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INFORMATION BULLETIN

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United States Armed Forces Institute

Madison 3, Wisconsin

This Bulletin Supplements and Brings Up to Date USAFI Catalog, Second Edition, March, 1944. Information on Course Offerings and Text Materials Available for Distribution is Complete as of the Date of This Bulletin. Additional Bulletins Will Be Issued Quarterly. *Information Herein Applies Only to Services From Headquarters, USAFI, Madison 3, Wisconsin.* Personnel Overseas Stationed Near a USAFI Branch Should Write That Branch for Information Concerning Services and Courses.

Be Sure You Have the Latest Bulletin.

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USAFI and Branches

The United States Armed Forces Institute is an official Army and Navy school. Headquarters are at Madison 3, Wisconsin. Oversea branches of the United States Armed Forces Institute have been established in—

Alaska Department	European Theater of Operations
Central Pacific Base Command	Mediterranean Theater of Operations
South Pacific Base Command	Middle East Area
Southwest Pacific Area	Panama Canal Department
Burma-India Theater of Operations	

Students in these areas will obtain better service by enrolling with the nearest Branch. Consult the Information-Education Officer or Educational Services Officer for the correct address of the nearest Branch, or write to the Commandant, United States Armed Forces Institute, Madison 3, Wisconsin.

Eligibility for Enrollment

Members of the Armed Forces on active duty who are not engaged in basic training are eligible. Enlisted personnel must secure the approval of their immediate commanding officer. Civilians, veterans, members of the Maritime Service, Merchant Marine, Coast Guard Auxiliaries and Civil Air Patrol are not eligible. Personnel of the Marine Corps are eligible for college and university correspondence extension courses offered through USAFI, and for certain USAFI correspondence courses. Marines desiring correspondence instruction should apply to the Marine Corps Institute for specific information.

USAFI Correspondence Courses

A. Enrollment Procedure.

Study the list of courses. Choose the course you desire.

Since the course may be out of stock when the application is received, it is suggested that you indicate a second choice to avoid delay. Be sure you have had the proper preparation for the courses you choose. Obtain a USAFI application blank (WD AGO Form 0824) from the Information-Education Officer or Educational Services Officer; fill it out completely; secure the approval of your organization commander and send the application blank (and the remittance, if you are not already enrolled) to the Commandant, United States Armed Forces Institute, Madison 3, Wisconsin. Remittance must be by money order, cashier's check, or certified check, and payable to the Treasurer of the United States, Madison 3, Wisconsin. *Do not send cash or personal checks.*

B. Fees.

For USAFI correspondence courses, enlisted personnel of the Army and enlisted and officer personnel of the Navy, Marine Corps, and Coast Guard must submit a \$2.00 fee with the first application. The applicant then becomes eligible, without charge, for additional USAFI courses—provided an acceptable standard of work is maintained. Commissioned officers of the Army, Army Nurse Corps, Woman's Army Corps, Flight and Warrant Officers of the Army must pay the full cost for each USAFI correspondence course. The exact cost may be ascertained by writing to the Commandant, United States Armed Forces Institute, Madison 3, Wisconsin. Remittance for the total amount must be submitted with the application.

C. List of Institute Correspondence Courses.

Notes

1. High school level courses are numbered from 50 to 199. For example, the course designated H 55, "Bookkeeping I", is a high school level course.

2. Industrial and technical courses are numbered from 200 to 499. For example, Course J 200, "Aerodynamics", is a technical course.

3. College or university level courses are numbered from 500 to 999. For example, course C 500, "Introduction to Accounting—Course I", is a college or university level course.

4. Courses marked with an asterisk (*) are those which have been added or whose title or description has been changed since publication of USAFI Catalog, Second Edition.

AVIATION AND AUTOMOTIVE

- J 200. Aerodynamics.**
- J 201. Aeronautical Meteorology.**
- J 202. Aeronautical Navigation.**
- J 203. Aviation Engines.**
- J 204. Airplane Maintenance—
Part I.**
- J 205. Airplane Maintenance—
Part II.**
- J 216. Automotive Power Plants.**
- J 217. Automobile Chassis and
Running Gear.**
- J 218. Automobile Electrical Equip-
ment.**

BUILDING CONSTRUCTION

- J 231. Air Conditioning.**
- J 232. Basic Construction Work.**
- J 233. Details of Concrete Struc-
tures.**
- J 234. Methods of Concrete Con-
struction and Estimating.**
- J 235. Heating and Ventilation.**
- J 236. Masonry Construction.**
- J 237. Metal Construction.**
- J 238. Operations Preliminary to
Building.**
- J 239. Plumbing and Gas Fitting—
Part I.**
- J 240. Plumbing and Gas Fitting—
Part II.**
- J 241. Specifications, Estimating,
and Contracts.**
- J 242. Structural Engineering—
Part I.**
- J 243. Structural Engineering—
Part II.**
- J 244. Structural Engineering—
Part III.**
- J 246. Wood Construction.**

**ACCOUNTING AND BUSINESS
MATHEMATICS**

- H 55. Bookkeeping I.**
- H 56. Bookkeeping and Account-
ing II.**
- H 57. Bookkeeping and Account-
ing III.**
- H 58. Bookkeeping and Account-
ing IV.**
- H 60. Bookkeeping and Account-
ing V.**
- H 59. Business Arithmetic.**
- C 500. Introduction to Account-
ing—Course I.**
- C 501. Introduction to Account-
ing—Course II.**
- C 502. Intermediate Accounting—
Course I.**
- C 503. Intermediate Accounting—
Course II.**
- C 504. Cost Accounting.**
- C 506. Auditing.**
- C 507. C. P. A. Review Problems.**

ECONOMICS AND BUSINESS LAW

- H 61. Economics.**
- H 62. Economic Geography.**
- H 63. Business Law.**
- C 516. Business Law—Course I.**
- C 517. Business Law—Course II.**
- C 518. Business Law—Course III.**
- C 526. Elements of Economics—
Course I.**
- C 528. Economic History of the
United States.**
- C 530. Money and Banking.**
- C 533. Public Finance.**
- C 535. Principles of Life Insurance.**
- C 536. Economic Geography.**

MANAGEMENT AND MERCHANDISING

- C 541. Advertising.
- C 542. Merchandising.
- C 543. Cooperative Marketing.
- C 544. Business Management—
Policies and Methods.
- C 545. Personnel Management.
- C 546. Office Management.
- C 547. Labor Problems.
- C 548. Introduction to Statistical
Method.

