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## ABSTRACT

This directory is a second and more inclusive edition of an earlier ERIC collection of self-instructional materials (see ED 053 720). Topical packages, prepared by contributing junior college instructors are listed according to the subject matter. Information on each page includes the author's name, institution (address and phone number), and the number and titles of the individual packages. Specific information about the materials can be obtained from the author. (RN)

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**The UCLA DANFORTH Junior College Program**

**A DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS  
USED IN COMMUNITY COLLEGES**

**Second Edition**

**M. STEPHEN SHELDON  
YOUNG PARK  
Compilers and Editors**

**The UCLA Danforth Junior College Program  
and  
ERIC Clearinghouse for Junior Colleges  
University of California  
Los Angeles 90024  
1972**

**UNIVERSITY OF CALIF.  
LOS ANGELES**

**OCT 4 1972**

**CLEARINGHOUSE FOR  
JUNIOR COLLEGE  
INFORMATION**

JC 720 197

## **DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS USED IN COMMUNITY COLLEGES**

Publication of this enlarged second edition of the Directory of Self-Instructional Materials is a clear indication of several instructional developments in the community college. First, there is a universal trend in community colleges toward seeking ways of improving instruction. Second, self-instructional methods and materials are being used in more colleges and subject matter areas than any other type of instructional innovation. Third, institutions are committing more of their resources to the development of new instructional methods.

Specific information about the materials may be obtained by contacting the author directly. Included on each page are the author, institution (address and phone number), and the number and titles of the individual packages. There is an exception to this format. Mt. San Jacinto College has such an extensive list of materials that it is listed by institution.

As with the first edition, the UCLA Danforth Junior College Program and the ERIC Clearinghouse for Junior Colleges have cooperated in publishing this edition. Credit for assistance in compiling the data and editing the manuscript involves many people on the Clearinghouse staff, especially Kary Arimoto. As a means of making the information uniform and for the sake of brevity, we have taken the liberty of editing the copy and assume all responsibility for the subject matter groupings.

M. Stephen Sheldon  
Young Park  
1972

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

1

**Subject**                    **ADVERTISING DESIGN**

**Author**                    **H. William Bockus, Jr.**

**Institution**               **Pasadena City College**  
**1570 E. Colorado Blvd.**  
**Pasadena, Calif. 91106**  
**Phone: (213) 795-6961**

**Title of Course**           **Art 50A, 50B, Advertising Design**

**Number of Packages**  
**in Instruction Unit**       **1**

**Title of Package(s)**       **Advertising Graphics**

2

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ADVERTISING TYPE SPECIFICATION

**Author** John A. Davenport

**Institution** Oakland Community College  
2480 Opdyke Road  
Bloomfield Hills, Mich. 48013  
Phone: (313) 647-6200

**Title of Course** Art 204, Graphic Reproduction

**Number of Packages  
in Instruction Unit** 2

**Title of Package(s)**

1. Graphic Reproduction - Identifying and Measuring Type
2. Graphic Reproduction - Copyfitting and Specifying Type

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

3

**Subject** ART  
**Author** Elizabeth S. Bennett  
**Institution** Mount Olive College  
Mount Olive, N. C. 28365  
Phone: (919) 658-2502  
**Title of Course** Art Appreciation

**Number of Packages  
in Instruction Unit** 17

**Title of Package(s)**

- |                                      |   |
|--------------------------------------|---|
| 1. The Arts of the Home              | 10. Photography                           |
| 2. The Arts of the Community         | 11. Form, Line, Texture, and Space        |
| 3. The Arts of Religion              | 12. Light and Color                       |
| 4. The Arts of Industry              | 13. Design: Formal Organization in<br>Art |
| 5. The Arts of Commerce              | 14. The Principles of Design              |
| 6. Wood, Metal, Plastics             | 15. Painting                              |
| 7. Ceramics and Glass                | 16. Sculpture                             |
| 8. Fabrics                           | 17. Architecture                          |
| 9. Printing and Graphic<br>Processes |   |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ART  
**Author** Jim Davis  
**Institution** Kittrell Junior College  
Kittrell, N. C. 27544  
Phone: (919) 492-2131

**Title of Course** Art Appreciation

**Number of Packages  
in Instruction Unit** 14

**Title of Package(s)**

- |  |                               |
|--|-------------------------------|
| 1. Prehistoric and Primitive Art             | 7. The Italian Renaissance    |
| 2. Egyptian Art                              | 8. The Italian Baroque        |
| 3. Art of the Near East (Sumeria)            | 9. Rembrandt (A Sketch)       |
| 4. The Parthenon (A Study in<br>Greek Style) | 10. Michelangelo (A Portrait) |
| 5. Early Christian and Byzantine<br>Art      | 11. The Neoclassical Style    |
| 6. The Gothic Style                          | 12. Impressionism and Realism |
|  | 13. Picasso and Modern Art    |
|  | 14. Optical Art               |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

5

**Subject** VISUAL ARTS

**Author** Mary Ann Lee

**Institution** Tarrant County Junior College, NE  
828 Harwood Road  
Hurst, Tex. 76053  
Phone: (817) 281-7860

**Title of Course** Humanities II

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Visual Arts

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	ART
<b>Author</b>	Kenneth Y. Smith
<b>Institution</b>	Greenville Technical Education Center Box 5616, Sta. B Greenville, S.C. 29606 Phone: (803) 242-3170
<b>Title of Course</b>	Art 135, Basic Freehand Techniques
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Shades and Shadows

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

7

**Subject** AUTOMOTIVE

**Author** Donald William Patten

**Institution** Central Carolina Technical Institute  
Route 2, Box 55  
Sanford, N.C. 27330  
Phone: (919) 775-5401

**Title of Course**

**Number of Packages  
in Instruction Unit** 5

**Title of Package(s)**

1. Battery Post Cleaner
2. Sun Battery Starter Tester
3. Battery Cell Probes
4. Portable Battery Charger
5. General Motors Delco-tron Alternator

### DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** AUTOMOTIVE ELECTRICAL SYSTEMS

**Author** Claud C. Hunter

**Institution** Center Piedmont Community College  
1141 Elizabeth Ave.  
Charlotte, N.C. 28204  
Phone: (704) 372-2590

**Title of Course** Automotive Electrical Systems  
Automotive Fuel Systems

**Number of Packages  
in Instruction Unit** 20

**Title of Package(s)**

- |                                  |                                  |
|----------------------------------|----------------------------------|
| 1. The Chev Ignition System      | 13. The Rochester Single BBI     |
| 2. The Ford Ignition System      | Cam 6                            |
| 3. The Dodge 318 Ignition System | 14. The 2 GC Rochester           |
| 4. The D.S. (Chev) Generator     | Carburetor                       |
| 5. The D.C. (Ford) Generator     | 15. The 4 GC Rochester           |
| 6. The Chev Cranking Motor       | Carburetor                       |
| 7. The Ford Cranking Motor       | 16. The Holly Single BBI Program |
| 8. The Dodge Cranking Motor      | 17. The ABD Carten Program       |
| 9. The Ford A.C. Generator       | 18. The 4300 Autolite Carburetor |
| 10. The Delcotron Generator      | 19. The Rochester Quadrajct      |
| 11. The Chrysler Alternator      | Carburetor                       |
| 12. The Solder Practice Program  | 20. The Ford 2-Barrel Carburetor |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** AUTOMOTIVE ELECTRICAL SYSTEMS

**Author** Donald William Patten

**Institution** Central Carolina Technical Institute  
Route 2, Box 55  
Sanford, N.C. 27330  
Phone: (919) 775-5401

**Title of Course** Auto 1102 A

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Sun Model "V" Voltmeter

### DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** AUTOMOTIVE ENGINE REPAIR

**Author**

**Institution** Southern California Regional Occupational Center  
2300 Crenshaw Blvd.  
Torrance, Calif. 90506  
Phone: (213) 320-6700

**Title of Course** Auto Engine Repair

**Number of Packages  
in Instruction Unit** 38

<b>Title of Package(s)</b>	
5.2.A	Engine Repair Shop Safety - Automotive Shop
6.2.A	Measuring Instruments
8.2.A	Engine Gaskets and Seals
8.3.A	Engine Filters
10.4.A	Shop Orders
11.1.A	Auto Engine Removal
11.2.A	Disassembly Procedures for GM 6 Cylinder Engine
11.2.B	Disassembly Procedures for GM Small Block V-8
11.2.C	Disassembly Procedures for GM Large Block V-8
11.2.D	Disassembly Procedures for Ford 6 Cylinder Engine
11.2.E	Disassembly Procedures for Ford Small Block V-8
11.2.F	Disassembly Procedures for Ford Large Block V-8
11.2.G	Disassembly Procedures for Chrysler Slant 6 Engine
11.2.H	Disassembly Procedures for V-8 Engine
13.2.A	Removal of Pistons, Rings, and Connecting Rods
13.5.A	Installation of Piston Rings
14.1.A	Crankshaft Checking, Measuring, and Reconditioning
15.6.A	Reconditioning Threads
16.8.A	Valve Removal and Reassembly
16.9.A	Valve Reconditioning
16.12.A	Valve Seat Reconditioning
17.1.A	Cam Shaft Bearing Installation
18.2.A	Lubrication Systems
19.1.A	Cooling Systems
20.2.A	Assembly of GM 6 Cylinder Engine
20.2.B	Assembly of GM Small Block V-8
20.2.C	Assembly of GM Large Block V-8
20.2.D	Assembly of Ford 6 Cylinder Engine
20.2.E	Assembly of Ford Small Block V-8
20.2.F	Assembly of Ford Large Block V-8
20.2.G	Assembly of Chrysler Slant 6 Engine
20.2.H	Assembly of Chrysler V-8 Engine
21.4.A	Fuel Systems
21.4.B	Emission Control Systems
23.7.A	Electrical Systems
25.2.A	Engine Reinstallation
25.2.B	Clutches
27.5.A	Initial (Basic) Timing

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** AUTOMOTIVE MECHANICS

**Author**

**Institution** Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course** Auto Diesel 3

**Number of Packages  
in Instruction Unit** 21

**Title of Package(s)**

1. Identifying Carburetor Main Systems	12. Emission Control Systems
2. Power Circuits	13. The Fuel System
3. Accelerating Pumps	14. Servicing Automotive Batteries
4. Four-Barrel Carburetor	15. A-C Charging System
5. Making Carburetor Adjustments	16. Primary Ignition Circuits
6. Servicing Carburetor Accessories	17. The Secondary Ignition Circuit
7. Carburetor Overhauling	18. Ignition Distributor
8. Removing and Installing Carburetors	19. D-C Charging System
9. Fuel and Vacuum Pumps	20. Cranking Circuit
10. Fuel/Air Filters and Fuel Tanks	21. Lighting and Accessory Circuits
11. Intake and Exhaust Systems, Servicing Components	

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** AUTOMOTIVE MECHANICS

**Author** William Loukides

**Institution** Greenville Technical Education Center  
P.O. Box 5616, Sta. B  
Greenville, S.C. 29606  
Phone: (803) 242-3170

**Title of Course** Automotive Mechanics

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Automotive Mechanics

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject**                    **AUTOMOTIVE PAINT SPECIALIST**

**Author**

**Institution**                Southern California Regional Occupational Center  
2300 Crenshaw Blvd.  
Torrance, Calif. 90506  
Phone: (213) 320-6700

**Title of Course**            Automotive Painting

**Number of Packages  
in Instruction Unit**        **57**

**Title of Package(s)**

1.5.A	Automotive Painting Safety	3.6.B	Topcoats: Color Determination and Preparation
3.3.A	Basic Shop Equipment		
3.3.B	The Suction Feed Spray Gun	3.6.C	Topcoats: Initial Color Matching and Correction
3.3.C	The Pressure Feed Spray Gun	3.6.D	Topcoats: Color Tinting Techniques
3.3.D	Spray Gun Adjustment and Spray Patterns	4.1.A	Surface Preparation
3.3.E	Spray Equipment: Air Compressors	4.1.B	Minor Repair Procedures: Polishing and Buffing
3.3.F	Spray Equipment: Air Transformers	4.1.C	Minor Repair Procedures: Brush and Compound Touch-up
3.3.G	Spray Equipment: Air Line Size and Selection	4.2.A	Masking Procedures
3.3.H	Spray Equipment: Booths	4.3.A	Basic Spraying Techniques
3.3.I	Spray Equipment: Baking and Drying	4.3.B	Defective Spray Patterns
3.4.A	Spray Equipment: Setups	4.3.C	Paint Problems: Bubbles, Blisters, and Pop-Ups
3.4.B	Cleaning the Suction Feed Spray Gun	4.3.D	Paint Problems: Chipping
3.4.C	Cleaning the Pressure Feed Spray Gun	4.3.E	Paint Problems: Color Mismatch
3.5.A	Refinishing Materials	4.3.F	Paint Problems: Cracked/Checked Finish
3.5.B	Undercoat Application: Primer-Surfacers	4.3.G	Paint Problems: Craters and Fisheyes
3.5.C	Undercoat Application: Sealers	4.3.H	Paint Problems: Foreign Material Contamination
3.5.D	Rubbing Compounds and Polishes	4.3.I	Paint Problems: Lifting
3.6.A	Topcoats: Selection	4.3.J	Paint Problems: Metal Finishing Marks
		4.3.K	Paint Problems: Orange Peel

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- |       |   |       |  |
|-------|---|-------|--|
| 4.3.L | Paint Problems: Overspray                         | 4.6.B | Acrylic Lacquer Application  |
| 4.3.M | Paint Problems: Peeling                           | 4.6.C | Interior Repainting  |
| 4.3.N | Paint Problems: Sags and<br>Runs                  | 4.6.D | Pressure Sensitive Wood<br>Grain Transfer Film Repair<br>and Removal |
| 4.3.O | Paint Problems: Slow<br>Drying                    | 4.6.E | Pressure Sensitive Wood<br>Grain Transfer Film Ap-<br>plication      |
| 4.3.P | Paint Problems: Water Spot-<br>ting               | 4.6.F | Painted Accent Stripes   |
| 4.3.Q | Paint Problems: Wrinkling                         | 4.6.G | Vinyl Tape Accent Stripes  |
| 4.3.R | Paint Problems: Mottle                            | 4.6.H | Spray-On Vinyl Roof<br>Preparation                                   |
| 4.5.A | Sanding Abrasives                                 | 4.6.I | Spray-On Vinyl Roof Ap-<br>plication                                 |
| 4.5.B | Hand Sanding Techniques                           | 4.7.A | Polishing and Detailing  |
| 4.5.C | Power Sanding Techniques                          |       |  |
| 4.5.D | Complete Finish Removal<br>and Metal Conditioning |       |  |
| 4.6.A | Acrylic Enamel and Enamel<br>Application          |       |  |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** AUTOMOTIVE POWER MECHANICS

**Author**

**Institution** Southern California Regional Occupational Center  
2300 Crenshaw Blvd.  
Torrance, Calif. 90506  
Phone: (213) 320-6700

**Title of Course** Power Mechanics

**Number of Packages  
in Instruction Unit** 70

**Title of Package(s)**

2.2.A	Basic Hand Tools	4.1.A	Two Cycle Carburetion Theory
2.2.B	Introduction to Hand Tools - Torque Wrench	4.2.A	Disassembly of the Evinrude-Johnson Carburetor
2.2.C	Introduction to Hand Tools - Special Tools	4.2.B	Disassembly of the Mercury Carburetor
2.2.D	Motor Familiarization - Mercury	4.2.C	Reassembly of the Evinrude-Johnson Carburetor
2.2.E	Motor Familiarization: Mounting and Dismounting	4.2.D	Reassembly of the Mercury Carburetor
2.2.F	Motor Familiarization - Johnson-Evinrude	4.2.E	Disassembly of the Chrysler 55 H.P. Carburetor
2.3.A	Principles of Ignition - Two Cycle	4.2.F	Reassembly of the Chrysler 55 H.P. Carburetor
2.4.A	Electrical Signs and Symbols	4.3.A	Fuel Pump Theory
2.4.B	Reading Schematics	4.4.A	Disassembly of the Evinrude Fuel Pump
3.1.A	Magneto Theory: Under-The-Flywheel	4.4.B	Disassembly of Mercury Fuel Pump
3.1.B	Magneto Theory: External	4.4.C	Reassembly of the Evinrude Fuel Pump
3.1.C	Common Magneto Malfunctions	4.4.D	Reassembly of Mercury Fuel Pump
3.2.A	Magneto Overhaul	4.5.A	Fuel Tank Operation and Function Non-Pressurized
3.3.A	Function and Operation of Distributors	4.6.A	Fuel Tank Disassembly and Overhaul
3.3.B	Common Distributor Malfunctions	4.6.B	Reassembly of Non-Pressurized Fuel Tank
3.4.A	Distributor Overhaul		
3.5.A	Capacitor-Discharge Ignition Systems		
3.6.A	Capacitor-Discharge Ignition System Overhaul		

- |       |  |       |   |
|-------|--|-------|---|
| 5.1.A | Power Head Operation and Function  | 6.1.D | Disassembly of Chrysler Starter Units                       |
| 5.2.A | Disassembly of the O.M.C. Power Heads  | 6.1.E | Reassembly of the Johnson-Evinrude Starter Units            |
| 5.2.B | Disassembly of the Mercury Power Heads   | 6.1.F | Reassembly of the Mercury Starter Unit                      |
| 5.2.C | Disassembly of Chrysler Power Heads  | 6.1.G | Reassembly of Chrysler Starter Unit                         |
| 5.2.D | Reassembly of Evinrude Power Heads   | 6.2.A | Generator System Operation and Function                     |
| 5.2.E | Reassembly of Mercury Power Heads  | 6.2.B | Disassembly of Johnson-Evinrude Generators                  |
| 5.2.F | Reassembly of Chrysler Power Heads   | 6.2.C | Disassembly of the Chrysler Auto Electric                   |
| 5.4.A | Lower End Unit Operation and Function  | 6.2.D | Reassembly of Johnson-Evinrude Generators                   |
| 5.4.B | Lower End Unit Operation and Function (Johnson-Evinrude 110 H.P. Electric shift) | 6.2.E | Reassembly of Chrysler Auto Electric                        |
| 5.4.C | Lower End Unit Operation and Function (Johnson-Evinrude 85 H.P.)                 | 6.3.A | Alternator-Rectifier System Function and Operation          |
| 5.5.A | Disassembly of Evinrude Lower End Unit (85 H.P.)                                 | 6.3.B | Disassembly of Johnson-Evinrude Alternator-Rectifier System |
| 5.5.B | Disassembly of Mercury Lower End Units   | 6.3.C | Disassembly of the Mercury Alternator-Rectifier System      |
| 5.5.C | Disassembly of Chrysler Lower End Units  | 6.3.D | Disassembly of the Chrysler Alternator-Generator System     |
| 5.5.D | Reassembly of the Evinrude Lower End Units (85 H.P.)                             | 6.3.E | Reassembly of Johnson-Evinrude Alternator-Rectifier System  |
| 5.5.E | Reassembly of Mercury Lower End Units  | 6.3.F | Reassembly of Chrysler Alternator-Generator System          |
| 5.5.F | Reassembly of Chrysler Lower End Units   | 7.1.A | Motor Trouble-Shooting                                      |
| 6.1.A | Starter System Operation and Function  | 7.2.A | Motor Maintenance - Winterizing and Dewinterizing           |
| 6.1.B | Disassembly of Johnson-Evinrude Starter Units                                    | 8.1.A | Steering Assemblies Installation                            |
| 6.1.C | Disassembly of Mercury Starter Units   |       |   |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** AUTOMOTIVE TRANSMISSION REPAIR

**Author**

**Institution** Southern California Regional Occupational Center  
2300 Crenshaw Blvd.  
Torrance, Calif., 90506  
Phone: (213) 320-6700

**Title of Course** Auto Transmission Repair

**Number of Packages  
in Instruction Unit** 48

**Title of Package(s)**

3.1	Tools and Terminology	4.7	The Stall Test
3.2	Information Location	4.8.A	On-the-Car-Service
3.3.A	Hydraulic Applications	4.8.B	On-the-Car-Service
3.3.B	Hydraulic Applications	4.8.C	On-the-Car-Service
3.4.A	Theory of Power Conversion and Transmission	5.1	Automatic Transmission Removal - General Procedures
3.4.B	Power Conversion and Transmission-Planetary Gears	5.2.A	Torqueflite Disassembly
3.4.C	Power Conversion and Transmission-Fluid Coupling	5.2.B	Torqueflite Subassembly Overhaul, Part I
3.4.D	Power Conversion and Transmission-Torque Converters	5.2.C	Torqueflite Subassembly Overhaul, Part II
3.5.A	Automatic Transmission Operation	5.2.D	Reassembly of Torqueflite Transmission
3.5.B	Turbo Hydra-Matic Transmission Operation	5.2.E	Ford C-6 Disassembly
3.5.C	Ford C-6 Operation	5.2.F	Ford C-6 Subassembly Overhaul, Part I
3.5.D	Ford C-4 Operation	5.2.G	Ford C-6 Subassembly Overhaul, Part II
3.5.E	Torqueflite Operation	5.2.H	Reassembly of Ford C-6 Transmission
3.5.F	Powerglide Operation	5.2.I	Ford C-4 Transmission Disassembly
3.6	Hydraulic Control Systems	5.2.J	Ford C-4 Subassembly Overhaul, Part I
3.7	The Manual Transmission	5.2.K	Ford C-4 Subassembly Overhaul, Part II
4.2	Fluid Level and Condition	5.2.L	Reassembly of Ford C-4 Transmission
4.3	Road Testing Automatic Transmissions	5.3.A	Turbo Hydra-Matic Disassembly
4.4	Engine Check		
4.5	Linkage Adjustment		
4.6	Leakage Check		

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5.3.B	Turbo Hydra-Matic Sub-assembly Overhaul, Part I	5.3.G	Powerglide Subassembly Overhaul, Part I
5.3.C	Turbo Hydra-Matic Sub-assembly Overhaul, Part II	5.3.H	Powerglide Subassembly Overhaul, Part II
5.3.D	Turbo Hydra-Matic Sub-assembly Overhaul, Part III	5.3.I	Reassembly of Powerglide Transmission
5.3.E	Reassembly of Turbo Hydra-Matic Transmission	5.4	Automatic Transmission Installation
5.3.F	Powerglide Assembly		

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** AUTOMOTIVE TUNE-UP

**Author**

**Institution** Southern California Regional Occupational Center  
2300 Crenshaw Blvd.  
Torrance, Calif. 90506  
Phone: (213) 320-6700

