLLEGE ENTRANCE REQUIREMENTS

The following college entrance courses are now available. The application must be approved by the high school principal or superintendent concerned.

**2 UNITS, \$30; 1 UNIT, \$15; ½ UNIT, \$10**

### Agriculture, Business Economics, and Sociology.

Advertising, ½ unit.  
Agriculture, ½-1 unit.  
Bookkeeping, ½-1 unit.  
Commercial Geography, ½ unit.  
Commercial Law, ½ unit.  
Contemporary Social and Economic Problems, ½ unit.

Economics, ½ unit.  
Junior Business Training, 1 unit.  
Occupations, ½ unit.  
Retail Selling, ½ unit.  
Salesmanship, ½ unit.  
Sociology, ½ unit.  
Typewriting, ½ unit.

### Bible.

Old Testament, ½ unit.  
New Testament, ½ unit.  
Old and New Testament, 1 unit.

### English.

Composition and Rhetoric, ½-2 units.  
American Literature and Composition, ½-1 unit.  
English Literature and Composition, ½-1 unit.  
Journalism: Newspaper Feature Writing, 1 unit.

### Mathematics.

Advanced Arithmetic, ½ unit.  
Commercial Arithmetic, ½ unit.  
Algebra I, Beginners Course, ½-1 unit.  
Algebra II, Algebra Continued, ½-1 unit.  
Plane Geometry, ½-1 unit.  
Solid Geometry, ½ unit.  
Trigonometry, ½ unit.

### Foreign Language

Latin I, ½-1 unit.  
Latin II, ½-1 unit.  
Spanish I, ½-1 unit.  
Spanish II, ½-1 unit.

### History and Civics.

Ancient History, 1 unit.  
American History, ½-1 unit.  
Civics, ½-1 unit.  
English History, ½-1 unit.  
Latin-American History, 1 unit.  
Modern History, 1 unit.  
Texas History, ½ unit.  
World History, 1 unit.

### Science.

Physics, 1 unit, where laboratory facilities are available.

### EXTENSION CLASS CENTERS

Extension classes will be organized in convenient centers upon request of a sufficient number of students depending upon the distance. Both graduate and undergraduate courses are available. The fee is \$5.00 per semester hour. Those interested in securing centers should communicate with the Director of Extension.

### NIGHT CLASSES ON THE CAMPUS

Night classes, meeting once or twice a week, as may be arranged, will be organized upon the request of a reasonable number, usually ten. Both graduate and undergraduate courses are available. Undergraduate courses given on the campus at night by extension carry residence credit. In some instances both credit and non-credit courses are given. The fee for any subject is \$5.00 per semester hour. A laboratory fee is charged for the laboratory sciences.

### COURSES FOR STUDY CLUBS

This service includes study outlines and lectures. Details will be given on request.

### SUPERVISED CORRESPONDENCE INSTRUCTION

Supervised correspondence courses will be given in convenient centers where ten or more request this service.

### VISUAL AIDS: MOTION PICTURES

Sound and silent motion picture films are available for reasonable rental fees. The list of subjects and the rates charged will be sent on request.

### FURTHER INFORMATION

For further information in regard to any of the extension services listed above, please write the Division of Extension, Texas Technological College, Lubbock, Texas.