SECRETARIAL

- H 71. Elementary Gregg Short-
hand.
- H 72. Advanced Gregg Shorthand.
- H 75. Business Correspondence.
- C 766. Principles of Business Cor-
respondence.

DRAFTING, APPLIED ART AND PHOTOGRAPHY

No equipment is supplied by USAFI for any drafting or applied art course, including Courses J 282, J 283, J 284, J 286, and J 287.

- J 261. Freehand Drawing.
- J 264. Electrical Drawing.
- J 265. Mapping.
- J 266. Surfaces.
- J 267. Airplane Drawing.
- J 268. Elementary Architectural
Drawing.
- J 269. Freehand and Ornamental
Drawing.
- J 275. Ship Drawing.
- J 276. Practical Projection.
- J 277. Sheet Metal Drafting.
- J 279. Art Techniques—Part I.
- J 280. Art Techniques—Part II.

- J 281. Art Techniques—Part III.
- J 282. Perspective and Composi-
tion.
- J 283. Drawing for Reproduction.
- J 284. Commercial Art.
- J 286. Pen and Brush Lettering.
- J 287. Designing Show Cards.
- J 416. Photography.

EDUCATION AND PSYCHOLOGY

- C 563. General Psychology.
- C 566. New-Type or Objective Ex-
aminations.
- C 567. Principles of Adult Educa-
tion.
- C 569. Statistical Methods in Edu-
cation.

ELECTRICITY, ELECTRONICS AND RADIO

- J 312. Electrical Measuring Instru-
ments.
- J 314. Applied Electricity.
- J 315. Principles and Applications
of Electric Illumination.
- J 318. Radio Communication—
Part I.
- J 319. Radio Communication—
Part II.
- J 320. Theory and Construction of
Electrical Machines.
- J 321. Electrical Engineering—
Part I.
- J 322. Electrical Engineering—
Part II.

ENGLISH AND JOURNALISM

- H 87. Ninth-Grade English—
Course I.
- H 88. Ninth-Grade English—
Course II.

- H 89. Tenth - Grade English—
Course I.
- H 90. Tenth - Grade English—
Course II.
- H 91. Writings of English Au-
thors—Course I.
- H 92. Writings of English Au-
thors—Course II.
- H 93. Writings of American Au-
thors—Course I.
- H 94. Writings of American Au-
thors—Course II.
- H 95. Practical English Usage—
Course I.
- H 96. Practical English Usage—
Course II.
- C 581. Composition—Course I.
- C 582. Composition—Course II.
- C 583. Survey of English Litera-
ture—Course I.
- C 584. Survey of English Litera-
ture—Course II.
- C 585. The Short Story—Course I.
- C 587. Shakespeare—Course I.
- C 588. Shakespeare—Course II.
- C 589. History of English Litera-
ture.
- C 590. English Literature: Romanti-
cism.
- C 591. The Contemporary Essay.
- C 592. English Literature: The Vic-
torian Age.
- C 593. American Literature—
Course I.
- C 594. American Literature—
Course II.
- C 595. Newswriting.
- C 596. Feature Writing.

FOREIGN LANGUAGES

- C 681. Intermediate French—
Course I.
- C 682. Intermediate French—
Course II.

C 683. Intermediate French Com-
position.

*C 684. Intermediate German.

A review of the fundamentals of German grammar with particular attention to the idioms of conversational and written German. Three years high school or equivalent is necessary preparation.

*C 685. Elementary German Com-
position—Course I.

Selections from modern narrative and descriptive prose; assigned readings and reports. Three years high school German or equivalent is necessary preparation.

C 687. Intermediate Spanish—
Course I.

C 688. Intermediate Spanish—
Course II.

C 689. Intermediate Composi-
tion—Spanish.

C 690. Intermediate Norwegian.

HISTORY, GOVERNMENT AND SOCIOLOGY

H 113. Civics.

H 114. World History—Course I.

H 115. World History—Course II.

H 116. Ancient History.

*H 117. American History.

Political, social, and economic as-
pects of the development of the U. S.
from old world background to 1930's.

C 623. Elements of Geography.

C 624. The Geography of Europe.

C 626. History of the United
States—Colonial Period
to the Civil War.

C 627. History of the United
States—Civil War to the
Present.

- C 635. *Europe—16th Century to End of Napoleonic Wars.*
- C 636. *Contemporary European History—World War I.*
- C 637. *Contemporary European History—World War I to World War II.*
- C 638. *Modern European History.*
- C 639. *The British Empire.*
- C 640. *Latin America and the United States.*
- C 641. *American Federal Government.*
- C 642. *American State Government.*
- C 643. *World Politics—World War I to the Present*
- C 644. *Municipal Government.*
Courses C 649 to C 656 inclusive available only to men who have held public administrative positions in civilian life.
- C 649. *The Technique of Municipal Administration.*
- C 650. *Municipal Finance Administration.*
- C 651. *Municipal Personnel Administration.*
- C 652. *Municipal Police Administration.*
- C 653. *Municipal Fire Administration.*
- C 654. *Municipal Public Works Administration.*
- C 655. *Municipal Recreation Administration.*
- C 656. *Local Planning Administration.*
- C 645. *The Nature of Society—Introduction to the Fields of Sociology.*
- C 646. *Social Problems.*
- C 647. *Rural Life.*
- C 648. *Criminology.*

MARINE ENGINEERING AND NAVIGATION

J 346. Marine Engineering—Preparatory.