**Title of Course** Automotive Tune-Up

**Number of Packages  
in Instruction Unit** 111

**Title of Package(s)**

2.1.A	Fundamentals of Math	2.8.E	Smog Control - Crankcase Emission Control Devices
2.1.B	Decimals, Millimeters, and Conversion (Script)	2.8.F	Thermostatic Vacuum Con- trol Valves
2.1.C	Measurement	2.8.G	Use of Exhaust Analyzer
2.2.A	Specifications, Procedures, and Manuals	3.1.A	Basic Electron Theory
2.3.A	Tool Identification and Use	3.2.A	Ohm's Law (Script)
2.3.B	Fasteners, Types and Uses	3.3.A	Principles of Magnetism
2.4.A	Procedure to Drill and Tap	3.4.A	Voltage
2.5.A-B	Auto Engine Fundamentals	3.4.B	Current
2.6.A	Compression Test	3.4.C	Resistance
2.6.B	Cylinder Leakage Test	3.6.A	Electrical Circuitry
2.7.A	Principles of Valve Ad- justment	3.7.A	How to Read Electrical Wiring Diagrams
2.7.B	Valve Adjustment - Solid Lif- ters	3.8.A	Introduction to Electrical Testing Devices
2.7.C	Valve Adjustment - Solid Lif- ters	3.8.B	Use of Voltmeter
2.7.D	Hydraulic Valve Lifter Ad- justment	3.8.C	Use of Ohmmeter
2.8.A	Smog Control Theory	3.8.D	Use of Tach-Dwell Panel
2.8.B	Smog Control - Applying for an Installer's License	3.8.E	Volt-Amp Tester Hookup
2.8.C-1	Smog Control - Exhaust Emission Controls: Air In- jection System	4.2.A	How to Use a Battery Charger
2.8.C-2	Smog Control - Exhaust Emission Controls: Engine Modification System	4.2.B	Proper Use of a Battery Hydrometer
2.8.D	Smog Control - Evaporative Loss Control Systems	4.2.C	Three Minute Battery Check
		4.2.D	High Discharge Battery Discharge Test
		4.3.A	Battery Preparation
		4.4.B	Battery Replacement (Audio Only)

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|---------|--|---------|--|
| 4.7.A   | Starting Circuit Operation                                   | 6.2.D   | Condenser Tests  |
| 4.7.B   | Visual Inspection of Starting Circuit (Audio)                | 6.2.E   | Read and Interpret Oscilloscope Patterns               |
| 4.8.A   | Starting Circuit Voltmeter Test                              | 6.3.A   | Contact Breaker Points                                 |
| 4.8.B   | Starter Draw Test  | 6.3.B   | Cam Angle, Centrifugal and Vacuum Advance              |
| 4.8.C   | Starter Armature Inspection                                  | 6.3.C   | Firing Pattern Check                                   |
| 4.8.D   | Starter Field and Frame Inspection                           | 6.4.A   | Conventional and Resistor Spark Plugs                  |
| 4.8.E   | Commutator End-Head Inspection                               | 6.4.B   | Spark Plug Secondary Suppression Check                 |
| 4.8.F   | Starter No-Load Test   | 6.4.C   | Plug Diagnosis   |
| 4.8.G   | Starter Removal and Replacement                              | 6.4.D   | Spark Plug Conversion (Audio)                          |
| 4.9.B   | Bendix Starter Drive   | 6.4.E   | Preparation and Installation of Spark Plugs            |
| 4.9.C   | Overrunning Clutch Starter Drive                             | 6.5.A   | Ignition Timing Procedure - Engine Running             |
| 4.9.D-2 | Bendix Drive Removal and Replacement                         | 7.1.A   | Carburetor Principles - Float, Fuel Inlet System       |
| 4.9.E   | Overrunning Clutch Starter Drive Removal and Replacement     | 7.1.B   | Carburetor Principles - Idle & Low Speed Circuit       |
| 5.1.A   | A and B Circuits   | 7.1.C   | Carburetor Circuitry Function - Main System            |
| 5.1.B   | D.C. Generator Tests   | 7.1.D   | Carburetor Circuitry Function - Power System           |
| 5.1.C   | D.C. Output Test and Resistance Test                         | 7.1.E   | Carburetor Circuitry Function - Accelerator Pump       |
| 5.2.A   | Cut-Out Relay Adjustment                                     | 7.1.F   | Carburetor Circuitry Function - Choke System           |
| 5.3.A   | Current Regulator Adjustment                                 | 7.3.A   | Carburetor Removal Rochester 4MV                       |
| 5.4.A   | Voltage Regulator Adjustment                                 | 7.3.B   | Carburetor Disassembly & Cleaning Rochester 4MV        |
| 5.6.A   | Replace and Adjust Fan Belt                                  | 7.3.C   | Carburetor Installation and Adjustment                 |
| 5.8.A   | A.C. Generator Circuits                                      | 7.3.D-E | Carburetor Assembly & Adjustment 4MV (2)               |
| 5.8.B   | A.C. Generator Tests   | 7.3.F   | Carburetor Overhaul Rochester Monojet (3)              |
| 5.8.C   | Alternator Output Test and Circuit Resistance Tests (Script) | 7.3.G   | Carburetor Overhaul Carter AFB (3)                     |
| 5.9.A   | Adjustment of A.C. Voltage Regulator                         | 7.3.H   | Carburetor Overhaul Ford 4300 (3)                      |
| 6.1.A   | Ignition Circuitry Malfunctions                              | 7.3.I   | Carburetor Overhaul Holly 4150 (3)                     |
| 6.1.B   | Circuit Resistance   | 7.4.A   | Fuel Pump Vacuum Pressure and Fuel Flow Test Procedure |
| 6.2.A   | Visual Inspection of Coil (Audio)                            |         |  |
| 6.2.B   | Visual Inspection of Condenser (Audio Only)                  |         |  |
| 6.2.B   | Visual Inspection of Condenser                               |         |  |
| 6.2.C   | Coil Polarity Tests  |         |  |

- |       |   |              |                                    |
|-------|---|--------------|------------------------------------|
| 7.4.B | Fuel Pump Removal & Replacement                   | 8.5.A        | Water Pump - Theory and Testing    |
| 7.5.A | Carburetor Air Cleaner Theory                     | 8.5.B        | Water Pump - Removal & Replacement |
| 8.2.A | Radiator Pressure Cap Test                        | TECHNAMATION |                                    |
| 8.3.A | Cooling System Leakage & Detection Test Procedure | 3.6.B        | Simple Electric Circuit            |
| 8.4.A | Thermostats - Theory and Function                 | 5.1.D        | D.C. Charging Circuit              |
| 8.4.B | Thermostat Removal & Replacement                  | 5.8.D        | A.C. Charging Circuit              |
|       |   | 6.5.B        | Ignition Timing                    |
|       |   | 7.1.G        | Fuel Flow                          |
|       |   | 8.3.G        | Engine Cooling System              |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BRAKES AND FRONT END

**Author**

**Institution** Southern California Regional Occupational Center  
2300 Crenshaw Blvd.  
Torrance, Calif. 90506  
Phone: (213) 320-6700

**Title of Course** Brakes and Front End

**Number of Packages  
in Instruction Unit** 49

**Title of Package(s)**

2.1.A	Basic Math: Addition and Subtraction	3.3.D	Removal and Replacement - Shock Absorber
2.1.B	Basic Math: Multiplication	3.4.A	Rear Suspension Systems
2.1.C	Basic Math: Division, Measurement, Metric System	3.4.B	Rear Wheel Tracking
2.2.A	Hydraulic Principles	3.5	Front End Geometry
2.2.B	Hydraulic Applications	3.6	Suspension Height
2.3	Information Location	3.7.A	Ball Joint - Theory
2.4.A	Special Tools	3.7.B	Ball Joint - Removal
2.4.B	Fasteners	3.7.C	Ball Joints - Riveted and Bolted
2.4.C	Brake Hardware	3.7.D	Ball Joints - Threaded and Pressed in
2.4.D	Hand Tools	3.7.E	Tie Rod End Replacement
2.5	Terminology and Nomenclature	3.7.F	King Pin Replacement
2.7.A	Inspection Reports: Suspension	4.1.A	The Manual Steering System
2.7.B	Inspection Reports: Brakes	4.1.B	Power Assisted Steering Systems
3.1	Principles of Frame Construction	4.2	Steering Linkage
3.2.A	The Front Suspension System: Solid Axle	4.3	Idler Arm Replacement
3.2.B	The Front Suspension System: Independent	4.4	The Wheel and Tire
3.3.A	Front Suspension Components	4.5.A	Static Balance
3.3.B	Removal and Replacement - Coil Spring	4.5.B	Dynamic Balance
3.3.C	Removal and Replacement - Torsion Bar	5.1.A	Hydraulic Braking System
		5.1.B	Power Assisted Braking System
		5.1.C	Drum Brakes
		5.1.D	Disc Brakes
		5.2.A	A Master Cylinder
		5.2.B	Wheel Cylinders

- 5.3.A Minor Brake Adjustment
- 5.3.B Major Brake Adjustment
- 5.3.C Parking Brake Adjustment
- 5.4.A Pressure Bleeding Brake Systems
- 5.4.B Hand Bleeding Brake System
- 5.4.C Flushing Hydraulic Brake Systems

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	AVIATION MAINTENANCE
<b>Author</b>	Leslie Henderson
<b>Institution</b>	Everett Community College 801 Westmore Everett, Wash. 98201 Phone: (206) 259-7151
<b>Title of Course</b>	AVA 60 Aviation Maintenance Technique
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Operation of Magnaflux Machine

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BIOLOGY

**Author** Earl D. Bean

**Institution** Sacramento City College  
Sacramento, Calif. 95822  
Phone: (916) 449-7531

**Title of Course**

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Solution Chemical and Bio-Physico-Chemico Charac-  
teristics of Cell Transport

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	BIOLOGY
<b>Author</b>	Charles Blake
<b>Institution</b>	Ocean County College Hooper Avenue Toms River, N.J. 08753 Phone: (201) 255-4000
<b>Title of Course</b>	Science 161, General Biology 1
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	The Parts of the Microscope

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject**                    BIOLOGY

**Author**                    Edwin Burling

**Institution**                De Anza College  
                                  Cupertino, Calif. 95014  
                                  Phone: (408) 257-5550

**Title of Course**

**Number of Packages  
in Instruction Unit**        1

**Title of Package(s)**        Protein Synthesis

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BIOLOGY

**Author** Edwin Burling

**Institution** De Anza College  
Cupertino, Calif. 95014  
Phone: (408) 257-5550

**Title of Course**

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Energy, the Staff of Life

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    BIOLOGY

**Author**                    Richard A. Dodge

**Institution**                Columbia Junior College  
                                   P. O. Box 1849  
                                   Columbia, Calif. 95310  
                                   Phone: (209) 532-3141

**Title of Course**            Principles of Plant Biology

**Number of Packages  
 in Instruction Unit**        15

**Title of Package(s)**

- |  |  |
|--|--|
| 1. Introduction to Plant Science           | 9. Organ Systems: Stems                      |
| 2. Plant Classification                    | 10. Organ Systems: Leaf                      |
| 3. The Algae                               | 11. Populations, Species, and<br>Communities |
| 4. The Fungi                               | 12. Soils and Plant Nutrition                |
| 5. Bryophytes and Primitive Land<br>Plants | 13. Water and Translocation                  |
| 6. Seed Plants                             | 14. Photosynthesis                           |
| 7. Cells and Tissues                       | 15. Respiration                              |
| 8. Organ Systems: The Root                 |  |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	BIOLOGY
<b>Author</b>	Gilbert M. Dominquez
<b>Institution</b>	Mt. San Antonio College Walnut, Calif. 91789 Phone: (213) 339-7331
<b>Title of Course</b>	Introductory Biology
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	The Origin of Life

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BIOLOGY

**Author** Robert T. Galbraith

**Institution** San Bernardino Valley College  
San Bernardino, Calif. 92403  
Phone: (714) 885-0231

**Title of Course**

**Number of Packages  
in Instruction Unit** 4

**Title of Package(s)**

1. Energy and Life
2. Food Pyramid I
3. Food Pyramid II
4. Food Chains and Webs

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BIOLOGY  
**Author** Kenneth Guinasso  
**Institution** Laney College  
Oakland, Calif. 94606  
Phone: (415) 834-5740

**Title of Course**

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Ecology (A Sub-Section on Biomes)

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** BIOLOGY

**Author** Arthur Harkin

**Institution** Foothill College  
Los Altos Hills, Calif. 94022  
Phone: (415) 948-8590

**Title of Course**

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Basic Body Regions and Terms of Anatomical  
Reference

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    BIOLOGY

**Author**                    Donald A. Jones

**Institution**               Columbia Junior College  
P. O. Box 1849  
Columbia, Calif. 95310  
Phone: (209) 532-3141

**Title of Course**            Fundamentals of Biology

**Number of Packages  
in Instruction Unit**        30

**Title of Package(s)**

- |  |  |
|--|--|
| 1. What is Science                               | 16. Nerves and Auxins                          |
| 2. Compound Microscope                           | 17. Reproduction                               |
| 3. Dissecting Microscope                         | 18. Meiosis                                    |
| 4. Origin of Life, Part I                        | 19. Embryology                                 |
| 5. Origin of Life, Part II                       | 20. Genetics                                   |
| 6. Photosynthesis                                | 21. Graphs                                     |
| 7. Cells and Cellular Differentiation<br>Part I  | 22. Evolution, Part I                          |
| 8. Cells and Cellular Differentiation<br>Part II | 23. Evolution, Part II                         |
| 9. Construction of an Experiment                 | 24. Ecology, Part I                            |
| 10. Molecular Movement                           | 25. Ecology, Part II                           |
| 11. Coordination in Breathing                    | 26. Microtechniques                            |
| 12. Circulation of Blood                         | 27. Growth Chamber                             |
| 13. DNA - RNA Models                             | 28. Cells: Structural Basis of Life            |
| 14. Protein Synthesis                            | 29. Community Service Projects -<br>open-ended |
| 15. Enzymes                                      | 30. Text Laboratory Activities                 |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	BIOLOGY
<b>Author</b>	Jack Kildebeck
<b>Institution</b>	Bakersfield College Bakersfield, Calif. 93305 Phone: (805) 871-7120
<b>Title of Course</b>	
<b>Number of Packages in Instruction Unit</b>	4
<b>Title of Package(s)</b>	Classical Genetics

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	BIOLOGY
<b>Author</b>	David Kingsley
<b>Institution</b>	Genesee Community College 3837 West Main St. Road Batavia, N.Y. 14020 Phone: (716) 343-0055
<b>Title of Course</b>	Biology 100, Principles of Biology
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Biology for Independent Study



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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BIOLOGY

**Author** Lorelle F. Martin and Willis A. Brown, Jr.

**Institution** Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course** Principles of Biology

**Number of Packages  
in Instruction Unit** 11

**Title of Package(s)**

1. Scientific and Biological Background
2. Chemical Background
3. Organic Molecules and Cells
4. The Origin and Development of Life
5. Ecology and Evolution
6. Photosynthesis
7. Synthesis Metabolism and Nutrition
8. Respiration
9. Genetic Codes and Patterns of Propagation
10. Heredity
11. Review of Units 1-10

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** BIOLOGY

**Author** George L. Moore

**Institution** American River College  
Sacramento, Calif. 95841  
Phone: (916) 484-8011

**Title of Course** The Cell

**Number of Packages  
in Instruction Unit** 3

**Title of Package(s)**

1. History of the Microscope
2. Cell Theory, Cell Structure and Function
3. Spectrophotometer: Principles, Applications,  
and Use

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BIOLOGY  
**Author** Samuel E. Moyer  
**Institution** Burlington County College  
Pemberton, N.J. 08068  
Phone: (609) 894-9311  
**Title of Course** BIO 101, Principles of Biology and its Implications

**Number of Packages  
in Instruction Unit** 10

**Title of Package(s)**

1. People and their Biological Needs
2. Energy Matter and Problems of Environment
3. Biology of Populations
4. Principles of Ecology
5. Biology of Sex and V.D.
6. Reproduction & Growth I: Hormones and Reproductive Processes. II: Body Cells and Sex Cells, Their Genetic Machinery
7. Heredity I: Introduction to Mendelian Inheritance. II: Human Heredity
8. Principles of Evolution

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	BIOLOGY
<b>Author</b>	Samuel E. Moyer
<b>Institution</b>	Burlington County College Pemberton, N.J. 08068 Phone: (609) 894-9311
<b>Title of Course</b>	BIO 109, Anatomy and Physiology
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BIOLOGY

**Author** Gail Newkirk

**Institution** Antelope Valley College  
Landcaster, Calif. 93534  
Phone: (805) 943-3241

**Title of Course** Basic Chemical and Physical Processes of  
Living Things

**Number of Packages  
in Instruction Unit** 4

**Title of Package(s)**

1. Introduction to Basic Chemistry
2. Discussions and Questions Related to Electrical Charge
3. How to Read a Periodic Table
4. Empirical and Structural Formation

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	BIOLOGY
<b>Author</b>	Charles D. Paige
<b>Institution</b>	Cerritos College Norwalk, Calif. 90650 Phone: (213) 860-2451
<b>Title of Course</b>	Ecology
<b>Number of Packages in Instruction Unit</b>	4
<b>Title of Package(s)</b>	1. Variations and Adaptation 2. Physical Factors of the Environment Part I 3. Physical Factors of the Environment Part II 4. Biotic Factors of the Environment

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	BIOLOGY
<b>Author</b>	Lloyd Pederson
<b>Institution</b>	San Joaquin Delta College Stockton, Calif. 95204 Phone: (209) 466-2631
<b>Title of Course</b>	Characteristics of Life; Locomotor Structure of Microorganisms
<b>Number of Packages in Instruction Unit</b>	2
<b>Title of Package(s)</b>	1. Characteristics of Life 2. Locomotor Structure of Microorganisms

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	BIOLOGY
<b>Author</b>	George Price
<b>Institution</b>	Los Angeles Harbor College Wilmington, Calif. 90744 Phone: (213) 835-0161
<b>Title of Course</b>	
<b>Number of Packages in Instruction Unit</b>	2
<b>Title of Package(s)</b>	1. An Introduction to Ecology: Sub- topics—Characteristics of Life; The Community; Habitat 2. The Ecosystem

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BIOLOGY

**Author** Charles Rulon

**Institution** Long Beach City College  
Long Beach, Calif. 90808  
Phone: (213) 425-1221

**Title of Course**

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Growth of Human Population

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** BIOLOGY  
**Author** Monica E. Siegel  
**Institution** Palo Verde College  
Blythe, Calif. 92225  
Phone: (714) 922-6168

**Title of Course**

**Number of Packages  
in Instruction Unit** 3

**Title of Package(s)**  
1. The Parts of the Plant  
2. The Parts of the Flower  
3. The Indented Key

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** BIOLOGY

**Author** Darwin Thorpe

**Institution** Compton College  
Compton, Calif. 90221  
Phone: (213) 636-3391

**Title of Course**

**Number of Packages  
in Instruction Unit** 2

**Title of Package(s)** 1. Human Population and the Standard of Living:  
Part 1  
2. Human Population and the Standard of Living:  
Part II

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**Subject**                    BIOLOGY

**Author**                    Suebelle Verity

**Institution**                Los Angeles Southwest College  
Los Angeles, Calif. 90047  
Phone: (213) 757-9157

**Title of Course**

**Number of Packages  
in Instruction Unit**        2

**Title of Package(s)**        1. The Metric System  
2. The Microscope

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    BIOLOGY

**Author**                    Wilbur L. Walston

**Institution**                Cypress College  
Cypress, Calif. 90630  
Phone: (714) 826-2220

**Title of Course**

**Number of Packages  
in Instruction Unit**        1

**Title of Package(s)**        DNA, RNA, Enzyme Structure and Function

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** BIOLOGY

**Author** James L. Warner, Donald E. Wujek

**Institution** Oakland Community College  
Auburn Hills Campus  
2900 Featherstone Road  
Auburn Heights, Mich. 48057  
Phone: (313) 852-1000

**Title of Course** Principles of Biology

**Number of Packages  
in Instruction Unit** 9

**Title of Package(s)**

1. Classification of Organisms
2. Chemistry and Life
3. Cell Structure and Function
4. Photosynthesis
5. Cellular Respiration
6. Reproduction
7. Heredity
8. Evolution
9. Ecology

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BIOLOGY

**Author** David M. Wright

**Institution** Porterville College  
Porterville, Calif. 93257  
Phone: (805) 781-3130

**Title of Course**

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Terms of Reference in Anatomy

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

53

**Subject** BIOLOGY

**Author** Thomas Yale

**Institution** Bakersfield College  
Bakersfield, Calif. 93305  
Phone: (805) 871-7120

**Title of Course**

**Number of Packages  
in Instruction Unit** 4

**Title of Package(s)**

1. The Gene
2. Duplication of DNA
3. The Need for Intermediate Compounds for Protein Synthesis
4. The Types of RNA

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** MICROBIOLOGY

**Author** Sister Jane Frances Lamm, Sister Scholastica Lemmer

**Institution** Presentation College  
Aberdeen, S.D. 57401  
Phone: (605) 255-0420

**Title of Course** Immunology

**Number of Packages  
in Instruction Unit** 3

**Title of Package(s)**

1. Antigens and Antibodies
2. Antigen-Antibody-Complement Reactions
3. ABO and RH Antigens and Antibodies

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BUSINESS

**Author** Mrs. Ives E. Clark

**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Introduction to Business

**Number of Packages  
in Instruction Unit** 15

**Title of Package(s)**

1. The Nature of Business
2. Business and Environmental Factors
3. Opportunities in Business
4. Sole Proprietorships and Partnerships
5. Corporations
6. Management and Organization
7. Marketing—Its Nature and Scope
8. Wholesaling and Retailing
9. Prices and Pricing
10. Advertising Problems
11. International Aspects of Business
12. Location and Layout
13. Purchasing and Inventory Control
14. Production Problems
15. Employee Selection and Training

### DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** BUSINESS

**Author** Mrs. Ives E. Clark

**Institution** Kittrell College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Office Machines and Filing

**Number of Packages  
in Instruction Unit** 9

**Title of Package(s)**

*Office Machines*

1. Introduction of the Touch Stroke Method of Entering Amounts on the 10-Key Keyboard (Part I)
2. Introduction of the Touch Stroke Method of Entering Amounts on the 10-Key Keyboard (Part II)
3. Performing Jobs on the Adding Machines and Electronic Calculators (Addition and Subtraction)
4. Performing Jobs on the Adding Machines and Electronic Calculators (Multiplication and Division)

*Filing*

1. Filing in the Business Office
2. Alphabetic Card Filing
3. Alphabetic Correspondence Filing
4. Other Filing Systems and Procedures
5. Records Management

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** BUSINESS  
**Author** Mrs. Ives E. Clark  
**Institution** Kittrell College  
Kittrell, N. C. 27544  
Phone: (919) 492-2131

**Title of Course** Typing 103

**Number of Packages  
in Instruction Unit** 13

**Title of Package(s)**

1. Learning the Operative and Manipulative Parts of the Typewriter
2. Learning the Keyboard
3. Learning the Key Location for I, T, C, and . (period)
4. Learning General Typing Information
5. Learning the Key Location for O, R, Z, and N
6. Reviewing Strokes Learned to This Point
7. Learning the Key Location for U, W, B, and , (comma)
8. How to Set Tabs
9. Learning Correct Stroking Technique for Y, X, V, and P
10. Reviewing Tabulation
11. Learning Correct Stroking Technique for Q, M, &, and ? (question mark)
12. Reviewing the Backspacing Rules and Typing Drills Related to All of the Keys on the Keyboard
13. Reviewing Basic Skills Learned in Lessons 1-12

