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United States Coast Guard

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United States Coast Guard Institute

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P1550.1

USCG PUBLICATION P1550.1 EDUCATION SERVICES OFFICER PROCEDURES VOLUME IV

Subj: COLLEGE VIDEO/AUDIO COURSES

1. **PURPOSE**. This publication provides a comprehensive resource for members who wish to pursue a college degree through nontraditional means. The Hollywood style video/audio courses encourage members to continue their professional advancement in an enjoyable manner. The multi-media format stimulates learning and allows the member to complete the course at home or at work. Video/audio courses may be taken anywhere, anytime; however, the member actually earns college credit by passing the DANTES college credit examination associated with each course.

2. **PUBLICATIONS AFFECTED**. This publication supersedes and cancels *College Audio/Video Courses*, U.S. Coast Guard Institute Publication P1550.1 (October 2002). The forms in this volume may be reproduced.

3. **FORM**. An enrollment form has been included at the front of the publication. The ESO may also enroll the member electronically by accessing the enrollment form on the Institute's web site. In either case the ESO must sign the form.

4. **CLEP eCBT**. CLEP general and subject examinations have been replaced by computer-based tests. Some of these exams have a paper-based version available to DANTES Test Centers. The student is encouraged to study the practice exam carefully to understand what is expected on the exam. All of the CLEP exams were re-normed with a recommended passing score of 50.

5. **COMMENTS**. Section IV has been changed to incorporate tips the student can use to successfully complete a study project and learn to perform many tasks normally performed by a teacher. Prices for texts and guidebooks are subject to change. They are correct at the time of publication, but may increase before the next update. This publication is also available on the Institute web site at www.uscg.mil/hq/cgi. Questions about the program or comments for program improvement are welcomed and may be addressed to Mr. Steve Jerrim at (405) 954-1106 or email him at sjerrim@cginstitute.uscg.mil.

T. L. TIERNEY

DISTRIBUTION – SDL No.

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B	5	5	5	3	3	3	3	3	2	10	2	3	2	3	2	2	2	3	2	2	2	1	3	1	1	
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F	1	1	1	1	1	1	1	1	1						1	1	1	1	1	1	1					
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Program Overview and Tips

Overview

This program is designed to enhance the ability of the student to pass college credit examinations by the use of multi-media courses and associated text in the same or similar subjects.

Associated **textbooks and study guides are an essential** part of this program. The texts may be purchased through PBS (Annenberg/CPB Project and the Wisconsin Public Radio). Text titles and costs are listed in the order blocks following each course listing. Students who elect not to purchase the required texts should not expect to pass the examinations. It is also possible to purchase used or new textbooks through online services such as the following, but the student will have to assume responsibility for the materials obtained:

- www.barnesandnobel.com
- www.amazon.com
- www.usedcollegetextbooks.com
- www.collegebookservice.com
- www.ecampus.com
- www.textbooksource.com
- www.discount-textbooks.com
- www.studentmarket.com
- www.classbook.com
- www.collegebooks.com

This program provides an opportunity for those who cannot attend resident college classes to continue their education due to duty or work commitments, remote location, or the expenses associated with campus-based courses. Others may want to earn college credit in an accelerated manner, free from the 12-16 week schedules of local colleges or expand the length of time required to complete the course.

The program is not for everyone. The target audience is the independent learner. Students who have difficulty comprehending a subject, such as Algebra, may want to consider taking the course through a local college where a professor is available to provide assistance.

Studies show successful independent learners possess the following characteristics:

- paygrade of E-4 or higher
- one or more years of college
- have completed military correspondence courses
- have a specific educational goal in mind
- mature students

Study groups or discussion groups may help students. Establishing a team to take a course, (spouse, other service members in your unit, etc.), promote success with the materials by providing mutual assistance between the students. Students should establish a weekly study schedule to ensure the course is completed within the allotted period.

Program Overview and Tips, continued

Most Important Tip

One of the most important references is the practice test for the corresponding examination. The practice test or study guide provides sample questions that will service as an indicator of readiness for the real examination, and it also provides a breakdown of the content of the test. It divides the content into topics with an approximate percentage of the questions dealing with each topic. Remember, it is by passing the recommended examination that one earns college credit for the course. In most cases these examinations were created long before the video or audio course existed. These courses were selected because of the similarity of their content with that of the subject covered in the corresponding examination. The ideal way to work through the course is to refer to the information on the practice test throughout the course. This will keep you focused on the topics on the test, while minimizing the time spent on content that may not be applicable to the examination.