***J 496. Coast Guard Law Enforcement.**

Sources of law and enforcement of criminal, custom and navigation laws. Of particular interest to yachtsmen and operators of civilian commercial vessels.

***J 497. Marine Navigation—Course I.**

All phases of modern piloting and dead reckoning. Of special interest to yachtsmen and to those requiring knowledge of the theory and practice of marine piloting.

***J 498. Marine Navigation—Course II.**

A continuation of Course J 497, covering the essentials of modern nautical astronomy. J 497 is necessary preparation.

***J 499. Marine Navigation—Course III.**

A continuation of Course J 498, consisting of a study of relative movement and nautical problems involving use of the maneuvering board. J 498 is necessary preparation.

MATHEMATICS

H 148. Review Arithmetic.

***H 149. Beginning Algebra.**

Formulas, equations, and graphs; algebraic fractions, special products and factors; powers, roots and radicals, ratio, variation, and proportion.

H 140. Advanced Algebra.

H 143. Plane Geometry—Course I.

- H 144. Plane Geometry—Course II.**
H 145. Solid Geometry.
H 147. Trigonometry.
C 712. Plane Trigonometry.
***C 713. College Algebra and Trigonometry.**

Trigonometric functions, identities and equations, graphs, and solution of right and oblique triangles, logarithms, inequalities, progressions, mathematical induction, theory of equations, probability, permutations and combinations. H 149 is necessary preparation. Knowledge of high school geometry also desirable.

- C 714. Plane Analytic Geometry.**
C 715. Descriptive Geometry.
C 716. Spherical Trigonometry.
C 717. Differential Calculus.
C 718. Integral Calculus.
C 719. Solid Analytic Geometry.
C 724. Differential Equations.
C 725. Engineering Mathematics—Part I.
C 726. Engineering Mathematics—Part II.

MECHANICS AND ENGINEERING

- J 381. Elements of Mechanics.**
J 382. Mechanical Principles.
J 383. Elementary Fluid Mechanics.
J 384. Statics.
J 385. Dynamics.
J 386. Strength of Materials.
J 388. Internal Combustion Engines—Introductory.
J 389. Principles of Diesel Engines.
***J 390. Diesel Engine Theory and Design.**

Beginning course in the field of engine design, covering the development and application of Diesel engines;

combustion chambers; principles of engine design, and the design of cylinders, pistons, crankshafts, and valves. Working knowledge of mathematics through plane trigonometry, and J 389 or equivalent experience is necessary preparation.

- J 391. Steam Engines, Turbines, and Pumps—Part I.**
J 392. Steam Engines, Turbines, and Pumps—Part II.
J 393. Refrigeration.
J 394. Municipal Engineering—Water Supply.
J 395. Municipal Engineering—Sewage Disposal.
***J 396. Fuel, Water and Oil Systems of Diesel Engines.**

Fuel oils, gasolines, and gases; air cleaners and cooling systems; lubricating oils for Diesel engines. J 389 or equivalent experience is necessary preparation for the course.

- *J 399. Diesel Electric Power Plants.**

Characteristics of Diesel engines, principles of Diesel driven generators, governors, voltage regulators, parallel operation of generators, installation and maintenance of electric equipment.

METAL WORKING

- J 362. Arc Welding.**
J 363. Gas Welding.
J 364. Patternmaking.
J 365. Foundry Practices—Part I.
J 366. Foundry Practices—Part II.
***J 367. Introduction to Machine Industry.**

Bench Work—Machine Industry; expert machinist; hand tools; holding

devices, measuring tools; precision tools; lathe, lathe tools; drills, drilling machines; reamers, taps, dies; layout.

***J 368. Lathe & Milling Machine Operation.**

Lathe operation; thread cutting in a lathe; gages; milling machines; accessories and attachments for milling machines; spiral milling.

***J 369. Shapers, Planers and Grinding.**

Gearing; production milling; shapers; planer construction, tools, accessories, set-up, and operation; grinding machines and wheels.

J 371. Metallurgy and Heat Treatment.

J 372. Metal Forging.

J 373. Toolmaking.

PLASTICS

J 412. Plastics.

**RAILWAYS AND
TRANSPORTATION**

- J 421. The Steam Locomotive.**
J 422. Steam Locomotive Repair Work.
J 423. Locomotive Firing and Accessories.
J 425. Air Brakes—Locomotives.
J 427. Railroad Car Inspection—Mechanical.
J 428. Railroad Car Repair—Part I.
J 429. Railroad Car Repair—Part II.
J 430. Railroad Signaling.
J 432. Railway Track Maintenance.
J 433. Railroad Rates.
J 434. Railway Transportation.
J 435. Traffic Management.

SCIENCE

- H 151. General Science.**
H 152. Inorganic Chemistry.
H 156. Physics.
H 157. Physiography.
C 748. General Geology.
C 750. Weather and Climate.

College and University Correspondence Courses

A. Enrollment Procedure.

Write to the college or university of your choice, stating your educational background, the course or courses you wish to study, and whether you desire academic credit. Ask the university for a list of its courses available through USAFI with specific information as to the number, title, content, cost and prerequisites for each course. If you desire credit, ask the college whether the course of your choice is acceptable.