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BUSINESS  
**Author** Mrs. Ives E. Clark  
**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Typing 104

**Number of Packages  
in Instruction Unit** 10

**Title of Package(s)**

1. Basic and Problem Skill
2. Typing Business Letters
3. "Business Letters with Special Features"
4. Special Communication Forms
5. Technical Papers and Business Reports
6. Measurement: Basic and Production Skills
7. Tables
8. Communications with Tables
9. Business Forms
10. Executive Communications

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

59

**Subject** BUSINESS

**Author** Teena Culp

**Institution** Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course** Office Practice 222

**Number of Packages  
in Instruction Unit** 16

**Title of Package(s)**

- |   |  |
|---|--|
| 1. Why I Want to Be a Secretary                   | 9. Job Interview                               |
| 2. Appropriate Dress and the Secretary's Work Day | 10. Special Telephone and Telegraphic Services |
| 3. Mastery of the Typewriter (Executive)          | 11. Handling Details of Meetings               |
| 4. Filing   | 12. Handling Travel Arrangements               |
| 5. Processing Mail                                | 13. Bank Services—<br>How to Use Them          |
| 6. Taking and Giving Dictation                    | 14. Legal Facets of Secretarial Work           |
| 7. Composition                                    | 15. Planning Your Future                       |
| 8. Superior Telephone Technique                   | 16. Your Greatest Asset                        |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BUSINESS  
**Author** Teena Culp  
**Institution** Mount Olive College  
 Mount Olive, N.C. 28365  
 Phone: (919) 658-2502

**Title of Course** Office Practice 22

**Number of Packages  
 in Instruction Unit** 11

**Title of Package(s)**

- |  |   |
|--|---|
| 1. Why I Want to Be a Secretary                      | 6. Taking and Giving Dictation                    |
| 2. Appropriate Dress and the<br>Secretary's Work Day | 7. Composition                                    |
| 3. Mastery of the Typewriter<br>(Executive)          | 8. Superior Telephone Technique                   |
| 4. Filing  | 9. Job Interview                                  |
| 5. Processing Mail                                   | 10. Special Telephone and<br>Telegraphic Services |
|  | 11. Handling Details of Meetings                  |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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<b>Subject</b>	BUSINESS
<b>Author</b>	George Evans and Mary LeMar
<b>Institution</b>	Abraham Baldwin Agric. College P.O. Box 244, ABAC Rural Station Tifton, Ga. 31794 Phone: (912) 382-2755
<b>Title of Course</b>	Administrative Office Management
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Administrative Office Management

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	BUSINESS
<b>Author</b>	George Evans and Mary LeMar
<b>Institution</b>	Abraham Baldwin Agric. College P. O. Box 244, ABAC Rural Station Tifton, Ga. 31794 Phone: (912) 382-2755
<b>Title of Course</b>	Economics 105
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Economics 105

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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<b>Subject</b>	BUSINESS
<b>Author</b>	George Evans and Mary LeMar
<b>Institution</b>	Abraham Baldwin Agric. College P. O. Box 244, ABAC Rural Station Tifton, Ga. 31794 Phone: (912) 382-2755
<b>Title of Course</b>	Office Machines
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Office Machines

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BUSINESS

**Author** George Evans and Mary LeMar

**Institution** Abraham Baldwin Agric. College  
P. O. Box 244, ABAC Rural Station  
Tifton, Ga. 31794  
Phone: (912) 382-2755

**Title of Course**

**Number of Packages  
in Instruction Unit** 3

**Title of Package(s)** 1. Shorthand 104  
2. Shorthand 105  
3. Shorthand 106

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

65

**Subject** BUSINESS

**Author** George Evans and Mary LeMar

**Institution** Abraham Baldwin Agric. College  
P. O. Box 244, ABAC Rural Station  
Tifton, Ga. 31794  
Phone: (912) 382-2755

**Title of Course**

**Number of Packages  
in Instruction Unit** 3

**Title of Package(s)** 1. Typing 101  
2. Typing 102  
3. Typing 103

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	BUSINESS COMMUNICATIONS
<b>Author</b>	Eleanor W. Garrett
<b>Institution</b>	Central Piedmont Community College Charlotte, N.C. 28204 Phone: (704) 372-2590
<b>Title of Course</b>	Business Communications
<b>Number of Packages in Instruction Unit</b>	22
<b>Title of Package(s)</b>	Self Instructional Packages in Letter Writing

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

67

**Subject** PRINCIPLES OF ACCOUNTING

**Author** Jim Hale

**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Accounting 201

**Number of Packages  
in Instruction Unit** 10

**Title of Package(s)**

1. Basic Structure of Accounting
2. Journal, Ledger, and Trail Balance
3. Completion of the Accounting Equation
4. Purchases and Cash Payments Media
5. Sales and Cash Receipts Media
6. Summarizing and Reporting
7. Practice Set (Commercial)
8. Receivables and Payables
9. Deferrals, Accruals, and Long Lived Assets
10. Accounting Systems

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** PRINCIPLES OF ACCOUNTING

**Author** Jim Hale

**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Accounting 202

**Number of Packages  
in Instruction Unit** 10

**Title of Package(s)**

1. Partnerships
2. Corporations—Organization
3. Corporations—Stockholders' Equity, Earnings, and Dividends
4. Corporations—Long-Term Obligations and Investments
5. Departments and Branches
6. Manufacturing and Cost Accounting
7. Budgetary Controls
8. Income Taxes and Their Effect on Business Decisions
9. Management Reports and Special Analyses

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** BUSINESS MATHEMATICS

**Author** Jim Hale

**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Business Math 102

**Number of Packages  
in Instruction Unit** 11

**Title of Package(s)**

- |                              |  |
|------------------------------|--|
| 1. Review of Equations       | 7. Banking                                   |
| 2. Written Problems          | 8. Payrolls                                  |
| 3. Simple Interest           | 9. Percentages                               |
| 4. Depreciation and Overhead | 10. Financial Statements                     |
| 5. Cash Discounts            | 11. Special Problems (Stock,<br>Bonds, etc.) |
| 6. Trade Discounts           |  |

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** BUSINESS

**Author** Barbara C. Harris

**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Secretarial Practice

**Number of Packages  
in Instruction Unit** 4

**Title of Package(s)** 1. The Secretarial Image  
2. The Secretary's Role  
3. Communication by Telephone  
4. Making Appointments and Receiving Callers

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** BUSINESS  
**Author** Barbara C. Harris  
**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Shorthand

**Number of Packages  
in Instruction Unit** 13

**Title of Package(s)**

1. Shorthand is Easy to Learn
2. Shorthand is an Enduring Skill (Pt. 1)
3. Shorthand is an Enduring Skill (Pt. 2)
4. Learning Shorthand the Easy Way
5. Studying the "a" Sound, and Obscure Vowels and the "ith" Sound
6. Learning the Vowel Sound "o"
7. Learning -ly, Amounts, and Quantities and Brief Forms
8. Brief Forms, Phrases, and Word Endings -shul, -shun
9. Learning the rt and nd Blends
10. Studying Brief Forms, Phrases and Principle
11. Studying Brief Forms, Phrases and Principle
12. Reading and Writing Brief Forms, Phrase Principles, Days and Months
13. Studying Brief Forms, Phrases, Principles and Geographical Expressions

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BUSINESS

**Author** Barbara C. Harris

**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Shorthand

**Number of Packages  
in Instruction Unit** 5

**Title of Package(s)**

1. "Developing Shorthand Skill"
2. Using Shorthand in Manufacturing
3. Shorthand and Office Equipment
4. Shorthand and Office Personnel
5. Reviewing Brief Forms, Derivatives, Phrases and Principle

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** BUSINESS

**Author** Barbara C. Harris

**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Business English

**Number of Packages  
in Instruction Unit** 5

**Title of Package(s)**

1. The Forms, Varieties, and Capitalization of Nouns
2. The Varieties, Forms, and Uses of Verbs
3. The Enrichment of Writing Through Use of Adjectives and Adverbs
4. Learning Business—Letter Parts and Styles
5. The Importance of Good Communications (Letters, Resumes, Interoffice Memos)

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	BUSINESS
<b>Author</b>	Barbara C. Harris
<b>Institution</b>	Kittrell Junior College Kittrell, N. C. 27544 Phone: (919) 492-2131
<b>Title of Course</b>	Business English
<b>Number of Packages in Instruction Unit</b>	4
<b>Title of Package(s)</b>	1. Basic and Problem Skill 2. Typing Business Letters 3. "Business Letters with Special Features" 4. "Typing Special Communication Forms"

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	OFFICE MACHINES
<b>Author</b>	Jimmy McKenzie and Marian Cantrell
<b>Institution</b>	Tarrant County Junior College, NE 828 Harwood Road Hurst, Tex. 76053 Phone: (817) 281-7860
<b>Title of Course</b>	Office Machines
<b>Number of Packages in Instruction Unit</b>	3
<b>Title of Package(s)</b>	1. The Ten-Key Electronic Calculator 2. The Ten-Key Printing Calculator 3. The Ten-Key Adding Machine

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BUSINESS

**Author** William C. Miller

**Institution** Burlington County Community College  
Pemberton, N. J. 08068  
Phone: (609) 894-9311

**Title of Course** BUA 225, Human Relations in Management

**Number of Packages  
in Instruction Unit** 5

**Title of Package(s)**

1. The Effective Group
2. Group Decision Making
3. Participative Management
4. Motivation and Work
5. Perception

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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<b>Subject</b>	BUSINESS
<b>Author</b>	William C. Miller
<b>Institution</b>	Burlington County College Pemberton, N. J. 08068 Phone: (609) 894-9311
<b>Title of Course</b>	Introduction to Business
<b>Number of Packages in Instruction Unit</b>	4
<b>Title of Package(s)</b>	1. Wholesaling 2. Services 3. National Alliance of Businessmen 4. Franchising

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BUSINESS

**Author** William C. Miller

**Institution** Burlington County Community College  
Pemberton, N. J. 08068  
Phone: (609) 894-9311

**Title of Course** BUA 102, Principles of Management

**Number of Packages  
in Instruction Unit** 4

**Title of Package(s)**

1. Role of the Manager
2. Planning, Scheduling, and Controlling Work
3. Human Relations in Management
4. Communications

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** BUSINESS  
**Author** Dan Mosca  
**Institution** Person Technical Institution  
P. O. Box 1175  
Roxboro, N. C. 27573  
Phone: (919) 599-8306

**Title of Course** Accounting 121

**Number of Packages  
in Instruction Unit** 7

**Title of Package(s)**

1. Merchandise Inventories
2. Prepaid Expenses
3. Prepaid Revenues
4. Accrued Liabilities
5. Accrued Assets
6. Comprehensive Review—Accruals and Deferrals
7. Calculating Depreciation

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	BUSINESS
<b>Author</b>	Dan Mosca
<b>Institution</b>	Person Technical Institution P. O. Box 1175 Roxboro, N. C. 27573 Phone: (919) 599-8306
<b>Title of Course</b>	Business Finance 123
<b>Number of Packages in Instruction Unit</b>	3
<b>Title of Package(s)</b>	1. Business Risks 2. Forms of Ownership 3. Calculating Working Capital

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BUSINESS  
**Author** Dan Mosca  
**Institution** Person Technical Institution  
P. O. Box 1175  
Roxboro, N. C. 27573  
Phone: (919) 599-8306  
**Title of Course** Business Law 116

**Number of Packages  
in Instruction Unit** 6

**Title of Package(s)**

1. Personal Property
2. Acquiring Title to Personal Property
3. Bailments—Nature and Termination
4. Ordinary Bailments-Part I
5. Ordinary Bailments-Part II
6. Special Bailments

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    **BUSINESS**

**Author**                    L.L. Roy Smith

**Institution**                Mount Olive College  
 Mount Olive, N.C. 28365  
 Phone: (919) 658-2502

**Title of Course**            Business 141: Duplicating

**Number of Packages  
 in Instruction Unit**        15

**Title of Package(s)**

- |  |   |
|--|---|
| 1. Spirit Duplication of an Appraisal Sheet                              | 8. Mimeograph Duplication of Personalized Stationery                  |
| 2. Spirit Duplication of a Title Page with Border and Blockout Procedure | 9. Mimeograph Duplication of a Church Program and the Folding of Same |
| 3. Spirit Duplication of a Payroll Distribution Sheet                    | 10. Form Letter with the Inside Address and Greeting Omitted          |
| 4. Spirit Duplication of a "Pie" Graph                                   | 11. Offset Master of Appraisal Sheet                                  |
| 5. Spirit Duplication of a Map by Tracing                                | 12. Running Off Appraisal Sheet Offset Masters                        |
| 6. Mimeograph Duplication of Appraisal Sheet                             | 13. Offsetting Church Bulletin (with emphasis on centering)           |
| 7. Mimeograph Duplication of a French Fold Program                       | 14. Offsetting Xerox Offset Masters                                   |
|  | 15. Cleaning Ink Rollers on Offset Machine.                           |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** BUSINESS

**Author** L.L. Roy Smith

**Institution** Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course** Business 121: Introduction to Business

**Number of Packages  
in Instruction Unit** 20

**Title of Package(s)**

1. Setting
2. Capitalism
3. Ownership
4. Small Business, Services, and Franchising
5. Organization
6. Permanent Capital Needs
7. Operating Capital Needs
8. Capital Sources
9. Business Trends and Developments
10. Risk Management
11. Labor
12. Collective Bargaining
13. Production, Distribution, and Location
14. Marketing
15. Selling, Advertising, and Public Relations
16. International Trade
17. Accounting
18. Business Research and Computers
19. Legal Aspects vs. Ethical Responsibilities
20. Social Responsibilities and the Future

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BUSINESS

**Author** L.L. Roy Smith

**Institution** Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course** Business 131: Problem Solving Using Machines

**Number of Packages  
in Instruction Unit** 30

**Title of Package(s)**

- |   |   |
|---|---|
| 1. Touch Addition (4 to 9 keys)                   | 16. Chain Discounts Printing Calculator   |
| 2. Touch Addition (0 to 3 keys non-add)           | 17. Constant Multiplication   |
| 3. Repeated Digits, Varied Number of Digits       | 18. Division  |
| 4. Subtraction, Correction of Errors              | 19. Speed Drill Addition  |
| 5. Speed Drill Addition                           | 20. Post-Test No. 2   |
| 6. Sub-Total                                      | 21. Division Remainder in Quotient, Decimals in Quotient, Decimals in Dividend and Division |
| 7. Repeat Addition                                | 22. Credit Balances   |
| 8. Multiplication                                 | 23. Interest  |
| 9. Speed Drill Addition                           | 24. Percentages   |
| 10. Post-Test No. 1                               | 25. Speed Drill Addition  |
| 11. Short-cut Multiplication, Zeros in Multiplier | 26. Prorating   |
| 12. Decimals, Fractions, and Percentages          | 27. Payroll   |
| 13. Fixed Decimal Point                           | 28. Reconciliation of Bank Statements   |
| 14. Discount and Net Amount                       | 29. Speed Drill Addition  |
| 15. Speed Drill                                   | 30. Post-Test No.3  |

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	BUSINESS
<b>Author</b>	Frances K. Wrape
<b>Institution</b>	Central Carolina Technical Institute Rt. 2, Box 55 Sanford, N.C. 27330 Phone: (919) 775-5401
<b>Title of Course</b>	Office Machines
<b>Number of Packages in Instruction Unit</b>	4
<b>Title of Package(s)</b>	1. Rotary Calculator 2. Ten-Key Adding Machine 3. Full-Key Adding Machine 4. Ten-Key Calculator

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** CHEMISTRY

**Author** Earl D. Beau

**Institution** Sacramento City College  
Sacramento, Calif. 95822  
Phone: (916) 449-7531

**Title of Course**

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Solution Chemical and Bio-Physico-Chemico  
Characteristics of Cell Transport

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	CHEMISTRY
<b>Author</b>	
<b>Institution</b>	Lane Community College Eugene, Ore. 97405 Phone: (503) 747-4501
<b>Title of Course</b>	Chemistry
<b>Number of Packages in Instruction Unit</b>	4
<b>Title of Package(s)</b>	1. Atomic Structure 2. Radioactivity and Other Nuclear Phenomena 3. Periodic Table 4. Chemical Reactions

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	CHEMISTRY
<b>Author</b>	Anthony J. Rosales
<b>Institution</b>	Cosumnes River College Sacramento, Calif. 95823 Phone: (916) 421-1000
<b>Title of Course</b>	Introductory Chemistry
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Observing and Measuring Program 1

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	CHEMISTRY
<b>Author</b>	Wanda Sterner
<b>Institution</b>	Cerritos Junior College 11110 E. Alondra Blvd. Norwalk, Calif. 90650 Phone: (213) 860-2451
<b>Title of Course</b>	Chemistry 2: Introduction Chemistry
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Percents for Chemistry

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	CHEMISTRY
<b>Author</b>	Wanda Sterner
<b>Institution</b>	Cerritos Junior College 11110 E. Alondra Blvd. Norwalk, Calif. 90650 Phone: (213) 860-2451
<b>Title of Course</b>	General Chemistry
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Safety in the Laboratory

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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<b>Subject</b>	CHEMISTRY
<b>Author</b>	Wanda Sterner
<b>Institution</b>	Cerritos Junior College 11110 E. Alondra Blvd. Norwalk, Calif. 90650 Phone: (213) 860-2451
<b>Title of Course</b>	General Chemistry 1.1
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Equilibrium Calculations pH-Weak Acids

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** CHEMISTRY

**Author** Clarence O. Wolgamott

**Institution** Columbia Junior College  
P.O. Box 1849  
Columbia, Calif. 95310  
Phone: (209) 532-3141

**Title of Course**

**Number of Packages  
in Instruction Unit** 5

**Title of Package(s)**

1. The Detailed Structure of Atoms
2. Chemical Bonds
3. The Chemical Behavior of Some  
Common Substances
4. Weights and Measures
5. Linear Equations

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

Subject                   CHEMISTRY

Author                   Doughbah Yeh-Deyeh

Institution               Kittrell College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

Title of Course         Chemistry 201, 202

Number of Packages  
in Instruction Unit     26

Title of Package(s)

- |   |   |
|---|---|
| 1. Density, Specific Gravity,<br>A Volume   | 12. Oxidation Reduction Reaction  |
| 2. Formula Weights, Molecular<br>Weights, and Moles   | 13. Relationship of the Periodic<br>Classification to the Properties<br>of the Elements |
| 3. Structure of the Atom and the<br>Periodic Law  | 14. Halogens and Their Com-<br>pounds   |
| 4. Chemical Bonding   | 15. Chemical Equilibrium  |
| 5. Oxygen and Ozone   | 16. Carbon and Its Compounds  |
| 6. Hydrogen   | 17. Biochemistry  |
| 7. The Gaseous State and the<br>Kinetic Molecular Theory  | 18. The Halogens and Their<br>Compounds, and Elec-<br>trochemistry                      |
| 8. Gram-Molecular Volume of<br>Gases and Molecular, Atomic,<br>and Equivalent Wts.              | 19. Identification of Lab Apparatus   |
| 9. The Liquid and Solid States<br>and Water and Hydrogen<br>Peroxide                            | 20. Lab Safety Rules  |
| 10. Solutions   | 21. Use of Balances, Measurement<br>of Mass, Volume, and Length                         |
| 11. Solutions of Electrolytes—<br>Electrolytes and non-<br>Electrolytes and Colloidal<br>Matter | 22. Density and Specific Gravity  |
|   | 23. Use of the Gas Burner   |
|   | 24. Melting Points and Boiling<br>Points  |
|   | 25. Conservation of Matter  |
|   | 26. Definite Composition  |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** COUNSELING

**Author**

**Institution** Grossmont College  
8800 Grossmont College Drive  
El Cajon, Calif. 92020  
Phone: (714) 465-1700

**Title of Course**

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Grossmont College - Your Community College  
(general orientation)

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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<b>Subject</b>	VOCATIONAL EDUCATION
<b>Author</b>	Richard S. Meyers
<b>Institution</b>	Grossmont College 8800 Grossmont College Drive El Cajon, Calif. 92020 Phone: (714) 465-1700
<b>Title of Course</b>	Instructional Media Technology
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Grossmont Coilege - Instructional Media Technology Curriculum

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** COUNSELING

**Author**

**Institution** Grossmont College  
8800 Grossmont College Drive  
El Cajon, Calif. 92020  
Phone: (714) 465-1700

**Title of Course**

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Mission Library (Grossmont College Library  
Orientation)

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** COUNSELING

**Author**

**Institution** Grossmont College  
8800 Grossmont College Drive  
El Cajon, Calif. 92020  
Phone: (714) 465-1700

**Title of Course**

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** The Only Way to Fly (overcrowding at Grossmont  
College)

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    **STUDY SKILLS**

**Author**                    Jon Hagstrom

**Institution**               Columbia Junior College  
                                 P.O. Box 1849  
                                 Columbia, Calif. 95310  
                                 Phone: (209) 532-3141

**Title of Course**           Skills Development

**Number of Packages  
in Instruction Unit**       20

**Title of Package(s)**

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## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	FLOW CHARTING
<b>Author</b>	Henry H. Zaehring
<b>Institution</b>	Tarrant County Junior College, NE 828 Haiwood Road Hurst, Tex. 76053 Phone: (817) 281-7860
<b>Title of Course</b>	Introduction to Data Processing
<b>Number of Packages in Instruction Unit</b>	3
<b>Title of Package(s)</b>	Flow Charting

102

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** DENTAL ASSISTING

**Author** Robert R. Montgomery, D.D.S./Mary Bogucki, R.D.H.

**Institution** Oakland Community College  
7350 Cooley Lake Road  
Union Lake, Mich. 48085  
Phone: (313) 363-7191

**Title of Course** Dental Assisting

**Number of Packages  
in Instruction Unit** 4

**Title of Package(s)**

1. Fundamentals of Dental Science, 144 pages
2. Fundamentals of Clinical Practice, 136 pages
3. Dental Anatomy and Physiology, 154 pages
4. Dental Science Practice, 96 pages

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	DRAFTING
<b>Author</b>	Walter Rice
<b>Institution</b>	Greenville Technical Education Center P.O. Box 5616 Greenville, S.C. 29606 Phone: (803) 242-3170
<b>Title of Course</b>	Drafting 111: Technical Drafting I Drafting 112: Engineering Drawing I
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Lettering

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	DRAFTING
<b>Author</b>	Kenneth Y. Smith
<b>Institution</b>	Greenville Technical Education Center P.O. Box 5616, Sta. B Greenville, S.C. 29606 Phone: (803) 242-3170
<b>Title of Course</b>	Drafting 135: Basic Freehand Technical Sketching and Lettering
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Shadows in Design

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** DRAFTING

**Author** John D. Terry

**Institution** Greenville Technical Education Center  
P.O. Box 5616, Sta. B  
Greenville, S.C. 29606  
Phone: (803) 242-3170

**Title of Course** Drafting 112: Engineering Drawing I

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Learning to Dimension (Part I)