This is, by far, the most important tip
In this book!

USCG Institute Form 1560/36R
(06/2004)

Enrollment Form for Loan of College-Level Courses on Video and/or Audio Cassette

Instructions:

1. Select your course from the listing in *College Video/Audio Courses/The Student Guide to Success*. Fill out blocks A, B, C, and D only. Type or print legibly. The unit ESO completes block E.
2. It is the member's responsibility to purchase the study guide and textbook associated with each course. Those who elect not to purchase the associated printed material should not expect to pass the examination. The cost of the printed materials may be charged to your personal Visa, MasterCard, or American Express card by calling the appropriate number listed in *College Video/Audio Courses/The Student Guide to Success* (prices are subject to increase between editions). Students are encouraged to explore possibilities of purchasing used texts through local college bookstores or online sources. (See overview section.)
3. Order the appropriate end-of-course examination from the nearest DANTES Test Center approximately 3-4 weeks before you complete the course. Spouses and service members who do not have a DANTES Test Center nearby may take CLEP examinations at national test centers (i.e. local colleges) and request reimbursement through DANTES. Practice tests are available for all college-level examinations and recommended before the real examination. To check on the status of your order or to request an extension, call JVISDA at 570-895-7937 or e-mail LAROSCIO@HQ.AFIS.OSD.mil.
4. Video and audio materials may be retained from 60 days (COMEX CLEP Prep Series, CD courses, or condensed courses) to 120 days (remainder of videos). Use the prepaid return label and the original shipping box to return the materials to JVISDA, and make sure you still have sufficient time left at your unit to view the materials before you rotate to a new unit. **Videos/audios must be returned to JVISDA on time**. The return date will be noted in Block G when your order is shipped.

A. Ship to: (Home Address) Type or print

EMPLID*: _____

Rank or Rate*/Name:

_____

(e.g., SGT, LTJG, or GS9) First MI Last

Street Address: _____

City: _____State: _____Zip: _____

*Spouses should enter EMPLID for military member in the EMPLID block and DW for Dependent Wife or DH for Dependent Husband in the rate block.

B. Military Unit Address:

Unit name: _____

Unit Address: _____

City: _____State: _____Zip: _____

Phone: ( ) _____

C. Service Component: USCG_____ USCGR_____ SPOUSE_____

D. Materials: Order one course at a time, video and/or audio

_____ _____ _____

Order Number: **Title** **JVISDA Use Only – Serial No.**

E. Authorization:

This section to be completed by the unit ESO. Remote Coast Guard units that do not have an ESO may have the ranking member of the unit sign as the ESO, or ARNG personnel may submit the form to the ARNG Institute for approval. Units should retain 1 copy, forward 1 copy to the member, and mail the original to JVISDA.

Rank/Name of Unit ESO: _____ OPFAC/UIC NO: _____ Phone ( ) _____
(Type or print)

Unit ESO Signature: _____ Projected Date to return materials: _____

F. Mail To:

JVISDA
Building 3 Bay 3
11 Hap Arnold Blvd.
Tobyhanna, PA 18466-5102

G. Loan Period (JVISDA Use Only)

Order No. _____
From: _____ To: _____
Date Shipped: _____ Due In: _____
Date Returned: _____

MATRIX OF COURSES (COLLEGE VIDEO/AUDIO/CD-ROM)