When you have received the information and have chosen the course you desire, fill out completely two (2) USAFI application blanks (WD AGO Form 0824) and submit to the Commandant, United States Armed Forces Institute, Madison 3, Wisconsin. Secure the signature of your organization commander in the proper place on the application blank. Inclose remittance with the application blank. Remittance must be by money order, cashier's check, or certified check payable to the university. Money orders must be drawn on the postmaster of the city where the university is located.

B. Fees.

For enlisted personnel of the Army and enlisted and officer personnel of the Navy, Marine Corps and Coast Guard, the government will pay one-half of the total cost of the course, or \$20.00, whichever is less. The student pays the remainder; in odd amounts the student pays the extra one-half cent. Commissioned officers of the Army, Army Nurse Corps, Woman's Army Corps, Flight and Warrant Officers of the Army must pay the total cost of the course. Officers may usually save time by enrolling direct with the university rather than through USAFI.

C. Fields of Study.

Courses in the following fields are offered by one or more of the cooperating colleges or universities. Keep in mind that this is a list of the *fields* of study. Within a given *field* there may be many different courses.

Accounting	Astronomy	Bookkeeping
Advertising	Aviation and Aeronautics	Botany
Agriculture	Biology	Building Constr.
Air Conditioning	Blue Print Reading	Business
Art		Chemistry

Civics	Geology	Psychology
Criminology	Government	Radio
Economics	Health and Hygiene	Refrigeration
Engineering	History	Science
Architectural	Hydraulics	Shorthand
Chemical	Journalism	Sociology
Civil	Languages	Speech
Diesel	Law	Statistics
Electrical	Literature	Steam Engines
Industrial	Mathematics	Surveying and Map ping
Mechanical	Mechanics	Traffic Management
Electricity	Navigation	Typewriting
English	Philosophy	Writing
Finance	Physics	Zoology
Forestry	Plumbing	
Geography	Photography	

D. Cooperating Colleges and Universities.

The following is a list of the colleges and universities offering correspondence courses in cooperation with the **United States Armed Forces Institute**:

Alabama, University of, University, Alabama.	Chicago, University of, Chicago, Illinois.
Arizona State Teachers College, Tempe, Arizona.	Colorado State College of Education, Greeley, Colorado.
Arizona, University of Tucson, Arizona.	Colorado, University of, Boulder, Colorado.
Arkansas State Teachers College Normal Station; Conway, Arkansas.	Denver, University of, Denver, Colorado.
Arkansas, University of Fayetteville, Arkansas.	Eastern Kentucky State Teachers College, Richmond, Kentucky.
Ball State Teachers College, Muncie, Indiana.	Florida, University of, Gainesville, Florida.
Brigham Young University, Provo, Utah.	Fort Hays Kansas State College, Hays, Kansas.
California, University of, Berkeley, California.	Georgia, University System of, 223 Walton Street, N.W., Atlanta 3, Georgia.
Canadian Legion War Services, Inc., 27 Goulburn Avenue, Ottawa, Ontario, Canada.	Hawaii, University of, Honolulu, T. H.
Central Michigan College of Education, Mount Pleasant, Michigan.	Idaho, University of, Moscow, Idaho.
Central Missouri State Teachers College, Warrensburg, Missouri.	Illinois, University of, Urbana, Illinois.
Central State College, Edmond, Oklahoma.	Indiana State Teachers College, Terre Haute, Indiana.

Indiana University, Bloomington, Indiana.
 Iowa State Teachers College, Cedar Falls, Iowa.
 Iowa, The State University of, Iowa City, Iowa.
 Kansas State Teachers College, Pittsburg, Kansas.
 Kansas, University of, Lawrence, Kansas.
 Kent State University, Kent, Ohio.
 Kentucky, University of, Lexington 29, Kentucky.
 Louisiana State University, University Station, Baton Rouge, La.
 Loyola University, Chicago, Illinois.
 Massachusetts State Dept. of Education, 200 Newbury St., Boston, Mass.
 Michigan State Normal College, Ypsilanti, Michigan.
 Michigan, University of, Ann Arbor, Michigan.
 Minnesota, University of, Minneapolis, Minnesota.
 Mississippi Southern College, Hattiesburg, Mississippi.
 Missouri, University of, Columbia, Missouri.
 Montana State University, Missoula, Montana.
 Morehead State Teachers College, Morehead, Kentucky.
 Murray State Teachers College, Murray, Kentucky.
 Nebraska, University of, Lincoln, Nebraska.
 New Mexico Highlands University, Las Vegas, New Mexico.
 New Mexico State Teachers College, Silver City, New Mexico.
 New Mexico, University of, Albuquerque, New Mexico.
 North Carolina State College, Raleigh, North Carolina.
 North Carolina, University of, Chapel Hill, North Carolina.
 North Dakota Agricultural College, State College Station; Fargo, N. Dak.
 North Dakota, University of, University Station, Grand Forks, N. Dak.
 Northern Michigan College of Education, Marquette, Michigan.
 Northern State Teachers College, Aberdeen, South Dakota.
 Northwest Missouri State Teachers College, Maryville, Missouri.
 Northwestern State College, Alva, Oklahoma.
 Ohio University, Athens, Ohio.
 Oklahoma Agricultural and Mechanical College, Stillwater, Oklahoma.
 Oklahoma, University of, Norman, Oklahoma.
 Omaha, University of, Omaha, Nebraska.
 Oregon State System of Higher Education, Eugene, Oregon.
 Pennsylvania State College, State College, Pennsylvania.
 Prairie View State Normal and Industrial College, Prairie View, Texas.
 Sam Houston State Teachers College, Huntsville, Texas.
 South Carolina, University of, Columbia, South Carolina.
 South Dakota, University of, Vermillion, South Dakota.
 Southeast Missouri State Teachers College, Cape Girardeau, Missouri.
 Southern Methodist University, Dallas, Texas.
 Sul Ross State Teachers College, Alpine, Texas.
 Tennessee, University of, Knoxville 16, Tennessee.
 Texas College of Arts and Industries, Kingsville, Texas.