104

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ECONOMICS

**Author** Jon Evans

**Institution** Tarrant County Junior College, NE  
828 Harwood Road  
Hurst, Tex. 76053  
Phone: (817) 281-7860

**Title of Course** Principles of Economics I

**Number of Packages  
in Instruction Unit** 2

**Title of Package(s)** 1. Supply and Demand  
2. Applying the Tools of Fiscal Policy

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** ECONOMICS  
**Author** William H. Garner  
**Institution** Kittrell Junior College  
Kittrell, N.C. 25744  
Phone: (919) 492-2131

**Title of Course** Economics 20

**Number of Packages  
in Instruction Unit** 10

**Title of Package(s)**

1. Fundamentals of Demand
2. Fundamentals of Supply
3. Equilibrium
4. Elasticity
5. Marginal Revenue
6. G.N.P. and its Cousins
7. The Theory of National Income,  
Employment, and G.N.P.  
Determination
8. Money and Banking
9. Block Economic Development
10. Survey of Block Businesses

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                   MACRO-ECONOMICS

**Author**                    Harold Loyd

**Institution**              Abraham Baldwin Agricultural College  
P.O. Box 244, ABAC Rural Station  
Tifton, Ga. 31794  
Phone: (912) 382-2755

**Title of Course**           Introduction to Macro-Economics

**Number of Packages  
in Instruction Unit**

**Title of Package(s)**

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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<b>Subject</b>	ECONOMICS
<b>Author</b>	David C. Scott
<b>Institution</b>	Bakersfield College 1801 Panorama Drive Bakersfield, Calif. 93305 Phone: (805) 871-7120
<b>Title of Course</b>	Economics 1B: Principles of Economics—Macro
<b>Number of Packages in Instruction Unit</b>	2
<b>Title of Package(s)</b>	Aggregate Income Analysis: Packages 1 and 2

108

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** CAREER EDUCATION

**Author**

**Institution** Santa Ana Unified School District  
Career Development Education  
1405 French Street  
Santa Ana, Calif. 92701  
Phone: (714) 542-6211

**Title of Course** You and the World of Work Series

**Number of Packages  
in Instruction Unit** 7

**Title of Package(s)**

1. Self-Analysis Know Yourself
2. How to Use the Telephone at Work
3. How to Find a Job
4. Preparing for a Job Application
5. How to Dress for an Interview - Girls
6. Filling Out a Job Application
7. Your First Job

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

109

**Subject** EDUCATION  
**Author** Mary Ambrose  
**Institution** Aquinas Junior College  
Nashville, Tenn. 37205  
Phone: (615) 297-7545  
**Title of Course** Introduction to Education  
Educational Psychology

**Number of Packages  
in Instruction Unit** 5

**Title of Package(s)**

1. Major Influences on Present-Day Education
2. Periods of American Education
3. Basic Function of a Teacher
4. Cultural Backgrounds
5. Qualifications for Teachers

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ELECTRONICS  
**Author** Dallis J. Christensen  
**Institution** Utah Technical College at Salt Lake  
4600 So. Redwood Road  
Salt Lake City, Utah 84107  
Phone: (801) 299-3411

**Title of Course** Electronics

**Number of Packages**  
**in Instruction Unit** 28

**Title of Package(s)**

<i>Phase</i>	<i>Content</i>
1. Math Concepts—Applied	15. Inductance
2. Basic Electronic Units and Their Symbols	16. Capacitance
3. Basic Physics of Electronics	17. Sinusoidal and Nonsinusoidal Voltages and Currents
4. Sources of Electromotive Force	18. Mathematics of Alternating Current Circuits - Applied
5. Cells and Batteries	19. Reactance
6. Schematics and Diagrams, Electronic	20. Series Inductive Circuits
7. Resistance	21. Series Capacitive Circuits
8. Conductors and Insulators	22. Series LCR Circuits
9. Series Resistive Circuits	23. Parallel LCR Circuits
10. Parallel Resistive Circuits	24. Combination Series-Parallel LCR Circuits
11. Combination Series-Parallel Resistive Circuits	25. Filters
12. Theorems	26. FCC Rules and Regulations
13. Magnetism	27. Motors
14. Electromagnetism	28. Alternators

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject**                    ELECTRONICS

**Author**

**Institution**             Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course**         Circuits

**Number of Packages  
in Instruction Unit**     54

**Title of Package(s)**

- |  |   |
|--|---|
| 1. Ohm's Law   | 28. Full Wave Bridge Power Supplies           |
| 2. Kirchhoff's Voltage Law                           | 29. Power Supply Filters                      |
| 3. Parallel Circuits                                 | 30. Transistor Biasing                        |
| 4. Conductances in Parallel                          | 31. Biasing of Tubes                          |
| 5. Kirchhoff's Current Law                           | 32. Series AC Circuits                        |
| 6. Power   | 33. Parallel Circuits Admittance              |
| 7. Power in Parallel Circuits                        | 34. Sinusoidal AC Linear Circuits             |
| 8. Unloaded Voltage Divider                          | 35. Introduction to Sine Oscillators          |
| 9. Current Divider                                   | 36. Series Resonant Circuits                  |
| 10. Thevenin Equivalent                              | 37. Parallel Resonant Circuits                |
| 11. Norton's Equivalent                              | 38. "Q"                                       |
| 12. Non-Linear Circuits                              | 39. Common Base Amplifier                     |
| 13. DC Load Line                                     | 40. Pentode Amplifiers                        |
| 14. AC Load Line                                     | 41. Transistor Load Lines                     |
| 15. Cathode Load Line                                | 42. Frequency Response in Transistor Circuits |
| 16. Capacitor Coupling                               | 43. Attenuators                               |
| 17. The Effect of the Cathode Capacitor on a Circuit | 44. Tuned Transformer Coupling                |
| 18. Diode Rectifiers, Full-Wave and Half-Wave        | 45. Millman's Theorem                         |
| 19. Loaded Voltage Divider                           | 46. Kirchhoff's Loop Analysis                 |
| 20. Series-Parallel Networks                         | 47. Superposition Theorem                     |
| 21. Wheatstone Bridge                                | 48. Filter Networks                           |
| 22. Delta-Wye Transformation                         | 49. Complex AC Networks                       |
| 23. Vector Algebra                                   | 50. Common Collector Amplifiers               |
| 24. Phasors  | 51. Nodal Analysis                            |
| 25. Maximum Power Transfer                           | 52. Multiple Source AC Network Analysis       |
| 26. Calculating RC Charge and Discharge Curves       | 53. Common Emitter Amplifier                  |
| 27. High Frequency Response in Tube Circuits         | 54. Common Emitter Characteristics            |



**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS****Subject** ELECTRONICS**Author****Institution** Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501**Title of Course** Devices**Number of Packages  
in Instruction Unit** 12**Title of Package(s)**

- |                                |                                 |
|--------------------------------|---------------------------------|
| 1. Semi-Conductor Diode        | 7. Tube Diodes                  |
| 2. Using Diodes                | 8. The Vacuum Tube Triode       |
| 3. The Zener Diode             | 9. Basic Triode Action          |
| 4. Introduction to Transistors | 10. Triode Parameters           |
| 5. Transistor Characteristics  | 11. Pentode Characteristics     |
| 6. The SCR                     | 12. The Field Effect Transistor |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    ELECTRONICS

**Author**

**Institution**                Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course**            Diagnosis and Repair

**Number of Packages  
in Instruction Unit**        5

**Title of Package(s)**        1. Circuit Familiarity in Trouble Shooting  
2. Developing Effective Trouble Shooting  
Techniques  
3. Equipment Selection Trouble Shooting  
4. Experimental Trouble Shooting  
5. Locating Specific Troubles in  
Trouble

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject**                    ELECTRONICS

**Author**

**Institution**                Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course**            Individualized Curriculum in Electronics (ICE)

**Number of Packages  
in Instruction Unit**        5

**Title of Package(s)**        1. How to Teach ICE  
2. How to Learn with ICE  
3. How to Write (ICE Learning Package)  
4. How to Evaluate ICE  
5. Shop Safety Precautions

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    ELECTRONICS

**Author**

**Institution**                Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course**            Instruments

**Number of Packages  
in Instruction Unit**        11

**Title of Package(s)**

- |                      |                             |
|----------------------|-----------------------------|
| 1. Reading Meters    | 7. The Oscilloscope         |
| 2. Using Meters      | 8. Digital Voltmeters       |
| 3. Basic Meters      | 9. Transistor Curve Tracers |
| 4. The VTVM          | 10. Frequency Counters      |
| 5. Power Supplies    | 11. Tube Checkers           |
| 6. Signal Generators |                             |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

117:

**Subject** ELECTRONICS

**Author**

**Institution** Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course** Mathematics

**Number of Packages  
in Instruction Unit** 8

**Title of Package(s)**

1. Introduction to the Slide Rule
2. Scientific Notations
3. The Slide Rule C and D Scales
4. The Slide Rule A, B, and K Scales
5. Reciprocals/Slide Rule
6. The Slide Rule L Scale
7. The Slide Rule LL L<sub>h</sub> Scales
8. The Slide Rule S, T, and ST Scales

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## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** ELECTRONICS

**Author**

**Institution** Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course** Occupations

**Number of Packages  
in Instruction Unit** 6

**Title of Package(s)**

1. Electronics Engineering Technician
2. Electronics Assembler
3. Industrial Electronics Technician
4. Electronics Service Technician
5. Electronics Mechanic
6. Electrical Appliance Serviceman

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject**                    ELECTRONICS

**Author**

**Institution**                Lane Community College  
                                 Eugene, Ore. 97405  
                                 Phone: (503) 747-4501

**Title of Course**            Schematics

**Number of Packages  
in Instruction Unit**        6

**Title of Package(s)**        1. Basic Symbols  
                                 2. Resister Color Code  
                                 3. Component Identification  
                                 4. Active Device Symbols  
                                 5. Plotting Graphs  
                                 6. Using Electronic Device Graphs





**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** MAJOR APPLIANCE REPAIR

**Author**

**Institution** Southern California Regional Occupational Center  
2300 Crenshaw Blvd.  
Torrance, Calif. 90506  
Phone: (213) 320-6700

**Title of Course** Major Appliance Repair

**Number of Packages  
in Instruction Unit** 42

**Title of Package(s)**

3.1.A	Basic Electrical Theory and Terminology	5.5	Copper Plumbing
3.2	Voltage, Current, and Resistance	5.6.A	Welding and Brazing Copper Plumbing
3.3	D.C. Current	5.6.B	Welding and Brazing Copper Plumbing
3.4	Electrical Symbols	5.7.A	Water Heater Operation
3.5	Simple Currents	5.7.B	Garbage Disposal Operation
3.6	A.C. Current	5.8.A	Troubleshooting Diagnosis - Gas
3.7.A	Inductance	5.8.B	Troubleshooting Diagnosis - Electric
3.7.B	Capacitance	5.10.A	Dishwasher Operation
3.8	Phase Relation and Power Factor	5.10.B	Washer Operation
3.9	Meters	5.10.C	Dryer Operation
3.10	Electrical Testing	5.14.A	Stove Operation
4.1	Responsibilities of Serviceman	5.14.B	Oven Operation
4.2	Customer Relations	5.14.C	Wall Heater Operation
4.3	Business Ethics and Company Policy	5.14.D	Furnace Operation
4.4	Maintenance Agreements	5.17.A	Air Conditioning Fundamentals
4.5.A	Service Records	5.17.B	Refrigeration Fundamentals
4.5.B	Use of the Microfilm Reader	5.18.A	Refrigeration Tools and Meters
4.6.A	Service Truck Records	5.18.B	Refrigeration Testing
4.6.B	Service Truck Maintenance	5.19.A	Air Conditioner Operation
4.6.C	Service Truck Inventory Control	5.19.B	Refrigerator Operation
5.3	Plumbing Materials		
5.4	Pipe Threading and Cutting		

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** ENGLISH

**Author** Irene M. Baines

**Institution** Kittrell College  
Kittrell, N. C. 27544  
Phone: (919) 492-2131

**Title of Course** Black Literature

**Number of Packages  
in Instruction Unit** 6

**Title of Package(s)**

1. An Introduction to Black Literature
2. The Grapevine
3. An Introduction to Richard Wright
4. Negro Characters as Seen by White Authors,  
by Sterling Brown
5. An Introduction to James Baldwin
6. A Harlem Group and Poetry

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    ENGLISH

**Author**                    Irene M. Baines

**Institution**                Kittrell College  
                                   Kittrell, N.C. 27544  
                                   Phone: (919) 492-2131

**Title of Course**            English Survey Course

**Number of Packages  
 in Instruction Unit**        17

**Title of Package(s)**

- |   |   |
|---|---|
| 1. Beowulf: A Literary Epic             | 10. Charles Lamb and the Essay                              |
| 2. An Introduction to Literature        | 11. An Introduction to Byron                                |
| 3. John Bunyan—Pilgrim's<br>Progress    | 12. Character Sketches by Thomas<br>Carlyle                 |
| 4. Jonathan Swift—Gulliver's<br>Travels | 13. My Last Duchess—Robert<br>Browning                      |
| 5. An Introduction to Pope              | 14. An Introduction to Tennyson                             |
| 6. An Introduction to Wordsworth        | 15. A Victorian Variety                                     |
| 7. An Introduction to John Keats        | 16. James Joyce: Portrait of the Ar-<br>tist as a Young Man |
| 8. Samuel T. Coleridge: A Roman-<br>tic | 17. Odor of Chrysanthemums                                  |
| 9. The Eve of St. Agnes                 |   |

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	ENGLISH
<b>Author</b>	Don Bass
<b>Institution</b>	College of the Mainland Texas City, Tex. 77590 Phone: (713) 938-1211
<b>Title of Course</b>	Freshman English
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Order, the Shape of Meaning

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** TECHNICAL WRITING

**Author** Don Bass

**Institution** College of the Mainland  
Texas City, Tex. 77590  
Phone: (713) 938-1211

**Title of Course** Technical Writing

**Number of Packages  
in Instruction Unit** 4

**Title of Package(s)** 1. Resume  
2. Library Research (2)  
3. Employment Practices

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## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	ENGLISH
<b>Author</b>	Robert N. Boll
<b>Institution</b>	Burlington County College Pemberton, N.J. 08068 Phone: (609) 894-9311
<b>Title of Course</b>	College Composition
<b>Number of Packages in Instruction Unit</b>	8
<b>Title of Package(s)</b>	1. Choosing a Subject 2. Narrowing a Subject 3. The Thesis Sentence 4. The Outline 5. The Introduction and Conclusion 6. The Title 7. Style 8. Logic

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## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	ENGLISH
<b>Author</b>	Howard A. Burton
<b>Institution</b>	Riverside City College 4650 Fairfax Ave. Riverside, Calif. 92506 Phone: (714) 684-3240
<b>Title of Course</b>	English 51-R: Improvement of Reading
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	SRA Preparatory Reading

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** WRITING

**Author** Jim Cline, Dave Wright, Ellen Owens

**Institution** Chabot College  
25555 Hesperian Blvd.  
Hayward, Calif. 94545  
Phone: (415) 782-3000

**Title of Course** Reading and Writing

**Number of Packages  
in Instruction Unit** 11

**Title of Package(s)**

Unit 1A	Subjects and Verbs	Unit 5	Modification, Coordination, and Subordination in a Cumulative Sentence
Unit 1B	Two Variations of the Minimal Sentence	Unit 6	Pronouns
Unit 2	Perfect and Imperfect Verb Forms	Unit 7	Verbs, Sentences, and Paragraphs
Unit 3	Phrases, Independent Clauses, and Subordinate Clauses	Unit 8	Paragraphs and Topic Sentences
Unit 4	Singular and Plural Subjects	Unit 9	Commas
		Unit 10	Essays and Use of a Theme Statement

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ENGLISH

**Author** William Roy Colquitt, Jr.

**Institution** Wayne Community College  
Goldsboro, N.C. 27530  
Phone (919) 735-5151

**Title of Course** Modern American Literature

**Number of Packages  
in Instruction Unit** 2

**Title of Package(s)** 1. Robert Frost  
2. E. A. Robinson

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	ENGLISH
<b>Author</b>	Mary Louise Conlin
<b>Institution</b>	Cuyahoga Community College 2900 Community College Ave. Cleveland, Ohio 44115 Phone: (216) 241-5966
<b>Title of Course</b>	English 091: Essentials of Written Communication
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Writing Skills—Words and Sentences

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	PHONETICS
<b>Author</b>	Frances Coolidge
<b>Institution</b>	De Anza College Cupertino, Calif. 95014 Phone: (408) 257-5550
<b>Title of Course</b>	The Relevance of Sound: An Individualized Approach to Phonetic and Structural Analysis
<b>Number of Packages in Instruction Unit</b>	46
<b>Title of Package(s)</b>	

<ol style="list-style-type: none"> <li>1. Diagnostic Survey</li> <li>2. Initial Consonant Sounds</li> <li>3. Initial Consonant Sounds</li> <li>4. Medial Sounds</li> <li>5. Ending Sounds</li> <li>6. Initial, Middle, and Ending Sounds</li> <li>7. Consonant Sounds</li> <li>8. Consonant Sounds</li> <li>9. Consonant Sounds</li> <li>10. Review</li> <li>11. Initial Consonant Blends</li> <li>12. Medial Blends</li> <li>13. Consonant Digraphs</li> <li>14. Consonant Digraphs</li> <li>15. Consonant Digraphs</li> <li>16. Consonant-Vowel Digraphs</li> <li>17. Review</li> <li>18. Vowels: Rhyming Words</li> <li>19. Vowels: Short a</li> <li>20. Vowels: Short e</li> <li>21. Vowels: Short i</li> <li>22. Vowels: Short o</li> <li>23. Vowels: Short u</li> <li>24. Vowels: Schwa Sound (ə)</li> </ol>	<ol style="list-style-type: none"> <li>25. A Guide for Short Vowel Sounds</li> <li>26. Review</li> <li>27. Vowels: Long a</li> <li>28. Vowels: Long e</li> <li>29. Vowels: Long i</li> <li>30. Vowels: Long o</li> <li>31. Vowels: Long u</li> <li>32. Vowels: y</li> <li>33. A Guide for Long Vowel Sounds</li> <li>34. Vowel Digraphs: oo</li> <li>35. Vowel Digraphs: aw, au</li> <li>36. Vowel: Diphthongs</li> <li>37. Review</li> <li>38. Syllables</li> <li>39. Syllabication: Vowel-Consonant-Vowel</li> <li>40. Syllabication: Between Consonants</li> <li>41. Syllables: Prefixes</li> <li>42. Syllables: Suffixes</li> <li>43. Syllables: Suffix</li> <li>44. Accent</li> <li>45. Accent: Multisyllabic words</li> <li>46. Review</li> </ol>
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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	ENGLISH
<b>Author</b>	Buford D. Fisher
<b>Institution</b>	John Tyler Community College Chester, Va. 23831 Phone: (703) 748-2221
<b>Title of Course</b>	English Composition
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Writing the Research Paper

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ENGLISH

**Author** Aileen Fitzpatrick

**Institution** Mitchell College  
Statesville, N.C. 28677  
Phone: (704) 872-3665

**Title of Course** English 101

**Number of Packages  
in Instruction Unit** 11

**Title of Package(s)**

1. Topic Sentence	7. Character Sketch Essay (based on literature)
2. Paragraph Pattern	8. Comparison/Contrast Essay
3. Definition Paragraph	9. Biographical Essay
4. Spatial Description Paragraph	10. Spelling and Vocabulary (13 weekly packages)
5. Chronological Description Paragraph	11. Review of Writing Skills
6. Formal Outline for 500-Word Essay	

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** ENGLISH

**Author** Aileen Fitzpatrick

**Institution** Mitchell College  
Statesville, N.C. 28677  
Phone: (704) 872-3665

**Title of Course** English 102, 204

**Number of Packages  
in Instruction Unit** 4

**Title of Package(s)**

1. Short Story Unit
2. Research Unit
3. Drama
4. Poetry

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ENGLISH

**Author** Robert Frew, Richard Guches, and Robert Mehaffy

**Institution** American River College  
4700 College Oak Drive  
Sacramento, Calif. 95841  
Phone: (916) 484-8173

**Title of Course** Writer's Workshop

**Number of Packages  
in Instruction Unit** 6

**Title of Package(s)**

1. The Sentence
2. The Introductory Paragraph
3. Paragraph Development
4. Paragraph Strategies
5. Descriptive and Narrative Writing
6. Expository and Argumentative Writing

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	ENGLISH
<b>Author</b>	Myrtle S. Gray
<b>Institution</b>	Tarrant County Junior College, NE 828 Harwood Road Hurst, Tex. 76053 Phone: (817) 281-7860
<b>Title of Course</b>	(For all courses requiring term papers)
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Writing the Research Paper: A Manual and Learning Activity Package

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** BASIC COMPOSITION

**Author** Carolyn Hartnett

**Institution** College of the Mainland  
8001 Palmer Highway  
Texas City, Tex. 77590  
Phone: (713) 938-1211

**Title of Course** Written Communication

**Number of Packages  
in Instruction Unit** 7

**Title of Package(s)** Ideas in Motion  
1. Classification (organization)  
2. Definition (wording)  
3. Mechanics (grammar, punctuation, etc.)  
4. Description  
5. Comparison and Contrast  
6. Cause and Effect  
7. Argumentation

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	ENGLISH
<b>Author</b>	Roy Hudson
<b>Institution</b>	College of the Desert 43-500 Monterey Palm Desert, Calif. 92260 Phone: (714) 346-8041
<b>Title of Course</b>	
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Listening and Writing

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	ENGLISH
<b>Author</b>	Gene Kerstiens
<b>Institution</b>	El Camino College Via Torrance, Calif. 90506 Phone: (213) 329-6631
<b>Title of Course</b>	English A, English 1A
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Spelling Improvement

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ENGLISH

**Author**

**Institution** Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course** Communication Skills

**Number of Packages  
in Instruction Unit** 11

**Title of Package(s)**

- |  |  |
|--|--|
| 1. Constructing the Sentence             | 7. Constructing the Letter of Ap-<br>plication |
| 2. Constructing the Paragraph            | 8. Constructing the Personal<br>Essay          |
| 3. Constructing the Summary              | 9. Listening and Notetaking                    |
| 4. Constructing the Business Let-<br>ter | 10. Process Writing—Phase I                    |
| 5. Constructing the Resume               | 11. Process Writing—Phase II                   |
| 6. Constructing the Outline              |  |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ENGLISH