Texas Technological College, Lub- bock, Texas.	Western Carolina Teachers College, Cullowhee, North Carolina.
Texas, The University of, Austin 12, Texas.	Western Kentucky State Teachers College, Bowling Green, Kentucky.
Graduate School, U. S. Dept. of Agri- culture, Washington, D. C.	Western Michigan College of Educa- tion, Kalamazoo, Michigan.
Utah State Agricultural College, Logan, Utah.	Western State College of Colorado, Gunnison, Colorado.
Utah, University of, Salt Lake City, Utah.	Western Washington College of Ed- ucation, Bellingham, Washington.
Virginia State College for Negroes, Ettrick, Virginia.	West Texas State Teachers College, Canyon, Texas.
Virginia, University of, Charlottes- ville, Virginia.	Wisconsin, University of, Madison, Wisconsin.
Washington, University of, Seattle, Washington.	Wyoming, University of, Laramie, Wyoming.

Education Manuals

(Self-Teaching Texts, Reprints of Standard Texts and Language Materials)

A. Self-Teaching Texts and Reprints of Standard Texts.

1. *Description.* Self-teaching texts are designed to be studied without the aid of an instructor and without submitting lessons for correction. They are especially written for individual study, but may be used for group study classes.

Reprints of standard texts are intended primarily for group study. Students may, however, enroll for these texts on the same basis as self-teaching texts.

When student has completed the study of a self-teaching text or a reprint of a standard text he may apply for an end-of-course test in order to establish evidence of his accomplishment. Application for end-of-course test must be made on AFI Form 68, "Application for Institute Test or Examination."

2. *Individual Enrollment Procedure and Fees.*

a. *Enrollment procedure.*

Make a first and second choice from the Education Manuals (EM) listed. Obtain an Institute application blank (WD AGO Form 0824) from the Information-Education Officer or Educational Services Officer; fill it out completely; secure the approval of your organization commander, and send the application blank (and the remittance, if you are not already enrolled) to the Commandant, United States Armed Forces Institute, Madison 3, Wisconsin. By indicating a second choice you may avoid delay if your first choice is out of stock when the application is received. Remittance must be by money order, cashier's check, or certified check, and payable to Treasurer of the United States, Madison 3, Wisconsin. *Do not send cash or personal checks.*

b. *Fees.*

For USAFI courses (Educational Manuals) enlisted personnel of the Army and enlisted and officer personnel of the Navy, Marine Corps, and the Coast Guard must submit a \$2.00 fee with the first application. The applicant then becomes eligible without charge for additional courses—provided an acceptable standard of work is maintained. Commissioned officers of the Army, Army Nurse Corps, Woman's Army Corps, Flight and Warrant Officers of the Army pay \$2.00 for each Education Manual for which enrolled.

3. *Requisitions for classes—Army.*

a. Education Manuals for use in classes are furnished by the Institute upon receipt of requisition (WD AGO Form 445) properly signed by the appro-

priate officer and supported by a statement of the number of students who are expected to attend the classes. Requisitions *must* be submitted through military channels. (See par. 5b, sec. VI, WD Cir. No. 68, 1944, for instructions for submitting requisitions for textbooks for classes.)

b. End-of-Course tests are provided for members of classes upon receipt of AFI Form 68 "Application for Institute Test or Examination." Each student must fill out a test application blank. Applications may be submitted for the class to USAFI, Madison 3, Wisconsin, with a covering letter. This should be accomplished in advance to insure receipt of the tests when they are needed. An officer not enrolled with USAFI must enroll by submitting WD AGO Form 0824 and AFI Form 68, together with a \$2.00 fee (Fee includes Education Manual and test). No fee is required of enlisted men.

4. *Distribution to Appropriate Headquarters and to Libraries—Army.*

a. Regimental headquarters or similar organizations may requisition EM's for display and reference use. These headquarters will be supplied a sample kit of EM's covering various fields of study. Requisition (WD AGO Form 445) must include a statement of the use to be made of kit and its accessibility to enlisted men.

b. Post libraries will be furnished one copy of each available EM upon requisition (WD AGO Form 445). Hospital libraries are furnished EM's for library use in accordance with the provisions of Pars. 1 and 5, Sec. II, ASF Circular No. 74, 1944, and Sec. II, ASF Circular No. 108, 1944, AAF.

5. *Requisition—Education Manuals—Navy.*

Navy Organizations desiring bulk supplies of Education Manuals for off-duty educational programs should communicate with the Educational Services Section, Training, Bureau of Naval Personnel, Washington 25, D. C.

6. *List of Education Manuals (EM).*

a. *Self-teaching texts.*

Note. Self-Teaching Texts are generally of High School level.