**Author** Humphrey Lee

**Institution** Louisburg College  
Louisburg, N.C. 27549  
Phone: (919) 496-4101

**Title of Course** English Composition

**Number of Packages  
in Instruction Unit** 29

**Title of Package(s)**

- |  |  |
|--|--|
| 1. Orientation                             | 13. Writing the Descriptive Paper        |
| 2. The Five Worst Mistakes                 | 14. Writing the Narrative Paper          |
| 3. Writing the Descriptive Paragraph       | 15. Writing the Expository Paper I       |
| 4. Writing the Narrative Paragraph         | 16. Writing the Expository Paper II      |
| 5. Writing the Expository Paragraph I      | 17. Writing the Expository Paper III     |
| 6. Writing the Expository Paragraph II     | 18. Writing the Expository Paper IV      |
| 7. Writing the Expository Paragraph III    | 19. Writing the Expository Paper V       |
| 8. Writing the Expository Paragraph IV     | 20. Writing the Expository Paper VI      |
| 9. Writing the Expository Paragraph V      | 21. Writing the Argumentative Paper I    |
| 10. Writing the Expository Paragraph VI    | 22. Writing the Argumentative Paper II   |
| 11. Writing the Argumentative Paragraph I  | 23. Orientation II                       |
| 12. Writing the Argumentative Paragraph II | 24. The Library                          |
|  | 25. Choosing a Topic for Your Term Paper |
|  | 26. Developing an Outline                |
|  | 27. Bibliography                         |
|  | 28. The Form and Practice of Footnoting  |
|  | 29. Writing the Term Paper               |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    ENGLISH

**Author**                    Humphrey Lee

**Institution**                Louisburg College  
 Louisburg, N.C. 27549  
 Phone: (919) 496-4101

**Title of Course**            English Literature

**Number of Packages  
 in Instruction Unit**        13

**Title of Package(s)**

- |                        |                            |
|------------------------|----------------------------|
| 1. The Short Story I   | 7. The Drama I             |
| 2. The Short Story II  | 8. The Drama II            |
| 3. The Short Story III | 9. Poetry I                |
| 4. The Short Story IV  | 10. Poetry II              |
| 5. The Short Story V   | 11. Poetry III             |
| 6. The Short Story VI  | 12. Poetry IV              |
|                        | 13. <i>Brave New World</i> |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ENGLISH

**Author** Martha Linney

**Institution** Mitchell College  
Statesville, N.C. 28677  
Phone: (704) 872-3665

**Title of Course** English 101-102

**Number of Packages  
in Instruction Unit** 16

**Title of Package(s)**

- |  |  |
|--|--|
| 1. The Old English Period                                      | 11. Songs and Sonnets—Elizabethan Lyric                                    |
| 2. Beowulf   | 12. Shakespeare— <i>Hamlet</i> and <i>King Lear</i>                        |
| 3. The Middle English Period                                   | 13. Metaphysical Poetry, Cavalier Poets, and Stuart and Commonwealth Prose |
| 4. The English Ballad  | 14. John Milton, His Life and Works  |
| 5. The Medieval Romance  | 15. Introduction to Neoclassicism  |
| 6. Geoffrey Chaucer No. 1                                      | 16. Jonathan Swift and Alexander Pope                                      |
| 7. Geoffrey Chaucer No. 2                                      |  |
| 8. Sir Thomas Malory   |  |
| 9. The Brave New World and After                               |  |
| 10. The Early English Drama and Roots of Shakespeare's Theatre |  |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    ENGLISH

**Author**                     Martha Linney

**Institution**                Mitchell College  
Statesville, N.C. 28677  
Phone: (704) 872-3665

**Title of Course**            English 201-202

**Number of Packages  
in Instruction Unit**        13

**Title of Package(s)**

- |   |                            |
|---|----------------------------|
| 1. The English Novel  | 6. William Wordsworth      |
| 2. Johnson and His Circle   | 7. Samuel Taylor Coleridge |
| 3. Revolution and Romance:<br>Introduction and James Thom-<br>son | 8. Lord Byron I            |
| 4. Oliver Goldsmith, Thomas<br>Gray, William Cowper               | 9. Lord Byron II           |
| 5. Robert Burns and William<br>Blake                              | 10. Percy Bysshe Shelley   |
|   | 11. John Keats             |
|   | 12. Alfred Lord Tennyson   |
|   | 13. Robert Browning        |

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** ENGLISH

**Author** Helen S. Mills

**Institution** American River College  
4700 College Oak Drive  
Sacramento, Calif. 95841  
Phone: (916) 484-8011

**Title of Course** Basic Writing Skills

**Number of Packages  
in Instruction Unit** 8

**Title of Package(s)**

1. Sentence Patterns
2. Verbs and Nouns
3. Modifiers
4. Coordination
5. Pronouns and Subject-Verb Agreement
6. Subordination
7. Sentence Inversion, Passive Verb, Verbals
8. Point of View, Parallelism

1110

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

147

**Subject**

ENGLISH

**Author**

Lucy B. Mooring

**Institution**

Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course**

English 100

**Number of Packages  
in Instruction Unit**

40

**Title of Package(s)**

- I. Grammar
  - A. Basic Sentence Parts
  - B. Recognizing the Sentence
  - C. Tense, Voice, Mood, etc.
  - D. Modifiers, Omitted Parts, Wordiness, etc.
  - E. Punctuation and Capitalization
- II. Composition
  - A. You Can Write!
  - B. Types of Paragraph Development
  - C. Formulating the Topic Sentence
  - D. The Topic Sentence and the Paragraph/Readings
  - E. Writing and Descriptive Paragraph
  - F. Formulating the Thesis Statement
  - G. Thesis Statement
  - H. Formulating the Thesis (Readings)
  - I. Topic and Sentence Outlines and an Essay
  - J. Writing the Introduction and Conclusion
  - K. Understanding Coherence
  - L. Understanding Emphasis
  - M. Increasing Perception
- III. An Awareness of Values

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ENGLISH  
**Author** Lucy B. Mooring  
**Institution** Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course** English 102

**Number of Packages  
in Instruction Unit** 16

**Title of Package(s)**

- Term Paper - 7 packages
1. Introduction
  2. Poetry vs. Prose
  3. Reading a Poem for Understanding
  4. Understanding Poetry
  5. Thematic Approach - Love
  6. Thematic Approach - War
  7. Thematic Approach -  
Philosophical and Social  
Comment
  8. Thematic Approach - Man and God
  9. Sight and Sound Composition

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

149

**Subject** ENGLISH

**Author** Aurelia C. Morrow

**Institution** Greenville Technical Education Center  
Box 5616, Sta. B  
Greenville, S.C. 29606  
Phone: (803) 242-3170

**Title of Course** English 1

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Learning the Preposition

153

150

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** DEVELOPMENTAL ENGLISH COMPOSITION

**Author** Maxine Mosley

**Institution** Meramec Community College  
Kirkwood, Mo. 63122  
Phone: (314) 966-3402

**Title of Course** Developmental English Composition (remedial)

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Developing Composition Skills

153

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

151

**Subject** ENGLISH

**Author** Lloyd Norwood

**Institution** Grossmont College  
8800 Grossmont College Drive  
El Cajon, Calif. 92020  
Phone: (714) 465-1700

**Title of Course** English Fundamentals and Introduction to Literature

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Concrete Poetry

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	ENGLISH
<b>Author</b>	Lloyd Norwood
<b>Institution</b>	Grossmont College 8800 Grossmont College Drive El Cajon, Calif. 92020 Phone: (714) 465-1700
<b>Title of Course</b>	English Fundamentals and Introduction to Literature
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Haiku



154

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	ENGLISH
<b>Author</b>	Seymour Prog
<b>Institution</b>	Rio Hondo College 3600 Workman Mill Road Whittier, Calif. 90608 Phone: (714) 692-0921
<b>Title of Course</b>	English 53: Fundamentals of Reading
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Phonics Program

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ENGLISH

**Author** Odessa J. Ragland

**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** English Literature

**Number of Packages  
in Instruction Unit** 20

**Title of Package(s)**

- |   |   |
|---|---|
| 1. Introduction to the Anglo-Saxon Period                                 | 10. <i>The Faerie Queene</i>                          |
| 2. Types of Anglo-Saxon Writings  | 11. Pre-Shakespearean Drama                           |
| 3. The Folk Ballad  | 12. Shakespearean Drama                               |
| 4. The Medieval Romance   | 13. Shakespearean Sonnets                             |
| 5. Medieval Drama   | 14. The Development of Prose                          |
| 6. The Middle English Period:<br>Three Contemporaries of Geoffrey Chaucer | 15. Seventeenth Century Poetry:<br>Cavalier Poets     |
| 7. Geoffrey Chaucer and <i>The Canterbury Tales</i>                       | 16. Seventeenth Century Poetry:<br>Metaphysical Poets |
| 8. The Poetry of Geoffrey Chaucer   | 17. The Essay—Francis Bacon                           |
| 9. Three Elizabethan Sonnetteeres: Spencer, Sidney, and Daniel            | 18. John Milton's <i>Paradise Lost</i>                |
|   | 19. John Milton's <i>Samson Agonistes</i>             |
|   | 20. John Bunyan's <i>The Pilgrim's Progress</i>       |

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	ENGLISH
<b>Author</b>	Benson R. Schulman
<b>Institution</b>	Los Angeles Pierce College Woodland Hills, Calif. 91364 Phone: (213) 347-0551
<b>Title of Course</b>	English Composition
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	English Composition: An Individualized Course

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	ENGLISH COMPOSITION
<b>Author</b>	Benson R. Schulman
<b>Institution</b>	Los Angeles Pierce College 6201 Winnetka Avenue Woodland Hills, Calif. 91364 Phone: (213) 347-0551
<b>Title of Course</b>	English Composition, An Individualized Course, Revised Edition
<b>Number of Packages in Instruction Unit</b>	7
<b>Title of Package(s)</b>	1. Orientation and Evaluation 2. Writing Skills: Getting the Idea on Paper 3. Logic for Writers 4. Logic and Illogic in Essays 5. Language Skills: Aspects of Form and Style in Writing 6. Library Skills: Finding Information and Preparing a Paper

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ENGLISH

**Author** Edith Vann

**Institution** Mount Olive College  
Mount Olive, N. C. 28365  
Phone: (919) 658-2502

**Title of Course** English 100: Remedial English

**Number of Packages  
in Instruction Unit** 26

**Title of Package(s)**

1. Basic Sentence Parts and Major Parts of Speech
2. Basic Sentence Patterns
3. Phrases
4. Compound and Complex Patterns
5. Recognizing the Sentence Unit
6. Tense
7. Voice and Mood of Verbs
8. Voice and Mood of Verbs
9. Subject-Verb Agreement
10. Pronouns and Case of Pronouns
11. Pronouns and Case of Pronouns
12. Modifiers
13. Omitted Parts
14. Mixed and Illogical Constructions
15. Wordiness
16. Coordination, Parallelism, Subordination
17. End Punctuation
18. Commas with Semicolons in Compound Elements
19. Commas with Subordinate Elements
20. Commas with Added Sentence Parts

**Composition/Reading**

- A. Formulating the Thesis Statement
- B. Writing the Introduction and Conclusion
- C1. The Topic Sentence
- C2. The Topic Sentence and the Paragraph/Readings
- D. Developing Through Example, Anecdote, and Other Illustration
- E1. Linking Your Thoughts Together Effectively
- E2. Paragraph Coherence
- F. Developing Paragraphs by Use of Specific Details
- G. Developing Through Comparison and Contrast
- H1. The Expository Paragraph: Definition
- H2. Developing Through Definition and Analysis
  - I. Developing Through Reasoning and Evidence
  - J. Choosing the Right Word
  - K. Making Effective Sentences
21. Dashes, Colons, and Parentheses
22. Use of Quotation Marks and Italics
23. Use of Quotation Marks and Italics
24. Apostrophes
25. Hyphens
26. Capitalization

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

159

**Subject** ENGLISH

**Author** Edith Vann

**Institution** Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course** English 101

**Number of Packages  
in Instruction Unit** 17

**Title of Package(s)**

1. Grammar/Usage
2. Recognizing the Sentence Unit
3. Faulty Parallelism and Dangling or Misplaced Modifiers
4. Shifts in Subjects and Verbs and Incomplete Constructions
5. Verbs
6. Pronouns and Case of Pronouns
7. Subject-Verb Agreement
8. Mixed and Illogical Constructions
9. Modifiers, Confusion of Adjective and Adverb
10. Glossary of Usage
11. Commas and Semicolons
12. Punctuation (End) and Abbreviations
13. Dashes, Colons, and Parentheses
14. Use of Quotation Marks and Italics
15. Apostrophes
16. Capitalization
17. Hyphens

**Composition**

- A. Prewriting
- A1. Formulating the Thesis Statement
- B. Sources
- B1. Analogy
- B2. Classifications
- C. Patterns of Organization
- D. The Outline
- VII A. Expressing Ideas: Paragraphs—Compositions in Miniature
- VII B. Effective Sentences, Diction
- VIII A. Interpreting Literature—Package A, Biography
- VIII B. Interpreting Literature—Package B, Essays
- VIII C. The Lord of the Flies
- VIII D. Short Stories

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ENGLISH

**Author** William B. Wiley

**Institution** Riverside City College  
3650 Fairfax  
Riverside, Calif. 92506  
Phone: (714) 684-3240

**Title of Course** English 50A: Basic Composition

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Basic Sentence Correctness

153

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

161

**Subject** ENGLISH

**Author** George J. Wilkerson

**Institution** John Tyler Community College  
Chester, Va. 23831  
Phone: (703) 748-2221

**Title of Course** English 12: Freshman Composition

**Number of Packages  
in Instruction Unit** 8

**Title of Package(s)**

1. Introduction to Short Story Analysis
2. Imagery and Language
3. The Setting
4. Character
5. Point of View
6. The Plot
7. The Conclusion
8. Summary and Thesis

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## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	ENGLISH
<b>Author</b>	George J. Wilkerson
<b>Institution</b>	John Tyler Community College Chester, Va. 23831 Phone: (703) 748-2221
<b>Title of Course</b>	English 101, 111, Communications
<b>Number of Packages in Instruction Unit</b>	5
<b>Title of Package(s)</b>	1. Analogy and Example 2. Sign and Cause 3. Inference Making 4. Errors in Reasoning 5. Bypassing and Connotation

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ENGLISH

**Author** Arnold L. Wright

**Institution** Louisburg College  
Louisburg, N. C. 27549  
Phone: (919) 496-4101

**Title of Course** English Literature 221

**Number of Packages  
in Instruction Unit** 14

**Title of Package(s)**

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| 1. Introduction to Middle Ages      | 8. Topics in Medieval Literature     |
| 2. Beowulf                          | 9. Introduction to Sixteenth Century |
| 3. Chaucer                          | 10. Spenser                          |
| 4. Sir Gawaine and the Green Knight | 11. Shakespeare                      |
| 5. The Second Shepards' Play        | 12. John Donne                       |
| 6. Everyman                         | 13. John Milton                      |
| 7. Popular Ballads                  | 14. Jonathan Swift                   |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ENGLISH  
**Author** Arnold L. Wright  
**Institution** Louisburg College  
Louisburg, N. C. 27549  
Phone: (919) 496-4101

**Title of Course** English Literature 222

**Number of Packages  
in Instruction Unit** 11

**Title of Package(s)**

1. Introduction to the Romantic Period
2. William Wordsworth
3. Samuel Taylor Coleridge
4. John Keats
5. Topics in Romantic Literature
6. Introduction to Victorian Period
7. Charles Dickens
8. Thomas Hardy, Novelist
9. Robert Browning
10. Alfred Lord Tennyson
11. T. S. Eliot, Poet

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** ENGLISH  
**Author** James A. Williams  
**Institution** Louisburg College  
Box 935  
Louisburg, N. C. 27549  
Phone: (919) 496-4101  
**Title of Course** English 101, English Literature

**Number of Packages  
in Instruction Unit** 19

**Title of Package(s)**

- |                               |                          |
|-------------------------------|--------------------------|
| 1. Punctuation                | 11. Subordination        |
| 2. Process Theme              | 12. Classification Theme |
| 3. Fragments, Run-on, Splices | 13. Coherence            |
| 4. Description Theme          | 14. Definition Theme     |
| 5. Case                       | 15. Parallelism          |
| 6. Exemplifications Theme     | 16. Argumentation        |
| 7. Subject-Verb Agreement     | 17. Essays I             |
| 8. Contrast Theme             | 18. Essays II            |
| 9. Unity                      | 19. Essays III           |
| 10. Analogy Theme             |                          |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** ENGLISH  
**Author** Mary Jane Yarborough  
**Institution** Central Carolina Technical Institute  
Box 55, Kelly Drive  
Sanford, N.C. 27330  
Phone: (919) 775-5401  
**Title of Course** Beginning English

**Number of Packages  
in Instruction Unit** 16

**Title of Package(s)**

1. Reading a Paragraph
2. Using Context Clues
3. How to Use a Textbook
4. How to Read About Psychology
5. Learning Word Parts (2)
6. How to Read a Table of Contents
7. Using the Sounds of Language
8. How to Preview a Chapter
9. How to Read on Business Subjects
10. How to Read in Social Sciences
11. How to Use an Index
12. How to Read a "Pie" Chart
13. How to Read Diagrams and Charts
14. Pronouncing Words by Sound
15. How to Read a Newspaper
16. How to Read on Technical Subjects

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

167

**Subject** ENGLISH

**Author** John Clingman Young, Jr.

**Institution** Mitchell College  
Statesville, N.C. 28677  
Phone: (704) 872-3665

**Title of Course** English 101, 102

**Number of Packages  
in Instruction Unit** 10

**Title of Package(s)**

1. Spelling Skills—Using the Apostrophe
2. Capitalization, Hyphenation, Verb Agreement
3. Case Forms, Pronouns, Comparisons, Confused Words, Informal and Substandard Usage
4. Misused Modifiers, Pronoun Reference, Coherence, Parallelism
5. Mixed Sentence Structure, Fragments, Comma Splices and Fused Sentences, Commas (Three Rules)
6. Commas (Four Rules), Unnecessary Commas, Dashes and Parentheses
7. Enjoying Fiction—Short stories, Part I
8. Enjoying Fiction—Short stories, Part II
9. Exploring Drama and Reading Plays: Dramatic Criticism—Aristotle's *Poetics*
10. Library Skills—Using the *Book Review Digest*

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    ELEMNTARY FRENCH

**Author**                    Jane Harper

**Institution**                Tarrant County Junior College, NE  
828 Harwood Road  
Hurst, Texas 76053  
Phone: (817) 281-7860

**Title of Course**            French 1614, Elementary French I

**Number of Packages  
in Instruction Unit**        1

**Title of Package(s)**

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

169

**Subject** ELEMENTARY FRENCH

**Author** Jane Harper

**Institution** Tarrant County Junior College, NE  
828 Harwood Road  
Hurst, Tex. 76053  
Phone: (817) 281-7860

**Title of Course** French 1624, Elementary French II

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)**

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    **FRENCH**

**Author**                    **Joann Horton**

**Institution**               **Kittrell Junior College**  
**Kittrell, N.C. 27544**  
**Phone: (919) 492-2131**

**Title of Course**           **Beginning French**

**Number of Packages**  
**in Instruction Unit**       **12**

**Title of Package(s)**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Geography of France</li> <li>2. Articles &amp; Prepositions Used with Nouns</li> <li>3. The Uses of the Partitive</li> <li>4. Conjugation of Etre and Avoir, Present Indicative—<br/>Conjugation of Regular Verbs</li> <li>5. Numbers</li> <li>6. Word Order in Asking Questions</li> </ol> | <ol style="list-style-type: none"> <li>7. Interrogative, Demonstrative, and Possessive Adjectives</li> <li>8. Descriptive Adjectives</li> <li>9. Passe Compose of Regular Verbs</li> <li>10. Present Indicative of Second and Third Conjugations (Passe Compose Included)</li> <li>11. Personal Pronouns</li> <li>12. Possessive Pronouns, The Imperfect Tense, The Conditional Tense</li> </ol> |
|---|--|

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** FRENCH  
**Author** Leon J. Smith  
**Institution** Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course** Introduction to French

**Number of Packages  
in Instruction Unit** 10

**Title of Package(s)**

1. Introduction: The Gender of Nouns
2. The French -er- Verb
3. The Negative; Possessive Adjectives; Demonstrative Adjectives; Relative Pronouns
4. The French -ir- Verb
5. The Partitive Construction
6. The French -re- Verb
7. Direct and Indirect Object Pronouns
8. Basic Irregular Verbs: Etre, Aller, Faire, Avoir
9. The French Adjective
10. The French Reflexive Verb

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DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

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<b>Subject</b>	FRENCH
<b>Author</b>	Joann Horton
<b>Institution</b>	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
<b>Title of Course</b>	Intermediate French
<b>Number of Packages in Instruction Unit</b>	9
<b>Title of Package(s)</b>	1. Word Order and Negation 2. Cardinal Numbers; Hours and Dates 3. Pronouns, Objects, and the Imperative 4. Adjectives 5. Past Participles & the Passe Compose 6. Possessive Adjectives 7. The Partitive 8. Adverbs and Comparisons 9. The Future Tense

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** FRENCH

**Author** Rosemary Hyde Thomas

**Institution** Forest Park Community College  
5600 Oakland Avenue  
St. Louis, Mo. 63110  
Phone: (314) 644-3300

**Title of Course** Elementary and Intermediate French

**Number of Packages  
in Instruction Unit** 19

**Title of Package(s)**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Oral and Written Use of French Sounds Having Close English Equivalents</li> <li>2. Basic French Sentence Formulas I</li> <li>3. Basic French Sentence Formulas II</li> <li>4. Past, Present, and Future Verbs</li> <li>5. Basic Modifications and Replacements in French Sentences</li> <li>6. Oral and Written Use of French Sounds Having No Close English Equivalent</li> <li>7. Use and Replacement of French Adjectives and Adverbs I</li> <li>8. Use and Replacement of French Adjectives and Adverbs II</li> <li>9. Concept and Formation of Past Verbal Modes in French</li> <li>10. Differentiation and Use of Past Verbal Modes in French</li> </ol> | <ol style="list-style-type: none"> <li>11. Oral and Written Use of Compound French Sounds Having No Close English Equivalents</li> <li>12. Use of French Numerical Formulas and Indefinite Referent Pronouns</li> <li>13. Future Verbal Modes in French I</li> <li>14. Future Verbal Modes II</li> <li>15. French Adverbs of Time, Causality, Intensity, Amount</li> <li>16. Noun Phrase Substitutions—the French Determiner System</li> <li>17. Future Verbal Modes III</li> <li>18. Noun Phrase Substitutions II—French Pronouns</li> <li>19. Noun Phrase Substitutions III—French Pronouns</li> </ol> |
|--|--|

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	FRENCH
<b>Author</b>	Canzada Woods
<b>Institution</b>	John Tyler Community College P.O. Drawer "T" Chester, Va. 23831 Phone: (703) 748-2221
<b>Title of Course</b>	French 101, 102, 103
<b>Number of Packages in Instruction Unit</b>	4
<b>Title of Package(s)</b>	1. How to Tell Time in French 2. The Greetings and the Verb "Aller" 3. Weather: Using the Verb "Faire" 4. Self-Instructional Packages for Lessons 1-33

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## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

<b>Subject</b>	FRENCH
<b>Author</b>	Canzada Woods
<b>Institution</b>	John Tyler Community College P.O. Drawer "T" Chester, Va. 23831 Phone: (703) 748-2221
<b>Title of Course</b>	French 201, 202, 203
<b>Number of Packages in Instruction Unit</b>	200
<b>Title of Package(s)</b>	French, 200 packages on reflexive verbs, verbs that take "Etre," irregular verbs, pronouns, prepositions, etc.

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** GEOGRAPHY

**Author** Charles L. Sullivan

**Institution** Mississippi Gulf Coast Junior College  
P.O. Box 142  
Perkinston, Miss. 39573  
Phone: (601) 928-7211

**Title of Course** Geography (Introductory)

**Number of Packages  
in Instruction Unit** 17

**Title of Package(s)**

- I. Physical World
  1. Introduction
  2. Physical Environment
  3. The Controls of Climate
  4. Vegetation and Soils
  5. Water Resources
  6. Landforms
- II. Transition from Physical to Regional World
  7. Resources and Population
- III. Regional World
  8. Races, Regionalism, and Introduction to Europe
  9. British Isles and British Commonwealth
  10. Continental Europe: Scandinavia, the Benelux, and France
  11. Germany, the Shatterzone, and the Mediterranean Lands
  12. Soviet Union (USSR)
  13. Anglo-America
  14. Latin-America
  15. Asia
  16. Africa
  17. Australia

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** HEALTH EDUCATION

**Author** Robert McCray

**Institution** Columbia Basin College  
Pasco, Wash. 99301  
Phone: (509) 547-0511

**Title of Course** Health Education 100

**Number of Packages  
in Instruction Unit** 28

**Title of Package(s)**

- |                               |                                    |
|-------------------------------|------------------------------------|
| 1. Mental Illness             | 15. Love, Friendship, and Marriage |
| 2. Reaction to Stress         | 16. Air Pollution                  |
| 3. Academic Survival          | 17. Water Pollution                |
| 4. Alcohol                    | 18. Metropolitan Problems          |
| 5. Drugs                      | 19. Respiratory System             |
| 6. Bones and Muscles          | 20. Prejudice                      |
| 7. Decision Making            | 21. Circulatory System             |
| 8. Cancer                     | 22. Digestive System               |
| 9. Organ Transplant           | 23. Nervous System                 |
| 10. Health Quackery           | 24. The Eyes                       |
| 11. Nature of Sex             | 25. The Ears                       |
| 12. Pre-Marital Relationships | 26. Suicide                        |
| 13. Unplanned Parenthood      | 27. Rationalizing Sex Behavior     |
| 14. Venereal Disease          | 28. Guidelines for Sex Behavior    |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** HEALTH EDUCATION

**Author** Dorothy E. McKoy

**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Personal Hygiene

**Number of Packages  
in Instruction Unit** 8

**Title of Package(s)**

1. Definition of Health and Related Factors
2. Make-up of the Body
3. Skeletal System
4. Personal Appearance
5. Drug Use and Abuse
6. Sex Education
7. Mental Health
8. Alcohol and Alcoholism

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** HEALTH

**Author** Bernard Murphy and Richard Gilliland

**Institution** Santa Fe Junior College  
723 W. University Ave.  
Gainesville, Fla. 32601  
Phone: (904) 378-5311

**Title of Course**

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Audio-Tutorial Laboratory

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** HISTORY

**Author** Leslie Baskerville

**Institution** Kittrell College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** U. S. History—1865 to Present

**Number of Packages  
in Instruction Unit** 13

**Title of Package(s)**

- |                                     |   |
|-------------------------------------|---|
| 1. Civil War                        | 8. The Great Depression                 |
| 2. Reconstruction and the New South | 9. The Black Man Faces the 20th Century |
| 3. Black Power in Dixie             | 10. World War II                        |
| 4. The Rise of American Business    | 11. The Post War Years                  |
| 5. The Progressive Era              | 12. Civil Rights Movement               |
| 6. Expansion and Imperialism        | 13. 1968 Election                       |
| 7. World War I                      |   |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    **HISTORY**

**Author**                    **Leslie Baskerville**

**Institution**               **Kittrell Junior College**  
**Kittrell, N.C. 27544**  
**Phone: (919) 492-2131**

**Title of Course**           **Western Civilization**

**Number of Packages**  
**in Instruction Unit**      **15**

**Title of Package(s)**

- |  |   |
|--|---|
| 1. The Beginnings  | 7. Capitalism and 19th Century<br>Imperialism |
| 2. The Age of Discovery                                  | 8. World War I                                |
| 3. Revolutionary Ideas of the 16th<br>and 17th Centuries | 9. The Russian Revolution                     |
| 4. Revolutions of the 18th and<br>19th Centuries         | 10. The Rise of Dictators                     |
| 5. European Industrialization                            | 11. The Chinese Revolution                    |
| 6. Early Development of<br>Socialism and Communism       | 12. World War II                              |
|  | 13. The Nationalist Tradition                 |
|  | 14. Pan Africanism                            |
|  | 15. Civil Rights Movement                     |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                      WESTERN CIVILIZATION

**Author**                        Kenneth W. Dilda

**Institution**                 Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course**             Western Civilization 101

**Number of Packages  
in Instruction Unit**        13

**Title of Package(s)**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>1. Prehistory: The Origin and Development of Earth, Life, and Man from 4.5 Billion to 5,000 B.C.</li> <li>2. The First Civilizations</li> <li>3. The Greek Civilization</li> <li>4. The Roman Civilization: From Its Origins to 27 B.C.</li> <li>5. The Roman Empire: 27 B.C. to 476 A.D.</li> <li>6. The Byzantine Civilization</li> <li>7. The Muslim Civilization</li> <li>8. The Middle Ages: Political Conditions in Western Europe From the Fall of Rome to c. 1000 A.D.</li> </ul> | <ul style="list-style-type: none"> <li>9. The Middle Ages: The Rise of Nation-States</li> <li>10. The Middle Ages: The Role of the Catholic Church</li> <li>11. The Reformation</li> <li>12. The Renaissance</li> <li>13. Scientific, Social, Economic, Educational, and Cultural Achievements During the Middle Ages</li> </ul> |
|--|--|

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject** HISTORY  
**Author** Kenneth W. Dilda  
**Institution** Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course** Western Civilization 102

**Number of Packages  
in Instruction Unit** 15

**Title of Package(s)**

1. The Age of Exploration and Discovery
2. England: 1485-1783
3. France: 1498-1789
4. The French Revolution: 1789-1815
5. Russia Under the Czars
6. The Industrial Revolution
7. Socialism
8. The Unification of Italy
9. The Unification of Germany
10. Nineteenth Century Europe
11. World War I
12. Germany: 1919-1945
13. Soviet Union: 1917-1971
14. World War II
15. Post-War Europe

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## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** HISTORY

**Author** William H. Garner

**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** U. S. History 201

**Number of Packages  
in Instruction Unit** 11

**Title of Package(s)**

1. Major Study Skills
2. Background to Discovery of America
3. The Age of Discovery
4. The Thirteen English Colonies
5. New Tensions Strain Old Loyalties
6. The Revolutionary War
7. The Federal Union Created
8. Comparison of Jeffersonian and Jacksonian Democracy
9. The Abolitionist Movement
10. Manifest Destiny Accomplished
11. The Black Man in the Civil War

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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<b>Subject</b>	AMERICAN HISTORY
<b>Author</b>	John H. Gauntlett
<b>Institution</b>	John Tyler Community College Chester, Va. 23831 Phone: (703) 748-2221
<b>Title of Course</b>	American History I, II, III
<b>Number of Packages in Instruction Unit</b>	10
<b>Title of Package(s)</b>	American History (varies with period discussed)

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## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** HISTORY 101  
**Author** James Healy  
**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** World Civilization

**Number of Packages  
in Instruction Unit** 11

**Title of Package(s)**

1. Early Civilization
2. Greece
3. The Roman World
4. Feudalism and the Manorial System (500-1050)
5. "The Spread of Islam"
6. A Survey of Sub-Sahara Africa
7. A Survey of the Afro-Islamic Kingdom of West Africa
8. The Rise of Trade and Towns
9. Religion and Politics (1300-1500)
10. The Renaissance
11. The Reformation

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    HISTORY 102

**Author**                    James Healy

**Institution**                Kittrell Junior College  
    Kittrell, N.C. 27544  
    Phone: (919) 492-2131

**Title of Course**            World Civilization

**Number of Packages  
 in Instruction Unit**        15

**Title of Package(s)**

- |  |                                 |
|--|---------------------------------|
| 1. The Beginnings  | 8. World War I                  |
| 2. The Age of Discovery                                  | 9. The Russian Revolution       |
| 3. Revolutionary Ideas of the 16th<br>and 17th Centuries | 10. The Rise of Dictators       |
| 4. Revolutions of the 18th and<br>19th Centuries         | 11. The Chinese Revolution      |
| 5. Europe in Industrialization                           | 12. World War II                |
| 6. Early Development of<br>Socialism and Communism       | 13. The Nationalistic Tradition |
| 7. Capitalism and 19th Century<br>Imperialism            | 14. Pan Africanism              |
|  | 15. Civil Rights Movement       |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	HISTORY
<b>Author</b>	Stephen G. Herman
<b>Institution</b>	Mitchell College Statesville, N.C. 28677 Phone: (704) 872-3665
<b>Title of Course</b>	Civilization 101, 102
<b>Number of Packages in Instruction Unit</b>	18
<b>Title of Package(s)</b>	
1. What Is History?	12. Thought, and Absolute Monarchy
2. The Prehistoric Period	13. Development of Constitutional Monarchy (England)
3. The Advent of Civilization	14. Rise of Prussia and Russia as States
4. Greek Civilization	15. The Wars of the Despots
5. Rome	16. Rise of England as the Dominant Colonial Power
6. The Rise of Christianity/The Decline of Rome/The Germanic Migrations	17. The French Revolution
7. Byzantine Empire	18. Europe—1815 to 1914 (a topical unit surveying the major movements and trends of the period)
8. Moslem Civilization	
9. The Feudal Structure	
10. A Review Unit	
11. The Emergence of the Modern Age—Science	



**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    **HISTORY**

**Author**                    **Claude Moore**

**Institution**               **Mount Olive College**  
                                   **Mount Olive, N.C. 28365**  
                                   **Phone: (919) 658-2502**

**Title of Course**           **History of North Carolina**

**Number of Packages**  
**in Instruction Unit**       **14**

**Title of Package(s)**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. The Natural Setting and Native Peoples of North Carolina</li> <li>2. Exploration and Discoveries Along the Atlantic Coast and the Attempt at Settlement in North Carolina</li> <li>3. North Carolina Under the Lords Proprietors, 1663-1729</li> <li>4. Colonial Houses and Buildings in North Carolina</li> <li>5. The Coming of the Highlanders, Scotch-Irish and Germans, 1729-1775</li> <li>6. North Carolina Under Royal Rule, 1730-1776</li> <li>7. Agriculture, Industry, Slavery, Trade, and Transportation 1729-1776</li> </ol> | <ol style="list-style-type: none"> <li>8. Religious and Cultural Development of North Carolina, 1730-1776</li> <li>9. The Causes of the American Revolution</li> <li>10. North Carolina in the American Revolution</li> <li>11. North Carolina 1783-1800</li> <li>12. North Carolina During the Jefferson, Madison, and Monroe Administrations</li> <li>13. North Carolina Dominated by Planters, 1824-1835</li> <li>14. Progress in North Carolina, 1835-1860</li> </ol> |
|--|---|

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DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** HISTORY

**Author** J. Oscar Stradley

**Institution** Mitchell College  
Statesville, N.C. 28677  
Phone: (704) 872-3665

**Title of Course** United States History

**Number of Packages  
in Instruction Unit** 31

**Title of Package(s)**

- |   |  |
|---|--|
| 1. The New World Beginnings, and English Colonization             | 16. The Ordeal of Reconstruction   |
| 2. The Duel for North America                                     | 17. Grantism and Republican Rule, 1869-1880                              |
| 3. The Road to Revolution   | 18. Personalities, Politics, and Reform, 1880-1889                       |
| 4. America Secedes from the Empire                                | 19. Industry, and New Social and Cultural Horizons, 1865-1900            |
| 5. The Confederation and the Constitution                         | 20. The Agricultural Revolution, and the Revolt of the Debtor, 1865-1900 |
| 6. The Federalist, and Jeffersonian Democracy                     | 21. The Path of Empire, 1899-1909  |
| 7. Madison and the Upsurge of Nationalism                         | 22. Roosevelt and Taft   |
| 8. The Emergence of Jacksonian Democracy                          | 23. Woodrow Wilson and the Road to World War I                           |
| 9. Jacksonian Democracy, and Manifest Destiny                     | 24. The War to End War, 1917-1918  |
| 10. The Revolution in Industry and Transportation, 1790-1860      | 25. Making and Breaking the Peace—and the Mirage of Normalcy             |
| 11. Population, Religion, Education, and Social Reform, 1790-1860 | 26. The Jazz Age and the Onset of the Depression                         |
| 12. Slavery, and the Sectional Struggle                           | 27. The New Deal and Foreign Affairs                                     |
| 13. Drifting Toward Disunion, 1854-1861                           | 28. America in World War II  |
| 14. The War for Southern Independence                             | 29. Truman and the Cold War  |
| 15. Behind the Lines: North and South                             | 30. Korea and the Eisenhower Era   |
|   | 31. New Frontiersmen and the Potomac                                     |

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## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** DIET MODIFICATIONS  
**Author** Sister Jane Frances Lamm  
**Institution** Presentation College  
Aberdeen, S.D. 57401  
Phone: (605) 255-0420

**Title of Course** Diet Modifications

**Number of Packages  
in Instruction Unit** 13

**Title of Package(s)**

- |   |                                  |
|---|----------------------------------|
| 1. Acid Base Balance of the Body<br>and Dietary Modifications             | 6. Normal Nutrition              |
| 2. Children's Diets   | 7. Nutrition for Older Americans |
| 3. Diet Modifications for Cardiac<br>Conditions Due to<br>Atherosclerosis | 8. Pre-Maternal Nutrition        |
| 4. Hospital Diets, Less Frequently<br>Used Diets                          | 9. Gastro-Intestinal Diseases    |
| 5. Minerals and Dietary<br>Modifications                                  | 10. Lipids                       |
|   | 11. Obesity                      |
|   | 12. Diabetes                     |
|   | 13. Sodium                       |

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12-5

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** NUTRITION

**Author** Sister Jane Frances Lamm, Sister Scholastica Lemmer

**Institution** Presentation College  
Aberdeen, S.Dak. 57401  
Phone: (605) 255-0420

**Title of Course** Food Sanitation

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Food Sanitation: A World Problem

206

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** HOME ECONOMICS

**Author**

**Institution** Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course** Child Care

**Number of Packages  
in Instruction Unit** 6

**Title of Package(s)**

1. Your Food Dollars
2. Planning for Spending
3. Maintaining Your Home
4. Beautifying the Setting
5. Childproofing Your Home
6. Shopping for Bargains

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

195

**Subject** HOME ECONOMICS

**Author**

**Institution** Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course** General Home Economics

**Number of Packages  
in Instruction Unit** 6

**Title of Package(s)**

1. Let Washday Sparkle
2. Let It Rain
3. Eye-Foolers
4. Shop-Wise Appliance Guide
5. Super Food Shopper
6. Happy Mealtimes

2108

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	HOME ECONOMICS
<b>Author</b>	Connie Warch
<b>Institution</b>	Fullerton Junior College 321 E. Chapman Fullerton, Calif. 92634 Phone: (714) 871-8000
<b>Title of Course</b>	Clothing 1A
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Clothing Video-tape Series

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** HOME ECONOMICS-SEWING

**Author** Connie Warch

**Institution** Fullerton Junior College  
321 E. Chapman  
Fullerton, Calif. 92634  
Phone: (714) 871-8000 or (714) 630-2797

**Title of Course** "The Connie Warch Sewing Series"

**Number of Packages  
in Instruction Unit** 26

**Title of Package(s)**

- |   |  |
|---|--|
| 1. Preview, Equipment, Alterations, Miniature Dress Pattern in Workbook | 15. Cutting, Snipping, Marking, Underlining, Lining, and Tailor Basting  |
| 2. Preparing Fabric, Pattern Layout, Pinning, Cutting                   | 16. Stay-Stitching, Darts, Hand-Picked Zipper  |
| 3. Snipping, Marking, Tailor Basting                                    | 17. Fitting Skirt with Grosgrain Ribbon; Final Stitching Side Seams, Seam Finishes, Lining                             |
| 4. Stay-Stitching, Darts, Professional Pressing                         | 18. Attaching Lining, Grosgrain Waistband  |
| 5. Shoulder Seams, Neck Facings   | 19. Skirt Hook and Eye, Hem, Skirt Evaluation  |
| 6. Collars  | 20. Selecting Fabrics and Patterns for a Dress   |
| 7. Completing the Neckline, Catch-Stitch Hem                            | 21. Altering Your Dress for a Perfect Fit  |
| 8. Setting-In a Sleeve, Vertical Hem                                    | 22. Various Methods for Sewing a Dress Together  |
| 9. Setting-On a Sleeve, Seam Finishes                                   | 23. Designer Details for the \$500.00 Look   |
| 10. Preparing the Skirt, Tailors Hem, Machine Hem                       | 24. Bound Buttonholes, Hand-Worked Buttonholes   |
| 11. Attaching the Skirts and Bodice                                     | 25. Applying the First 24 Lessons to Other Garments: Children's Clothes, Men's Clothes, Fitting and Constructing Pants |
| 12. The Simple Single-Flap Zipper, Finishing Details; Dress Evaluation  | 26. Applying the First 25 lessons to Knit Construction of Garments   |
| 13. Zippers! Zippers! Zippers!  |  |
| 14. Skirt Project Specifications, How to Alter a Skirt                  |  |

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** LIBRARY INSTRUCTION

**Author** Virginia Alleman, Mariana Grazaitis

**Institution** Golden West College                      Orange Coast College  
Huntington Beach, Calif. 92647      Costa Mesa, Calif. 92626  
Phone: (714) 892-7711                      Phone: (714) 834-5712

**Title of Course** How to Use the Reader's Guide

**Number of Packages  
in Instruction Unit** 21

**Title of Package(s)** How to Use the Reader's Guide

801



**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    **MATHEMATICS**

**Author**                     **Roy Lee Bass**

**Institution**               **Kittrell Junior College**  
**Kittrell, N.C. 27544**  
**Phone: (919) 492-2131**

**Title of Course**           **Math 101 : Elementary College Algebra**

**Number of Packages**  
**in Instruction Unit**       **23**

**Title of Package(s)**

- |   |  |
|---|--|
| 1. The Nature of Mathematics                        | 12. Verbal Problems: Consecutive and Age           |
| 2. Set Theory and Terminology                       | 13. Verbal Problems: Motion                        |
| 3. Symbols and Terms in Mathematics                 | 14. Verbal Problems: Geometric                     |
| 4. Properties of the Real Number System             | 15. Rectangular Coordinates                        |
| 5. Addition of Signed Numbers                       | 16. Graphs of Linear Functions                     |
| 6. Subtraction of Signed Numbers                    | 17. Slope of Linear Equations                      |
| 7. Multiplication of Signed Numbers                 | 18. Systems of Equations in Two Variables          |
| 8. Division of Signed Numbers                       | 19. Writing and Solving Equations in Two Variables |
| 9. Solving Equations by Using Operational Axioms    | 20. Multiplication of Polynomials                  |
| 10. Using the Distributive Axiom to Solve Equations | 21. Factoring Polynomials                          |
| 11. Verbal Problems: Number and Mixture             | 22. Algebraic Fractions                            |
|   | 23. Complex Fractions and Fractional Equations     |

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DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

201

**Subject** MATHEMATICS

**Author** Roy Lee Bass

**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Math 102: College Algebra

**Number of Packages  
in Instruction Unit** 10

**Title of Package(s)**

1. Radical Exponents and Complex Numbers
2. Quadratic Equations
3. Advanced Factoring and Applications

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** MATHEMATICS

**Author** Roy Lee Bass

**Institution** Kittrell College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Math 192, College Algebra

**Number of Packages  
in Instruction Unit** 5

**Title of Package(s)**

1. Quadratic Equations—Method of Solving
2. Radicals and Exponents
3. Matrices and Determinants
4. Logarithms
5. Graphs of Quadratic Equations

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

203

**Subject** MATHEMATICS

**Author** William B. Blanchard

**Institution** Chaffey College  
5885 Haven Ave.  
Alta Loma, Calif. 91701  
Phone: (714) 987-1737

**Title of Course** Math 5, Review of Arithmetic

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Review of Arithmetic

203

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** MATHEMATICS

**Author** William B. Blanchard

**Institution** Chaffey College  
5885 Haven Ave.  
Alta Loma, Calif. 91701  
Phone: (714) 987-1737

**Title of Course** Math 60, Basic Slide Rule

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Beginning Slide Rule

204

DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

205

**Subject** SLIDE RULE

**Author** Mrs. Arrie Boyd

**Institution** Midlands Technical Education Association  
Drawer Q  
316 Beltline Blvd.  
Columbia, S.C. 29205  
Phone: (803) 782-5471

**Title of Course** The Slide Rule

**Number of Packages  
in Instruction Unit** 4

**Title of Package(s)**

1. Reading of Scales - Multiplication
2. Division
3. Multiple Operations
4. Ratio and Proportion

208

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** MATHEMATICS

**Author** Ralph Brown, Jr.

**Institution** Southwest Virginia Community College  
Richlands, Va. 24641  
Phone: (703) 964-4028

**Title of Course** General College Math  
Introductory Math Analysis

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** General College Math III

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## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** MATHEMATICS

**Author** Caroline Castelloe

**Institution** Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course** Math 53, Intermediate Algebra

**Number of Packages  
in Instruction Unit** 13

**Title of Package(s)**

1. Sets of Numbers
2. Operations with Signed Numbers
3. Operations with Fractions
4. Properties of Real Numbers
5. Algebraic Expression: An Introduction
6. Exponents
7. Operations with Monomials
8. Operations with Polynomials
9. Special Products and Factoring
10. Linear Equations
11. Radicals
12. Quadratic Equations
13. Algebraic Fractions

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DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** MATHEMATICS

**Author** Caroline Castelloe

**Institution** Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course** Math 53, Intermediate Algebra

**Number of Packages  
in Instruction Unit** 14

**Title of Package(s)**

- |  |                                   |
|--|-----------------------------------|
| 1. Sets of Numbers   | tracting Roots of Monomials       |
| 2. Operations with Signed<br>Numbers                       | 8. Operations with Polynomials    |
| 3. Properties of Real Numbers                              | 9. Special Products and Factoring |
| 4. Algebra Expressions: An In-<br>troduction               | 10. Linear Equations              |
| 5. Addition and Subtraction of<br>Monomials                | 11. Radicals                      |
| 6. Exponents   | 12. Quadratic Equations           |
| 7. Multiplication, Division,<br>Raising to Powers, and Ex- | 13. Algebraic Fractions           |
|  | 14. Fractional Equations          |

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** TRADE MATHEMATICS

**Author** Henry Engman

**Institution** Columbia Basin Community College  
2600 N. Chase Avenue  
Pasco, Wash. 99301  
Phone: (509) 547-0511

**Title of Course** Trade Mathematics

**Number of Packages  
in Instruction Unit** 4

**Title of Package(s)** Math 124 - Basic Arithmetic  
Math 125 - Carpentry Math  
Math 126 - Machinists Math  
Math 127 - Basic Trigonometry