ARMY CLERICAL

EM 900 *Military Correspondence.*

EM 901 *Military Orders.*

EM 902 *Basic Military Records, Course 1.*

EM 903 *Basic Military Records, Course 2.*

EM 904 *Army Typewriting.*

BUSINESS

EM 700 *Bookkeeping and Accounting, Fundamental Principles, Course 1.*

EM 702 *Bookkeeping and Accounting, for a Mercantile Business, Course 2.*

EM 705 *Bookkeeping and Accounting, for a Retail Store, Course 3.*

EM 708 *Bookkeeping and Accounting, Course 4, Partnerships.*

EM 711 *Bookkeeping and Accounting, Course 5, Corporations and Manufacturing.*

- EM 712** *Solutions Manual for Bookkeeping and Accounting, Courses 1–5.*
- EM 714** *The Small Business, Course 1, Organization.*
- EM 715** *The Small Business, Course 2, Operation.*
- EM 716** *Introduction to Business Law, Part 1.*
- EM 717** *Introduction to Business Law, Part 2.*
- EM 720** *Shorthand, Gregg.*
- EM 722** *Advanced Shorthand, Gregg.*
- EM 725** *Fundamentals of Typewriting.*
- EM 726** *Business Typewriting, with Workbook.*

ENGLISH

- EM 100** *English Grammar.*
- EM 101** *Mechanics of English.*
- EM 102** *Building Good Sentences.*

HISTORY AND GOVERNMENT

- EM 200** *American History, Course 1, The Rise of American Democracy 1492–1840.*
- EM 201** *American History, Course 2, Democracy's Coming of Age 1840–1943.*
- EM 202** *American History, Course 3, The Industrialization of America from Colonial Times to the Present.*
- EM 203** *American History, Course 4, Social and Cultural America; America Becomes a World Power.*
- EM 214** *American Government, Course 1, Foundation of American Government.*
- EM 215** *American Government, Course 2, Local, State and National Governments.*
- EM 216** *American Government, Course 3, Government Finance and Foreign Policy; Rights and Duties of a Citizen.*

MATHEMATICS

- EM 300** *Review Arithmetic, Textbook 1.*
- EM 301** *Review Arithmetic, Practice Book 1.*
- EM 302** *Review Arithmetic, Textbook 2.*
- EM 303** *Review Arithmetic, Practice Book 2.*
- EM 304** *A First Course in Algebra, Part 1.*
- EM 305** *A First Course in Algebra, Part 2.*
- EM 306** *Plane Geometry, Course 1.*
- EM 307** *Plane Geometry, Course 2.*
- EM 308** *Basic Mathematics, Course 1.*
- EM 309** *Basic Mathematics, Course 2.*
- EM 310** *Solid Geometry.*
- EM 311** *Plane Trigonometry.*

MECHANICS

- EM 950** *Auto-Mechanics, Course 1, The Engine.*
EM 951 *Auto-Mechanics, Course 2, Cooling, Lubrication and Fuel Systems.*
EM 952 *Auto-Mechanics, Course 3, Automotive Electricity.*
EM 953 *Auto-Mechanics, Course 4, The Power Flow.*

SCIENCE AND RADIO

- EM 400** *Physics, Course 1, Mechanics.*
EM 402 *Physics, Course 2, Heat, Sound, Light.*
EM 404 *Physics, Course 3, Electricity.*
EM 415 *Radio for Beginners.*
EM 416 *Electricity for Beginners.*

READING

- EM 155** *Improving Your Reading, Book 1.*
EM 156 *Improving Your Reading, Book 2.*
EM 157 *Improving Your Reading, Book 3.*
EM 158 *Improving Your Reading, Book 4.*

MISCELLANEOUS

- EM 600** *How to Sing and Read Music.*
EM 905 *Prison Work as a Post War Career.*

b. Reprints of standard texts.

Note. Key to Level and Type.

HS—High School reprint of standard textbook.

C —College reprint of standard textbook.

* —Issued on the basis of 1 to 20 of the EM with which it is to be used.

AERONAUTICS

- EM 910** *Elements of Aeronautics (HS).*
***EM 911** *Teacher's Manual and Key to Elements of Aeronautics (HS).*

AGRICULTURE

- EM 852** *Livestock Production (HS).*
EM 856 *Successful Poultry Management (HS).*
EM 858 *Crop Management and Soil Conservation (HS).*
EM 864 *Farm Records (C).*
EM 866 *Marketing of Farm Products (HS).*
EM 871 *Animal Sanitation and Disease Control (C).*
EM 879 *Diseases and Parasites of Poultry (C).*
EM 880 *Turkey Management (C).*
EM 942 *Introduction to American Forestry (C).*

BUSINESS

- EM 706** *Applied Secretarial Practice (HS).*
***EM 707** *Teacher's Manual for Applied Secretarial Practice (HS).*

- EM 718 *Pitman Shorthand Speed Drills and Key (HS).*
- EM 728 *Essentials of Business Arithmetic (HS).*
- *EM 729 *Teacher's Manual for Essentials of Business Arithmetic (HS).*
- EM 730 *Fundamentals of Advertising (HS).*
- EM 731 *Workbook for Fundamentals of Advertising (HS).*
- *EM 732 *Instructor's Manual for Fundamentals of Advertising (HS).*
- EM 733 *Business Principles and Management (HS).*
- *EM 734 *Instructor's Manual for Business Principles and Management (HS).*
- EM 735 *Introduction to Business Law (HS).*
- *EM 736 *Key and Manual to Introduction to Business Law (HS).*
- EM 746 *Business Filing (HS).*
- *EM 747 *Instructor's Manual for Business Filing (HS).*
- EM 748 *A Practical Course in Successful Selling (C).*
- EM 749 *Modern Business English, Textbook and Workbook (HS).*
- *EM 751 *Teacher's Key for Modern Business English (HS).*
Teacher's Key for Modern Business English, Workbook (HS).
- EM 754 *Principles of Business Law, Vols. 1 and 2 (C).*
- *EM 755 *Instructor's Manual for Principles of Business Law (C).*
- EM 758 *Life Insurance (C).*
- EM 759 *Insurance (C).*
- EM 764 *Auditing Theory and Practice, and Workbook (C).*
- *EM 765 *Teacher's Manual for Auditing Theory and Practice (C).*
- EM 767 *Accounting Principles, Vol. 1 (C).*
- EM 768 *Accounting Principles, Vol. 2 (C).*
- *EM 769 *Manual and Solutions for Accounting Principles, Vols. 1 and 2 (C).*
- *EM 770 *Tests for Accounting Principles, Vol. 1 (C).*
- *EM 771 *Tests for Accounting Principles, Vol. 2 (C).*
- EM 772 *Cost Accounting, Vol. 1 (C).*
- EM 773 *Cost Accounting, Vol. 2 (C).*
- *EM 774 *Solutions Manual for Cost Accounting, Vols. 1 and 2 (C).*
- *EM 776 *Objective Tests for Cost Accounting, Vol. 2 (C).*
- EM 777 *Office Machines Course (HS).*
- *EM 778 *Manual for Office Machines Course (HS).*
- EM 784 *Wholesaling Principles and Practice (C).*
- EM 786 *Retailing; Principles and Practices (HS).*
- *EM 787 *Teacher's Handbook for Retailing Principles and Practices (HS).*
- EM 789 *Fundamentals of Selling, and Workbook (HS).*

ECONOMICS AND SOCIOLOGY

- EM 221 *American Economic Problems (HS).*
- EM 222 *Economic Geography (HS).*
- *EM 224 *Key to Investigations in Industries and Resources (Economic Geography) (HS).*

- EM 226 *General Anthropology (C).*
- EM 230 *Economic Geography (C).*
- EM 268 *A Study of Rural Society (C).*
- EM 295 *Labor Problems in American Industry, Vols. 1 and 2 (C).*
- EM 756 *Our Modern Banking and Monetary System (C).*
- EM 763 *Economics, Principles and Problems, Vols. 1 and 2 (C).*

EDUCATION, PSYCHOLOGY AND PHILOSOPHY

- EM 426 *Psychology and Life (HS).*
- EM 478 *Principles of Abnormal Psychology (C).*
- EM 481 *Principles of Applied Psychology (C).*
- EM 487 *Psychology of Adjustment (C).*
- *EM 488 *Objective Tests for the Psychology of Adjustment (C).*
- EM 490 *Industrial Psychology (C).*
- EM 615 *Introduction to Modern Philosophy (C).*
- EM 618 *Human Nature and Conduct (C).*
- EM 621 *Introduction to Logic and the Scientific Method (C).*
- *EM 762 *Instructor's Manual for Psychology Applied to Life and Work (C).*
- EM 913 *Introduction to American Public Education (C).*
- EM 917 *Educational Psychology, Vols. 1 and 2 (C).*
- EM 921 *Foundations of Modern Education (C).*
- EM 929 *Fundamentals of Public School Administration, Vols. 1 and 2 (C).*
- EM 932 *Progressive Methods of Teaching in Secondary Schools, Vols. 1 and 2 (C).*
- EM 935 *Modern Secondary Education, Vols. 1 and 2 (C).*
- EM 939 *Measurement and Evaluation in Secondary Schools (C).*

ENGLISH AND JOURNALISM

- EM 104 *Writer's Guide and Index to English (C).*
- *EM 105 *Answer Key for Exercises in Writer's Guide and Index to English (C).*
- EM 109 *From Beowulf to Thomas Hardy, Vols. 1, 2, 3, and 4 (C).*
- EM 114 *American Life in Literature, Vols. 1, 2, 3, and 4 (C).*
- EM 125 *Principles and Types of Speech (C)*
- EM 612 *America in Literature (C).*
- EM 907 *Modern News Reporting (HS).*

HISTORY AND GOVERNMENT

- EM 219 *World History, Part 1 (HS).*
- EM 220 *World History, Part 2 (HS).*
- EM 240 *Medieval History (C).*
- EM 242 *Survey of Ancient History (C).*
- EM 244 *The People and Politics of Latin America, Vols. 1 and 2 (C).*
- EM 246 *Civilization Past and Present, Vols. 1 and 2 (C).*

- EM 248** *A History of Russia (C).*
- EM 250** *A History of the Far East in Modern Times (C).*
- EM 252** *Essentials of American Government (C).*
- EM 256** *Contemporary International Politics, Vols. 1 and 2 (C).*
- EM 266** *Principles of Criminology (C).*
- EM 270** *American Political and Social History, Vols. 1 and 2 (C).*

LITERACY TRAINING

- EM 160** *Meet Private Pete, a Soldier's Reader.*
- EM 161** *Learning to Read, a Workbook to accompany Meet Private Pete.*
- EM 163** *Arithmetic for Everyday Life.*

MATHEMATICS

- EM 315** *College Algebra (C).*
- EM 318** *Plane and Spherical Trigonometry, with Tables (C).*
- EM 321** *Elements of Analytic Geometry (C).*
- EM 324** *Elements of The Differential and Integral Calculus (C).*
- *EM 325** *Answers to Those Problems not Answered in Elements of The Differential and Integral Calculus (C).*
- EM 327** *Statistical Analysis (C).*
- EM 333** *The Mathematics of Investment (C).*
- EM 906** *A Course in the Slide Rule and Logarithms (HS).*
- EM 972** *Mathematics Essential to Electricity and Radio.*

MUSIC AND ART

- EM 601** *Harmony (C).*
- EM 602** *A History of Music (C).*
- EM 603** *Discovering Music (C).*
- EM 610** *Art Through the Ages, Vols. 1 and 2 (C).*