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    **MATHEMATICS**

**Author**                    **Jimmy Foster**

**Institution**               **Central Carolina Technical Institute**  
                                   Route 2, Box 55  
                                   Sanford, N.C. 27330  
                                   Phone: (919) 775-5401

**Title of Course**           **Math 1101**

**Number of Packages**  
**in Instruction Unit**       **24**

**Title of Package(s)**

- |   |  |
|---|--|
| 1. Adding and Subtracting Whole Numbers                 | 10. Percentage                             |
| 2. Multiplying and Dividing Whole Numbers               | 11. Percentage                             |
| 3. Adding and Subtracting Fractions (Like Denominators) | 12. Ratio                                  |
| 4. Adding and Subtracting of Mixed Numbers              | 13. Proportion                             |
| 5. Multiplying Fractions                                | 14. Pulley Speeds and Diameters            |
| 6. Division of Fractions                                | 15. Gear Trains                            |
| 7. Calculating Length of Bent Pieces of Metal           | 16. Exponents                              |
| 8. Adding and Subtracting Decimal Fractions             | 17. Square Roots                           |
| 9. Decimals   | 18. Areas of Squares and Rectangles        |
| 9a. Metric System                                       | 19. Areas of Parallelograms and Trapezoids |
|   | 20. Triangles                              |
|   | 21. Circles                                |
|   | 22. Cylinders                              |
|   | 23. Review                                 |

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## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** MATHEMATICS

**Author** Tyrone D. Gormley

**Institution** Burlington County Community Coliege  
Pemberton, N.J. 08068  
Phone: (609) 894-9311

**Title of Course** Intermediate Algebra - Mathematics 003

**Number of Packages  
in Instruction Unit** 8

**Title of Package(s)**

1. Fundamental Concepts
2. Polynomials
3. Rational Algebraic Expressions
4. Word Problems
5. First Degree Equations
6. Equations of Higher Degree, Complex Numbers
7. Functions, Graphs, and Inequalities
8. Exponents, Logarithms, and the Binomial Theorem

211A

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** MATHEMATICS

**Author** Tyrone D. Gormley

**Institution** Burlington County Community College  
Pemberton, N.J. 08068  
Phone: (609) 894-9311

**Title of Course** Math 114, Modern College Mathematics II

**Number of Packages  
in Instruction Unit** 7

**Title of Package(s)**

1. Fractions and Rational Numbers
2. Decimals and Real Numbers
3. Mathematical Systems
4. Nonmetric Geometry
5. Metric Geometry
6. Statistics
7. History and Philosophy of Mathematics

215

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

213

**Subject** MATHEMATICS

**Author** William Hemmer and Robert Evans

**Institution** Grossmont College  
8800 Grossmont College Drive  
El Cajon, Calif. 92020  
Phone: (714) 465-1700

**Title of Course** Math 105, Beginning Algebra

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Beginning Algebra

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** MATHEMATICS

**Author** William Hemmer and Robert Evans

**Institution** Grossmont College  
8800 Grossmont College Drive  
El Cajon, Calif. 92020  
Phone: (714) 465-1700

**Title of Course** Math 105, Beginning Algebra

**Number of Packages  
in Instruction Unit** 45

**Title of Package(s)**

- |   |   |
|---|---|
| Unit I Graphs and Relationships           | 21. What is a Proportion?                     |
| 1. Scale Reading                          | 22. Similar Figures and Proportion            |
| 2. Graph Reading                          | 23. Direct Variation, a Mask for Proportion   |
| 3. Scale Building                         | 24. Unit III Review                           |
| 4. Graph Building                         | Unit IV Linear Relationships                  |
| 5. Loosely Related Quantities             | 25. Reading and Graphing                      |
| 6. Using a Graph to Get Fast Answers      | 26. More about Slope                          |
| 7. Slope of a Line                        | 27. Linear Relationships; Graphic to Symbolic |
| 8. Uses of Slope                          | 28. Using a Linear Relationship               |
| 9. Units of Slope                         | 29. What's a Math Problem                     |
| 10. Using Relationships                   | 30. Graphing a Linear Equation                |
| 11. Unit I Review                         | 31. Breaking Even (Linear Systems)            |
| Unit II Direct Variation                  | 32. Linear Relationships, Verbal to Symbolic  |
| 12. The Relationship Defined              | 33. More on Linear Systems                    |
| 13. The Several Forms of the Relationship | 34. Unit IV Review                            |
| 14. Which Form is Best?                   | Unit V Quadratic Relationships                |
| 15. More on the Meaning and Use of Slope  | 35 through 40                                 |
| 16. From Rate to Relationship             | 41. Unit V Review                             |
| 17. The Units Game                        | Unit VI Exponential Relationships             |
| 18. A Constant Ratio                      | 42 through 44                                 |
| 19. Some Special Constant Ratios          | 45. Unit VI Review                            |
| 20. Unit II Review                        |   |
| Unit III Ratio and Proportion             |   |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

215

**Subject** MATHEMATICS

**Author**

**Institution** Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course** Elementary Algebra

**Number of Packages  
in Instruction Unit** 32

**Title of Package(s)**

1. Sets and Whole Numbers
2. Numerals and Binary Operations
3. Numeral Expressions and Order of Operations
4. Variables and Variable Expressions
5. Introduction to Equations
6. Properties of Whole Numbers: Part I
7. Properties of Whole Numbers: Part II
8. Whole Numbers Used as Exponents
9. The Set of Integers
10. Addition and Subtraction of Integers
11. Multiplication and Division of Integers
12. Simplifying Numerical Expressions Containing Integers
13. Simplifying Variable Expressions
14. The Fractional Form and Meaning of Rational Numbers
15. The Set of Real Numbers
16. Basic Properties of Fractional Expressions
17. Multiplication and Division of Fractional Expressions
18. Addition and Subtraction of Fractional Expressions
19. Introduction to Negative Exponents
20. Multiplication of Algebraic Expressions
21. Factoring Algebraic Expressions
22. Operations with Fractional Expressions
23. Solving Equations: First Degree and Quadratic
24. Solving Equations: Fractional and Absolute Values
25. Solving Inequalities
26. Introduction to Radicals and Fractional Exponents
27. Operations with Radical Expressions
28. Using the Quadratic Formula
29. Ordered Pairs and Graphing Linear Equations
30. Graphing Absolute Value and Quadratic Equations
31. Solving Systems of Linear Equations
32. Introduction to Relations and Functions

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** MATHEMATICS

**Author**

**Institution** Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course** Intermediate Algebra

**Number of Packages  
in Instruction Unit** 20

**Title of Package(s)**

- |   |  |
|---|--|
| 1. Introduction to Sets                     | 11. Relations and Functions                                |
| 2. Graphs of the Number Line                | 12. The Linear Functions                                   |
| 3. Review of Field Properties:<br>Part I    | 13. The Quadratic Function                                 |
| 4. Review of Field Properties:<br>Part II   | 14. Conic Sections   |
| 5. Factoring                                | 15. Inverse Functions                                      |
| 6. Fractions                                | 16. Exponential Functions                                  |
| 7. Exponents                                | 17. Properties of Logarithms                               |
| 8. Radicals                                 | 18. More on Solution Sets of<br>Equations and Inequalities |
| 9. Solution Sets of Linear<br>Equations     | 19. Determinants and Systems<br>of Linear Equations        |
| 10. Solution Sets of Quadratic<br>Equations | 20. Systems of Equations                                   |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	MATHEMATICS
<b>Author</b>	Jean Lesslie
<b>Institution</b>	Greenville Technical Education Center Box 5616, Sta. B Greenville, S.C. 29606 Phone: (803) 242-3170
<b>Title of Course</b>	Math I, Basic Mathematics
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	Addition with Dollars and Cents

218

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** MATHEMATICS

**Author** Robert O. Maier

**Institution** El Camino College  
Via Torrance, Calif. 90506  
Phone: (213) 321-1121

**Title of Course** Math 7, Elementary Probability and Statistics

**Number of Packages  
in Instruction Unit** 2

**Title of Package(s)** SID on Calculating Correlation Coefficient  
1. Instruction Package  
2. Check Point Package

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** DEVELOPMENTAL MATH PROGRAM - ARITHMETIC  
& ELEMENTARY ALGEBRA

**Author** Frances S. Mangan

**Institution** Meramec Community College  
Kirkwood, Mo. 63122  
Phone: (314) 966-3402

**Title of Course** Basic Math, Elementary Algebra

**Number of Packages  
in Instruction Unit** Arithmetic - 33  
Elementary Algebra - 18

**Title of Package(s)** Arithmetic for self-study  
Elementary Algebra for self-study

220

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** MATHEMATICS

**Author** Gene B. Mercer

**Institution** Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course** Math 103, College Algebra

**Number of Packages  
in Instruction Unit** 15

**Title of Package(s)**

1. Sets and Set Operations
2. Number Systems
3. Properties of the Real Number System
4. Functions
5. Solving Equations: Simple Equations, Fractional Equations, and Formulas
6. Solving Quadratic Equations by Factoring and the Quadratic Formula
7. Solving Equations Containing Radicals
8. Solving Inequalities
9. Solving Systems of Equations in Two Unknowns
10. Determinants and Cramer's Rule
11. Solving Systems of Equations in Three Unknowns
12. Linear Programming
13. Mathematical Induction
14. The Binomial Theorem
15. Arithmetic and Geometric Progressions

273

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** MATHEMATICS

**Author** Gene Mercer and Caroline Castelloe

**Institution** Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course** Math 104, Trigonometry

**Number of Packages  
in Instruction Unit** 13

**Title of Package(s)**

- |  |   |
|--|---|
| 1. The Six Trigonometric Functions                 | 8. Graphs of Trigonometric Functions      |
| 2. Trigonometric Function of Positive Acute Angles | 9. Inverse Trigonometric Functions        |
| 3. Applications of Trigonometry                    | 10. Trigonometric Identities              |
| 4. Vectors and Polar Coordinates                   | 11. Solving Trigonometric Equations       |
| 5. Finding Values of Functions of Any Angle        | 12. Special Trigonometric Formulas        |
| 6. Law of Sines and Cosine Law                     | 13. Complex Numbers in Trigonometric Form |
| 7. Measure of Angles in Terms of Radians           |   |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** MATHEMATICS

**Author** R. T. Roper, Jr.

**Institution** Greenville Technical Education Center  
Greenville, S.C. 29606  
Phone: (803) 496-4529

**Title of Course**

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Prime Numbers Under One Hundred

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** MATHEMATICS  
**Author** Ephraim G. Salins, Russell L. Fleury  
**Institution** Montgomery College  
Takoma Park, Md. 20012  
Phone: (301) 587-0415

**Title of Course** Algebra: An Individualized Course

**Number of Packages  
in Instruction Unit** 10

**Title of Package(s)**

1. Properties of Numbers
2. Operations with Polynomials
3. Translating Problems into Equations
4. Inequalities
5. Graphing
6. Special Products & Quadratics
7. The Real Numbers
8. Fractions & Fractional Equations
9. Functional Notation
10. Logarithms, Ratio, & Proportion

224

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** MATHEMATICS

**Author** Melborn N. Simmons

**Institution** Columbia Junior College  
P.O. Box 1849  
Columbia, Calif. 95310  
Phone: (209) 532-3141

**Title of Course** Elementary Mathematics

**Number of Packages  
in Instruction Unit** 3

**Title of Package(s)**

1. Basic Math
2. Elementary Algebra
3. Remedial Math

227

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

225

**Subject**                   MECHANICS & TRANSPORTATION

**Author**

**Institution**               Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course**           Airframe

**Number of Packages  
in Instruction Unit**       18

**Title of Package(s)**

- |  |  |
|--|--|
| 1. Wood Structures                       | 11. Aircraft Instrument Systems            |
| 2. Aircraft Covering                     | 12. Communication and Navigation Systems   |
| 3. Aircraft Finishes                     | 13. Aircraft Fuel Systems                  |
| 4. Sheet Metal Structures                | 14. Aircraft Electrical Systems            |
| 5. Welding                               | 15. Position and Warning Systems           |
| 6. Assembly and Rigging                  | 16. Ice and Rain Control Systems           |
| 7. Airframe Inspection                   | 17. Fire Protection Systems                |
| 8. Aircraft Landing Gear Systems         | 18. Return to Service Diversified Projects |
| 9. Hydraulic and Pneumatic Power Systems |  |
| 10. Cabin Atmosphere Control Systems     |  |

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** MECHANICS & TRANSPORTATION

**Author**

**Institution** Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course** Aviation Maintenance Technician General 1,2,3

**Number of Packages  
in Instruction Unit** 10

**Title of Package(s)**

- |                             |                                      |
|-----------------------------|--------------------------------------|
| 1. Mechanic's Privileges    | 7. Materials and Processes           |
| 2. Maintenance Publications | 8. Corrosion Control and<br>Cleaning |
| 3. Maintenance Forms        | 9. Ground Operation and<br>Servicing |
| 4. Aircraft Drawings        | 10. Basic Electricity                |
| 5. Weight and Balance       |                                      |
| 6. Fluid Lines and Fittings |                                      |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

227

**Subject** MUSIC  
**Author** Jim Davis  
**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Music Appreciation

**Number of Packages  
in Instruction Unit** 14

**Title of Package(s)**

1. Fundamental Notation
2. Music Texture
3. The Elements of Music
4. Chord Notation
5. Musical Form
6. Types of Musical Compositions
7. Listening for Form
8. Religious Music
9. Vocal Classifications
10. Music Periods and Composers
11. Black Americans in Music
12. Program and Absolute Music
13. African Music
14. African Chants and the Negro  
Spiritual and Gospel—A Com-  
parison

228

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** NURSING

**Author** Pauline C. Ashley

**Institution** A D Nursing  
Southeastern Community College  
Whitville, N.C. 28472  
Phone: (919) 642-7141

**Title of Course** Trends in Nursing

**Number of Packages  
in Instruction Unit** 6

**Title of Package(s)**

1. Education for Nursing
2. Fields of Work for the Technical Nurse
3. Organization for Patient Care and  
Supervision of Auxiliary Workers
4. Legislation and Legal Control of Nursing
6. The Future of Nursing Practice

34

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

229

**Subject** DRUG THERAPY

**Author** Irene Brown, Clotilde Pottebaum

**Institution** Meramec Community College  
Kirkwood, Mo. 63122  
Phone: (314) 966-3402

**Title of Course** Fundamentals of Nursing

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Drug Therapy

232

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** FUNDAMENTALS OF NURSING

**Author** Irene Brown, Clotilde Pottebaum, Suzanne Wyrick,  
Judith Shute

**Institution** Meramer Community College  
Kirkwood, Mo. 63122  
Phone: (314) 966-3402

**Title of Course** Fundamentals of Nursing

**Number of Packages  
in Instruction Unit** 10

**Title of Package(s)** Educational Objectives—Fundamentals of Nursing

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

231

**Subject** NURSING

**Author** Betty Haarstick

**Institution** College of the Desert  
43-500 Monterey Ave.  
Palm Desert, Calif. 92260  
Phone: (714) 346-8041

**Title of Course** Nursing I, Fundamentals of Nursing

**Number of Packages  
in Instruction Unit** 11

**Title of Package(s)**

1. Administration of Oral Medications
2. Application of Elastic Bandage
3. Application of a Scultetus Binder
4. Application of Sterile Gloves
5. Crutch Walking
6. Measurement of Arterial Blood Pressure
7. Measurement of Body Temperature
8. Measurement of Pulse
9. Measurement of Respirations
10. Needles
11. Syringes

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                   NURSING

**Author**

**Institution**           Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course**       Fundamentals of Nursing

**Number of Packages  
in Instruction Unit**   10

**Title of Package(s)**

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Introduction to Course        | 6. Metabolism               |
| 2. Communication                 | Part A: Elimination         |
| Part A: Medical                  | Part B: Nutrition and       |
| Part B: Interpersonal            | Oxygenation                 |
| 3. Safety                        | 7. Community Resources      |
| Part A: Physical, Environmental, | 8. Diagnosis                |
| and Medical Asepsis              | 9. Operative Care           |
| Part B: Surgical Asepsis         | Part A: Pre- and Intra-     |
| 4. Hygiene and Comfort           | Operative                   |
| Part A: Hygiene                  | Part B: Post-Operative      |
| Part B: Comfort                  | 10. Fluids and Electrolytes |
| 5. Activity, Rest plus Sleep     |                             |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

233

**Subject** NURSING OF ADULTS & CHILDREN  
**Author** Barbara Macy, Beverly Meyer, Kate Schejbal, Sue Petrovich  
**Institution** Meramec Community College  
Kirkwood, Mo. 63122  
Phone: (314) 966-3402

**Title of Course**

**Number of Packages  
in Instruction Unit** 16

**Title of Package(s)** Nursing of Adults & Children II

236

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** NUTRITION

**Author** Clotilde Pottebaum, Suzanne Wyrick

**Institution** Meramec Community College  
Kirkwood, Mo. 63122  
Phone: (314) 966-3402

**Title of Course** Fundamentals of Nursing

**Number of Packages  
in Instruction Unit** 4

**Title of Package(s)** Fundamentals of Nursing, Nutrition

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                   NURSING

**Author**                   Hazel J. Womble

**Institution**             Florida Junior College at Jacksonville  
Jacksonville, Fla. 32205  
Phone: (904) 781-5891

**Title of Course**         Fundamentals of Nursing

**Number of Packages  
in Instruction Unit**     13

**Title of Package(s)**

- |                                 |                                |
|---------------------------------|--------------------------------|
| 1. Enema Administration         | 8. New-Born Bath               |
| 2. Application of Ace Bandage   | 9. Fractional Urine Testing    |
| 3. Reading Clinical Thermometer | 10. Dressing Change            |
| 4. Handwashing                  | 11. Handling Sterile Equipment |
| 5. Measuring Fetal Heart Tones  | 12. Perineal Care              |
| 6. Eye Care of New-Born         | 13. Catheter Irrigation        |
| 7. Core Care of New-Born        |                                |

### DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** RELIGION

**Author** Odessa J. Ragland

**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Religion (Bible)

**Number of Packages  
in Instruction Unit** 18

**Title of Package(s)**

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| 1. A Proper Perspective of the Bible | 10. Spokesmen for Yahweh            |
| 2. A Crescent Cradle                 | 11. The Eighth Century Prophets     |
| 3. Holy History                      | 12. Prophets of the Seventh Century |
| 4. Exodus and Wanderings             | 13. Jeremiah                        |
| 5. The United Kingdom                | 14. Ezekiel                         |
| 6. The Divided Kingdom—Israel        | 15. Second—Isaiah                   |
| 7. The Divided Kingdom—Judah         | 16. Speaking Words of Wisdom        |
| 8. Exile and Return                  | 17. The Hebrew Hymnal               |
| 9. After Ezra                        | 18. Apocalyptic and Prophecy        |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

237

**Subject** RELIGION  
**Author** Odessa J. Ragland  
**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131  
**Title of Course** Religion (New Testament)

**Number of Packages  
in Instruction Unit** 18

**Title of Package(s)**

1. Between the Testaments
2. The Overall Structure of the New Testament
3. Jesus as a Teacher
4. Jesus as a Healer
5. The Causes of the Martyrdom of Jesus
6. The Beginnings of Christianity
7. Paul, The Man, The Apostle, The Prisoner
8. Epistles of the Second Missionary Journey: I & II Thessalonians and Galatians
9. Epistles of the Third Missionary Journey: I & II Corinthians
10. Romans
11. Letters From Prison: Philemon and Colossians
12. Letters From Prison: Ephesians and Philippians
13. The Pastoral Epistles
14. Writings From the Johannine Circle
15. Writings From the Johannine Circle
16. General Epistles: James and Jude
17. I and II Peter
18. Letters During Times of Ordeal: Hebrews and Revelations

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** SCUBA AND SKIN DIVING

**Author** Richard R. Hakes

**Institution** Tarrant County Junior College, NE  
828 Harwood Road  
Hurst, Tex. 76053  
Phone: (817) 281-7860

**Title of Course** Scuba and Skin Diving

**Number of Packages  
in Instruction Unit** 4+

**Title of Package(s)**

1. Diving Diseases
2. Air Embolism
3. Decompression
4. Repetitive Dive Charts

One to be written on Diving Physics

241

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** PHYSICAL EDUCATION

**Author** Dorothy E. McKoy

**Institution** Kittrell Junior College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Physical Education

**Number of Packages  
in Instruction Unit** 10

**Title of Package(s)**

- |                           |                         |
|---------------------------|-------------------------|
| 1. Conditional Exercises  | 6. Volleyball           |
| 2. Touch Football         | 7. Stunts and Tumbling  |
| 3. Speedball              | 8. Gymnastics           |
| 4. Soccer                 | 9. Softball 101 and 202 |
| 5. Basketball 101 and 201 | 10. Tennis              |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    PHYSICAL EDUCATION

**Author**                    Jack Pirkey

**Institution**                Tarrant County Junior College  
Fort Worth, Tex. 76102  
Phone: (817) 336-7851

**Title of Course**            Health Concepts of Physical Activity

**Number of Packages  
in Instruction Unit**        10

**Title of Package(s)**

1. Importance of Physical Activity in a Contemporary Society
2. What is Physical Fitness?
3. Your Heart and Bloodstream
4. How to Have a Heart Attack
5. The Heart and Activity
6. Activity and Its Relationship to Weight Control
7. Tension and Relaxation
8. Strength Development
9. Programs of Exercise
10. Aerobics

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** PHYSICAL EDUCATION

**Author** Danny M. Wilder

**Institution** Kittrell College  
Kittrell, N.C. 27544  
Phone: (919) 492-2131

**Title of Course** Physical Education

**Number of Packages  
in Instruction Unit** 13

**Title of Package(s)**

- |                        |                          |
|------------------------|--------------------------|
| 1. Touch Football      | 8. Basketball (201)      |
| 2. Basketball (101)    | 9. Badminton             |
| 3. Soccer              | 10. Tennis               |
| 4. Volleyball          | 11. Gymnastics           |
| 5. Stunts and Tumbling | 12. Softball (202)       |
| 6. Softball (102)      | 13. Conditional Exercise |
| 7. Speedball           |                          |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** NATURAL RESOURCES

**Author** Ross A. Carkeet, Jr.

**Institution** Columbia Junior College  
P. O. Box 1849  
Columbia, Calif. 95310  
Phone: (209) 532-3141

**Title of Course** Conservation of Natural Resources

**Number of Packages  
in Instruction Unit** 5

**Title of Package(s)**

1. Man's Natural Environment, Part I
2. Man's Natural Environment, Part II
3. Natural Resource Universities
4. The State of our Environment, Part I
5. The State of our Environment, Part II
6. Campus Ecology
7. Dichotomous Key, Cone Lab



**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                      PHYSICAL SCIENCE

**Author**                         Robert McDonald

**Institution**                    Columbia Junior College  
    P.O. Box 1849  
    Columbia, Calif. 95310  
    Phone: (209) 532-3141