SCIENCE AND ENGINEERING

- EM 228** *Elements of Geography, Vols. 1 and 2 (C).*
- EM 286** *Elements of Healthful Living (C).*
- EM 427** *Elementary Meteorology (HS).*
- EM 428** *Exploring Biology (HS).*
- *EM 429** *Teacher's Key to Tests and Conclusions for Exploring Biology (HS).*
- EM 430** *Textbook of Healthful Living (HS).*
- EM 431** *The Physical Sciences (HS).*
- *EM 432** *The Key for The Physical Sciences (HS).*
- EM 442** *Foundations of Biology, Vols. 1 and 2 (C).*
- EM 445** *A Textbook of General Botany (C).*
- EM 448** *Animal Biology, Vols. 1 and 2 (C).*
- EM 451** *Introductory College Chemistry (C).*
- EM 454** *The Chemistry of Organic Compounds (C).*

- EM 457 *Elementary Quantitative Analysis (C).*
- EM 460 *Outlines of Physical Chemistry (C).*
- EM 463 *Outlines of Historical Geology (C).*
- EM 464 *Outlines of Physical Geology (C).*
- EM 466 *Physics, Vols. 1 and 2 (C).*
- EM 469 *Electricity and Magnetism (C).*
- EM 472 *The Machinery of the Body (C).*
- EM 491 *Fundamentals of Physical Science (C).*
- EM 495 *The Human Organism and the World of Life (C) (See EM 496—Study Guide for Student).*
- EM 496 *The Biological Sciences, a Study Guide to Accompany the Human Organism and the World of Life (C) (Study Guide for Use of Student).*
- EM 908 *Surveying (HS).*
- EM 909 *Elementary Photography (HS).*
- EM 912 *Blueprint Reading at Work (HS).*
- EM 960 *Mechanical Drawing (HS).*
- EM 961 *Engineering Drawing (C).*

TRADES

- EM 957 *Better Foremanship (HS).*
- EM 965 *Machine Tool Operation, Part 1—Lathe, Benchwork and Work at The Forge (HS).*
- EM 968 *Carpentry (HS).*
- EM 975 *Electric Wiring (HS).*
- EM 976 *How to Design and Install Plumbing (HS).*
- EM 977 *Modern Electric and Gas Refrigeration (C).*
- EM 978 *Air Conditioning, Heating and Ventilating (C).*

MISCELLANEOUS

- EM 560 *Latin Fundamentals (C).*
- EM 967 *Industrial Electricity (HS).*

B. Language and Radio Code Materials for Group Instruction.

1. Basic Courses, Languages (EM 500 series).

A basic language course consists of twenty-four double-faced 12-inch recordings, with accompanying manuals, designed for group instruction. Individuals may, however, secure basic language manuals, without accompanying records, if the application states that the services of a native speaker are available.

LIST OF BASIC LANGUAGE MATERIALS

<i>Education Manual No.</i>	<i>Title</i>
500	<i>Spoken French, Basic Course, Units 1-12.</i>
501	<i>Spoken French, Basic Course, Units 13-30.</i>
*502	<i>Manuel du Guide—for Spoken French, Basic Course.</i>
503	<i>Spoken Italian, Basic Course, Units 1-12.</i>
504	<i>Spoken Italian, Basic Course, Units 13-30.</i>
*505	<i>Istruzioni per la Guida—for Spoken Italian, Basic Course.</i>
506	<i>Spoken Chinese, Basic Course, Units 1-12.</i>
509	<i>Spoken Spanish, Basic Course, Units 1-12.</i>
512	<i>Spoken Portuguese, Basic Course, Units 1-12.</i>
515	<i>Spoken Turkish, Basic Course, Units 1-12.</i>
518	<i>Spoken German, Basic Course, Units 1-12.</i>
519	<i>Spoken German, Basic Course, Units 13-30.</i>
550	<i>Colloquial Dutch (no records).</i>

*Guide for the native speaker. A copy will be furnished with individual enrollments.

Army organizations may requisition (WD AGO Form 445) Basic Course Language Manuals and records through military channels from USAFI. Organization commanders requisitioning these materials must indicate the number of men in the group, and the circumstances which make the course desirable.

Navy organizations not supplied by an Educational Services Officer may obtain these materials by official request from the Commanding Officer to the Educational Services Section, Training, Bureau of Naval Personnel, Washington 25, D. C. This request should contain names of prospective students, together with the name of the officer who will accept custody of the phonograph records.

2. Basic Radio Code Kit.

The basic radio code kit is for group instruction only. It may be requisitioned by Army and Navy Organizations in the same manner as the basic course language materials (See par. 1).

High School and College Credit

A. USAFI Form 47 (Revised Sep. 1944) "Application for Credit for Educational Achievement."

Members of the Armed Forces interested in seeking credit at civilian schools for basic or recruit training, for courses completed at service schools, or for other educational experience while in the service, should secure and fill out completely USAFI Form 47 (Revised Sep. 1944) "Application for Credit for Educational Achievement." This Application may be obtained from the Information-Education Officer, the Educational Services Officer, or by writing to the Institute.

USAFI Form 47 (Revised Sep. 1944) must be sent direct to the civilian school. The Institute does not grant or recommend credit for in-service training and experiences. Granting of credit is a function of the civilian educational institution.

B. USAFI Examinations.

If you use USAFI Form 47 (Revised Sep. 1944) you may be asked to take the USAFI General Educational Development Examinations or one or more of the USAFI Subject Examinations. General Educational Development Examinations, on both the high school and college level, are designed to show your general level of educational achievement: Subject Examinations measure your ability in a given subject or subject field.

You may not wish to apply for high school or college credit, but you may wish to take the General Educational Development and Subject Examinations for your own information. If so, make application to the Institute on USAFI Form 68 "Application for Institute Test or Examination."