**Title of Course**                Physical Geology

**Number of Packages  
 in Instruction Unit**            14

**Title of Package(s)**

1. Energy	8. Running Water
2. Matter	9. Glaciation
3. The Earth's Place in the Universe	10. Arid Environments
4. Minerals	11. Oceans and Shorelines
5. Igneous Rock and Volcanic Ac- tivities	12. Mountains and Mountain Building
6. Sedimentary Rocks and Processes	13. Earthquakes and Tectonic Ac- tivity
7. Metamorphic Rocks and Processes	14. Continental Drift (New Global Tectonics)

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

245

**Subject**                    PHYSICAL SCIENCE

**Author**                     Robert McDonald

**Institution**                Columbia Junior College  
P.O. Box 1849  
Columbia, Calif. 95310  
Phone: (209) 532-3141

**Title of Course**            Survey of Earth Science

**Number of Packages  
in Instruction Unit**        19

**Title of Package(s)**

- |   |                                     |
|---|-------------------------------------|
| 1. Introduction to Astronomy                            | 10. Energy                          |
| 2. Light and Optical Instruments                        | 11. Matter                          |
| 3. The Solar System-Origin and Structure                | 12. Rock types                      |
| 4. The Sun  | 13. Minerals                        |
| 5. Stars: Their Physical Properties and Characteristics | 14. Volcanic Activity               |
| 6. Classification of Stars                              | 15. Running Water                   |
| 7. Galaxies   | 16. Mountains and Mountain Building |
| 8. Theories on the Creation of the Universe             | 17. Tectonic Activity               |
| 9. Life in the Universe                                 | 18. Continental Drift               |
|   | 19. Historical Geology              |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	PHYSICS
<b>Author</b>	Roy Lee Bass
<b>Institution</b>	Kittrell Junior College Kittrell, N.C. 27544 Phone: (919) 492-2131
<b>Title of Course</b>	College Physics
<b>Number of Packages in Instruction Unit</b>	10
<b>Title of Package(s)</b>	The Structure and Properties of Matter Kinematics: the Description of Motion

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	PHYSICS
<b>Author</b>	Robert A. Carmen
<b>Institution</b>	Santa Barbara City College 721 Cliff Drive Santa Barbara, Calif. 93105 Phone: (805) 965-0581
<b>Title of Course</b>	
<b>Number of Packages in Instruction Unit</b>	2
<b>Title of Package(s)</b>	1. Numbers and Units for Physics 2. A Programed Introduction to Vectors



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**Subject**                   PHYSICS

**Author**

**Institution**               Lane Community College  
Eugene, Ore. 97405  
Phone: (503) 747-4501

**Title of Course**           Physics

**Number of Packages  
in Instruction Unit**       5

**Title of Package(s)**      1. Measurement Systems, Motion, Gravity  
                                  2. Energy: Work and Power  
                                  3. Heat: Gases and Fluids  
                                  4. Waves: Sound and Light  
                                  5. Electricity and Magnetism

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                   PHYSICS

**Author**                    Mary S. Taube

**Institution**               Santa Fe Junior College  
723 W. University Ave.  
Gainesville, Fla. 32601  
Phone: (904) 378-5311

**Title of Course**

**Number of Packages  
in Instruction Unit**       7

**Title of Package(s)**      1. Equilibrium (a Study of Vectors)  
2. Forces Due to Friction  
3. How to Divide Using a Slide Rule  
4. How to Multiply Using a Slide Rule  
5. How to Read Squares and Cubes from  
a Slide Rule  
6. How to Read a Value from a Slide Rule  
7. Measuring Instruments



**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** LAW ENFORCEMENT/ADMINISTRATION OF JUSTICE

**Author** Derald D. Hunt

**Institution** Golden West College  
Huntington Beach, Calif. 92647  
Phone: (714) 892-7711

**Title of Course** Calcop I

**Number of Packages  
in Instruction Unit** 26

**Title of Package(s)**

- |   |  |
|---|--|
| 1. Searches Incident to Arrest                          | 14. Right to Remain Silent                                   |
| 2. People V. Edgar                                      | 15. Probable Cause   |
| 3. Neutral Inquirer                                     | 16. Temporary Detention: Rational                            |
| 4. Admissions to Parents by<br>Suspect in Custody       | 17. Miranda Revisited  |
| 5. Conversation Between an Of-<br>ficer and a Defendant | 18. The Fourth Amendment and<br>Search of Trash Cans         |
| 6. Search Following Arrest of a<br>Fugitive             | 19. Parole Officers and Searches                             |
| 7. Stop and Frisk                                       | 20. Search and Seizure: Consent<br>by Landowner              |
| 8. Sibron V. New York                                   | 21. Searches Incidental to Arrest                            |
| 9. Probable Cause for Arrest                            | 22. Plain Sight Rule   |
| 10. Probable Cause and Citizen In-<br>formants          | 23. Vehicle Inspection for<br>Registration                   |
| 11. Probable Cause and Citizen In-<br>formants          | 24. Unannounced Entry of a<br>Residence                      |
| 12. Blood Tests   | 25. Search by Private Individuals                            |
| 13. Search Incidental to Arrest                         | 26. Hearsay Rule Exceptions and<br>Privileged Communications |

## DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS

**Subject** AMERICAN GOVERNMENT

**Author** Kenneth W. Dilda

**Institution** Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course** American Government 201

**Number of Packages  
in Instruction Unit** 11

**Title of Package(s)**

1. Introduction to American Government	6. The Electoral Process
2. The Origins of American Government	7. Political Parties and Party Politics
3. The Constitution	8. Congress
4. Federalism	9. The Federal Judiciary
5. Civil Rights	10. The Presidency
	11. American Foreign Policy

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** PSYCHOLOGY

**Author** Larry D. Barnes

**Institution** Genesee Community College  
Batavia, N.Y. 14020  
Phone: (716) 343-0055

**Title of Course** Psychology 101, General Psychology

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Introduction to Psychology

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255

**Subject** PSYCHOLOGY

**Author** Virginia L. Blackburn

**Institution** Columbia Junior College  
P.O. Box 1849  
Columbia, Calif. 95310  
Phone: (209) 532-3141

**Title of Course** General Psychology

**Number of Packages  
in Instruction Unit** 16

**Title of Package(s)**

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** PSYCHOLOGY

**Author** Jane Dallinger

**Institution** Los Angeles Pierce College  
6201 Winnetka Ave.  
Woodland Hills, Calif. 91364  
Phone: (213) 347-0551

**Title of Course** Psychology 2, Physiological Psychology

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)** Physiological Psychology

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**Subject** PSYCHOLOGY

**Author** Edward B. Hibler

**Institution** Fresno City College  
Fresno, Calif. 93704  
Phone: (209) 264-4721

**Title of Course** Psychology 7, General Psychology  
Sociology 32, Family Life Education

**Number of Packages  
in Instruction Unit** 1

**Title of Package(s)**

260

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** PSYCHOLOGY

**Author** Carol C. Hughes

**Institution** John Tyler Community College  
Chester, Va. 23831  
Phone: (703) 748-2221

**Title of Course** Psychology 201  
Psychology 202  
Psychology 203

**Number of Packages  
in Instruction Unit** 19

**Title of Package(s)** Introduction to Psychology

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<b>Subject</b>	PSYCHOLOGY
<b>Author</b>	James R. Marks
<b>Institution</b>	West Los Angeles College 4800 Freshman Drive Culver City, Calif. 90230 Phone: (213) 836-7110
<b>Title of Course</b>	Psychology 22, Reading and Study Skills
<b>Number of Packages in Instruction Unit</b>	1
<b>Title of Package(s)</b>	How to Use Programed Materials

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** PSYCHOLOGY  
**Author** Richard Lyon Morgan  
**Institution** Mitchell College  
Statesville, N.C. 28677  
Phone: (704) 872-3665  
**Title of Course** Psychology 101

**Number of Packages  
in Instruction Unit** 26

**Title of Package(s)**

1. Introduction to Psychology
2. Schools of Psychology
3. Sigmund Freud's View of Personality
4. Psychosocial Views of Personality Development
5. Group Dynamics
6. Motivation
7. Emotions
8. Stress
9. T Groups
10. Theories of Learning
11. Classical and Operant Conditioning
12. Perception
13. Racism
14. Approaches to Behavior: Adler, Jung, Rank
15. Approaches to Behavior: Frankl, Fromm, Maslow
16. Sex
17. Drugs
18. ESP
19. Humanizing Mental Illness
20. Psychotherapy
21. Mental Hospitals
22. Individuals in a Group
23. Ginott's Approach to Child Development
24. Youth and the 1970s
25. Jean Piaget's View of Children's Intelligence
26. Three Forces in Psychology

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**Subject** PSYCHOLOGY

**Author** Richard Lyon Morgan

**Institution** Mitchell College  
P.O. Box 878  
Statesville, N.C. 28677  
Phone: (704) 872-3665

**Title of Course** Psychology: An Individualized Course, Revised Edition

**Number of Packages  
in Instruction Unit** 18

**Title of Package(s)**

- |   |  |
|---|--|
| 1. Introduction to Psychology                       | 9. Emotions and Stress                   |
| 2. Five Schools of Psychology                       | 10. Theories of Learning                 |
| 3. Freud's Theories of Personality Development      | 11. Child and Adolescent Psychology      |
| 4. Psychosocial Theories of Personality Development | 12. Sex                                  |
| 5. Motivation                                       | 13. Aggression                           |
| 6. Groups   | 14. Defense Mechanisms and Psychotherapy |
| 7. Perception and Cognition                         | 15. Humanizing Mental Illness            |
| 8. Classical and Operant Conditioning               | 16. Social Problems                      |
|   | 17. Youth and the 1970s                  |
|   | 18. The Third Force in Psychology        |

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	INTRODUCTION TO PSYCHOLOGY
<b>Author</b>	Robert M. Platt
<b>Institution</b>	Tarrant County Junior College, South Campus Fort Worth, Tex. 76119 Phone: (817) 534-4861
<b>Title of Course</b>	Introduction to Psychology
<b>Number of Packages in Instruction Unit</b>	13
<b>Title of Package(s)</b>	Persons and Ideas in Psychology

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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<b>Subject</b>	SOCIAL SCIENCES
<b>Author</b>	Standley Claussen and Donald Shannon
<b>Institution</b>	Grossmont College 8800 Grossmont College Drive El Cajon, Calif. 92020 Phone: (714) 465-1700
<b>Title of Course</b>	History of American Civilization
<b>Number of Packages in Instruction Unit</b>	2
<b>Title of Package(s)</b>	1. Exploration and Settlement 2. Puritan Strain

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                    SOCIOLOGY

**Author**                    Louis A. Brown

**Institution**                Mitchell College  
 Statesville, N.C. 28677  
 Phone: (704) 872-3665

**Title of Course**            Introduction-Sociology  
 Introduction-Anthropology

**Number of Packages  
 in Instruction Unit**        20

**Title of Package(s)**

- |   |  |
|---|--|
| 1. Introduction—Field of Sociology              | 10. Class and Caste                    |
| 2. The Organism and Its Physical Environment    | 11. Mobility in America                |
| 3. Society                                      | 12. American Minorities                |
| 4. Interaction—The Social Process               | 13. Modern Community Trend             |
| 5. The Universality of Culture                  | 14. The Division of Labor              |
| 6. The Variability of Culture                   | 15. The Family: Comparative View       |
| 7. The Organism Becomes a Person: Socialization | 16. Marriage and the Family in America |
| 8. The Structure and Unity of Personality       | 17. Religion                           |
| 9. Population                                   | 18. Religion in America                |
|   | 19. American Economic Order            |
|   | 20. American Political Order           |

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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**Subject**                    SOCIOLOGY

**Author**                    Robert A. Butler

**Institution**                Louisburg College  
P.O. Box 786  
Louisburg, N.C. 27549  
Phone: (919) 496-4101

**Title of Course**            Sociology: An Individualized Course

**Number of Packages  
in Instruction Unit**        9

**Title of Package(s)**        1. Introduction to Sociology  
2. Culture  
3. Socialization  
4. Organization  
5. Collective Behavior  
6. Stratification  
7. Urbanization  
8. Population  
9. Social Change

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	SOCIOLOGY
<b>Author</b>	William H. Garner
<b>Institution</b>	Kittrell Junior College Kittrell, N.C. 25744 Phone: (919) 492-2131
<b>Title of Course</b>	Sociology 201
<b>Number of Packages in Instruction Unit</b>	10
<b>Title of Package(s)</b>	<ol style="list-style-type: none"><li>1. The Science of Sociology</li><li>2. History and Development of Sociology</li><li>3. The Nature of Culture</li><li>4. The Structure of Culture</li><li>5. Personality and Self Identification</li><li>6. Social Role</li><li>7. Social Control and Social Deviation</li><li>8. The Family</li><li>9. Race and Ethnic Relations</li><li>10. Social Class</li></ol>

**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject**                                **SOCIOLOGY**

**Author**                                **Charles L. Sapp**

**Institution**                            **Mount Olive College**  
**Mount Olive, N.C. 28365**  
**Phone: (919) 658-2502**

**Title of Course**                        **Introduction to Sociology 201**

**Number of Packages**  
**in Instruction Unit**                    **12**

**Title of Package(s)**

1. Introduction to Sociology	7. Social Processes
2. The Nature of Culture	8. Social Power
3. The Nature of Culture	9. Collective Behavior
4. Personality and Socialization	10. Social and Cultural Change
5. Roles and Status	11. Population
6. Groups and Associations	12. Pollution

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

**Subject** SOCIAL PROBLEMS

**Author** Charles L. Sapp

**Institution** Mount Olive College  
Mount Olive, N.C. 28365  
Phone: (919) 658-2502

**Title of Course** Social Problems 202

**Number of Packages  
in Instruction Unit** 10

**Title of Package(s)**

1. The Nature of Social Problems
2. Juvenile Delinquency
3. Juvenile Delinquency
4. Pollution
5. Population
6. Crime
7. Group Prejudice
8. The Family
9. Education as a Social Problem
10. Religious Conflicts in America

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

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<b>Subject</b>	SPANISH
<b>Author</b>	Juan R. Franco and Allen C. Donaho
<b>Institution</b>	Tarrant County Junior College, NE 828 Harwood Road Hurst, Tex. 76053 Phone: (817) 281-7860
<b>Title of Course</b>	Elementary Spanish Intermediate Spanish
<b>Number of Packages in Instruction Unit</b>	12
<b>Title of Package(s)</b>	Elementary Spanish I & II Intermediate Spanish I & II

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**DIRECTORY OF SELF-INSTRUCTIONAL MATERIALS**

<b>Subject</b>	SPEECH
<b>Author</b>	Ron Adler
<b>Institution</b>	Grossmont College 8800 Grossmont College Drive El Cajon, Calif. 92020 Phone: (714) 465-1700
<b>Title of Course</b>	Elementary Speech
<b>Number of Packages in Instruction Unit</b>	3
<b>Title of Package(s)</b>	Effective Listening

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**Subject** TECHNOLOGY

**Author** David C. Bryenton

**Institution** Burlington County College  
Pemberton-Browns Mills Rd.  
Pemberton, N.J. 08068  
Phone: (609) 894-9311

**Title of Course**

**Number of Packages  
in Instruction Unit** 2

**Title of Package(s)** 1. Statics and Strength of Materials  
2. Structures (Steel Buildings)

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### MOUNT SAN JACINTO COLLEGE

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 21400 Highway 79  
 Gilman Hot Springs, Calif. 92340  
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#### 1. Automotive

##### *Auto Body*

- |   |   |
|---|---|
| AB O-2A Auto Body Safety                            | AT F-4A Master Cylinder Service<br>(no worksheet)                   |
| AB G-1 Body and Frame Construction                  | AT F-5A Drum Lathe Operation  |
| AB H-1 Windshield Replacement                       | AT F-6A Brake Shoe Grinder  |
| AB I-1 Roughing and Alignment                       | AT J-1A The Four Stroke Cycle Engine                                |
| AB J-2A Solder Repair                               | AT J-5A Cooling System Service                                      |
| AB J-3A Plastic Filler Repair                       | AT J-10A Valve Service—<br>Disassembly and<br>Inspection Procedures |
| AB K-1 Shrinking Metal                              | AT J-10B Valve Service—Facing<br>and Rocker Arm Service             |
| AB M-1 Frame Damage Analysis<br>and Correction      | AT J-10C Valve Service—Seating<br>and Assembly Procedure            |
| AB N-1 Painting Equipment                           | AT L-11A P.C.V. Systems—<br>Operation and Service                   |
| AB N-2 Paint Preparation                            | AT L-11B Exhaust Emission Control,<br>Air Injection                 |
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| AT C-5A Oxy-Acetylene Equipment<br>Set-Up Procedure | AT M-46A Alternator—Disassembly<br>and Rotor Testing                |
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| AT E-2B Pre-Alignment Chucks                        | AT M-46C Alternator—Bearing<br>Replacement and Assembly             |
| AT E-2C John Bean Visualiner                        | AT M-50A How to Use a Sun<br>Distributor Tester                     |
| AT E-3A Static Wheel Balance                        | AT M-52A How to Use a Portable<br>Tach-Dwell Meter                  |
| AT E-3B On the Car Wheel<br>Balance                 |   |
| AT E-3C Off the Car Dynamic<br>Wheel Balance        |   |
| AT F-2A Bendix Brake Service (no<br>worksheet)      |   |
| AT F-3A Wheel Cylinder Service<br>(no worksheet)    |   |

- AT M-55A Ignition Scope Secondary  
Waveform
- AT M-55B Analyzing Secondary  
Scope Patterns
2. Biology
- BIO 1-1 Basic Aspects of  
Molecular Biology
3. Business
- Accounting*
- AC 1-1 How to Use the  
Accounting Equation
- AC 1-2 Debits and Credits
- AC 1-3 How to Journalize
- AC 1-4 How to Post Journal En-  
tries
- AC 1-5 Adjusting Entries
- AC 1-6 The Trial Balance
- AC 1-7 The Worksheet
- Clerical*
- B 1-1 All About Banks
- B 1-2 Savings and Loans
- B 1-3 Checking Accounts
- B 1-4 Reconciliation
- B 1-5 Interest Rates on Loans
- C 1-1 Carbon Duplication
- C 1-2 Spirit Duplication
- C 1-3 Stencil Duplication
- C 2-4 Computing the Payroll  
and Writing the Payroll  
Check
- C 3-5 The Sales Slip
- C 4-6 How to Operate the Ten-  
Key Adding Machine
- SE 1-1 Transcription Machines  
That Use a Belt
- SE 1-2 Learning to Transcribe  
Business Correspon-  
dence
- SE 1-3 Transcription Machines  
That Use Tapes
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- SE 3-31 Police Secretary
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Chemical Problems
- SE 4-42 The Greek Alphabet
- SE 4-43 Typing Mathematical  
Symbols
- SE 4-44 Typing the Technical  
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*Shorthand*
- ST 1-TB Elementary Shorthand
- ST 2-TB Intermediate Shorthand
- ST 3-TB Advanced Shorthand
- SR 20-TB Shorthand Refresher  
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- Typewriting*
- TT 1-TB Elementary Typewriting
- TT 2-TB Intermediate Typewriting
- TT 3-TB Advanced Typewriting
- 4 Ethnic Studies
- AP 1-1 The First American Won't  
and Be Conquered Again!
- RE 2-1
- AP 1-2 Manana, no. Today!
- RE 2-2 What's In It for the  
Mexican American?
- AP 1-3 Feelings of Black
- RE 2-3 Black Recruitment—A  
New Look, A New Life!
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- HE 1-2 Decision Making
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- HE 1-4 Mental Illness
- HE 1-5 Group Dynamics
- HE 1-8 Health Quackery
- HE 1-9 Selecting a Medical  
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- HE 1-10 Venereal Disease, Part I,  
a,b II
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a,b II
- HE 1-13 Teaching Children to be  
Law Abiding Citizens
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- AH 1-1 Pre-Colonial Europe
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- E 3-2 Card Catalog System
- E 3-3 Reference Works
- E 3-4 Indexes

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| 8. Management Training Workshop                                   | N 1-3, 1-4                              | Body Alignment, Balance, and Movement for Hospital Workers, Part I, II |
| AD 1-1 Management Training Workshop                               |   |  |
| EI-1 Productive Retirement  | N 1-5                                   | Preventing Chronic Heart Disease                                       |
| 9. Marriage and the Family  | N 1-6                                   | Introduction to Ethics   |
| SO 1-1 Do You Want to be a Good Parent?                           | N 1-7                                   | Introduction to Legal Aspects of Hospital Work                         |
| SO 1-2 The New Parent Learns To Live with Baby                    | N 1-8                                   | How Illness is Diagnosed   |
| SO 1-3 Interpersonal Relations: Family and Child                  | N 1-9a,9b                               | Introduction to the Causes and Prevention of Disease, Part I, II       |
| SO 1-4 Guiding the Sex Education of Children                      | N 1-10                                  | Introduction to the Daily Needs of Well and Ill Persons                |
| SO 1-5 Disciplining Children Can be a Challenge                   | N 1-11                                  | Introduction to Community Health for the L.V.N.                        |
| SO 1-6 The Nature and Purpose of Marriage                         |   |  |
| SO 1-7 Self-Understanding: Human Motivation and Behavior          | 12. Serving Students with Special Needs |  |
| SO 1-8 The Importance of Heredity and Eugenics in Family Planning | TU-1                                    | The Tutor and His Job  |
| SO 1-9 Emerging Patterns of Family Living                         | TU-2                                    | The Tutor as a Guide to Learning                                       |
| SO 1-10 Understanding the Family Life Cycle                       | TU-10                                   | Organizing Tutoring Services   |
| SO 1-11 Financial and Economic Aspects in Family Living           | TU-10.1                                 | Selecting and Assigning Tutors   |
| SO 1-12 The Family in Time of Trouble                             | VT-2b                                   | Positive Approaches for Teaching the Disadvantaged                     |
| SO 1-13 The Relationship of Religion to Family Life               | VT-7b                                   | Planning Courses for the Disadvantaged                                 |
| SO 1-14 The Effect of Social Cultural Forces on Family Life       | VT-1b                                   | Physical Handicaps and Learning  |
| SO 1-15 Strengthening and Improving Marriage and Family Life      | VT-3b                                   | Teaching the Handicapped   |
|   | VT-16c                                  | Making Vocational Education Accessible to the Physically Handicapped   |
|   | VT-50a                                  | Employment of the Physically Handicapped                               |
| 10. Multi Media Preparation                                       | 13. Speech                              |  |
| TP 1-1 How to Plan Filmstrip-Tape Multi Media Lessons             | SP 1-1                                  | Attention  |
|   | SP 1-2                                  | Need Step  |
|   | SP 1-3                                  | Solution Step  |
|   | SP 1-4                                  | Visualization Step   |
|   | SP 1-5                                  | Conclusion   |
|   | SP 1-6                                  | Gesture  |
|   | SP 1-7                                  | Eye Contact  |
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| N 1-2 Guidelines for the Performance of Nursing Skills            |   |  |

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