Course No.	Course Title	Credit	Exam Title
505238	The Write Course (video)	English /6 sh LL	Freshman College Composition *
CGV/D-020	CLEP Gen'l English (video)	English /6 sh LL	CLEP General English *
CGV-015	Destinos: An Intro to Spanish (video)	Hum /6-12 sh LL	Spanish Level I & II **
NG-007	Learn Spanish Now (CD-ROM)	Hum /6-12 sh LL	Spanish Level I & II **
CGV-016	French in Action (video)	Hum /6-12 sh LL	French Level I & II **
CGV/D-021	CLEP Gen'l Humanities (video)	Hum /6 sh LL	CLEP General *
505255	Ethics in America (video)	Hum / 3 sh LL	Ethics in America
CGV-026 & DS0012	Ethics and Public Policy & (video) Ethics in Business (audio)	Hum / 3 sh UL	Ethics: Theory & Practice
DS0001 & DS0013	Intro to Modern English & American Literature I and II (audio)	Hum / 6 sh LL	American Literature **
CGV-002	Literary Visions (video)	Hum / 6 sh LL	Analysis & Interpret of Lit. *
CGV-004	Art of the Western World (video)	Hum / 3 sh LL	Art of the Western World
CGV/D-022	CLEP Gen'l Social Sciences/History (video)	SocSci / 6 sh LL	CLEP General *
505240	Economics U$A (video)	SocSci / 6 sh LL	Macroecon, Microecon **
DS0004	Introduction to Psychology	SocSci / 3 sh LL	Introductory Psychology *
CGV-001	Discovering Psychology (video)	SocSci / 3 sh LL	Introductory Psychology *
CGV-003	Seasons of Life (1/2 video, 1/2 audio)	SocSci / 3 sh LL	Lifespan Dev Psy
CGV-005	Growing Old in the New Age (video)	SocSci / 3 sh UL	Foundations of Gerontology
CGV-008	Abnormal Psychology (video)	SocSci / 3 sh UL	Abnormal Psychology
DS0007	Intro to American National Gov't (audio)	SocSci / 3 sh LL	American Government
DS0009	Intro to Sociology (audio)	SocSci / 3 sh LL	Introduction to Sociology *
CGV-019 & 505239	Human Geography: People, Places, Chg & The Planet Earth (video)	SocSci / 3 sh LL	Human/Cultural Geography
DS0005	American History - 1492 to 1865 (audio)	History / 3 sh LL	American History to 1865 *
CGV-028	US History I (video)	History/ 3 sh LL	American History to 1865
DS0006	American History - 1865 to Present (audio)	History / 3 sh LL	American History Since 1865 *
DS0002	Contemporary Western Europe	History / 3 sh LL	Contemporary Western Europe
505296 -1	The Western Tradition I (video)	History / 3 sh LL	Western Civilization to 1648 **
505296 -2	The Western Tradition II (video)	History / 3 sh LL	Western Civilization Since 1648 **
CGA-013	The American Dream (audio)	History / 6 sh UL	The American Dream. Part I
CGV-012 or CGA-012	The History of Hitler's Empire (video) or The History of Hitler's Empire (audio)	History / 3 sh UL	History of Nazi Germany
CGV-025	Vietnam: A Television History (video)	History / 3 sh LL	History of the Vietnam War
CGD-027	The Civil War (CD-ROM)	History / 3 sh UL	Civil War & Reconstruction
CGV/D-023	CLEP Gen'l Natural Sciences (video)	NatSci / 6 sh LL	CLEP General *
CGV-007	Earth Revealed (video)	NatSci / 3 sh LL	Physical Geology
CGV-009	Race to Save the Planet (video)	NatSci / 3 sh LL	Race to Save the Planet
CGV-010 or CGA-010	Cosmic Questions: Astronomy (video) or Cosmic Questions:Astronomy (audio)	NatSci / 3 sh LL	Astronomy
505241	The Mechanical Universe and Beyond (video)	NatSci / 3 sh LL	Principles of Physical Science I
CGV-018	The World of Chemistry (video)	NatSci / 6 sh LL	General Chemistry **
CGV-017	Biology: Form & Function (video)	NatSci / 6 sh LL	General Biology **
CGV-024	CLEP Gen'l Mathematics (video)	Math / 6 sh LL	CLEP General *
505237	For All Practical Purposes (video)	Math / 6 sh LL	CLEP General Mathematics *
NG-001	Basic Math & Beginning Algebra (video)	Math / 6 sh LL	CLEP General Mathematics *
NG-002	Intermediate & College Algebra (video)	Math/6 sh LL	College Algebra *
DS0003	College Algebra (audio)	Math / 3 sh LL	College Algebra *
CGV-006	Algebra: In Simplest Terms (video)	Math / 3 sh LL	College Algebra *
NG-003	Trigonometry (video)	Math / 3 sh LL	Trigonometry or Algebra/Trig **
NG-005	Calculus (video)	Math / 6 sh LL	Calculus w/Elem. Functions **
NG-006	Probability and Statistics (video)	Math / 3 sh LL	Principles of Statistics
505300	Against All Odds: Inside Statistics (video)	Math / 3 sh LL	Principles of Statistics
504546	New Literacy: Intro to Computer Science (v)	Elective / 3 sh LL	Intro Com Sci or 68001 Info Sy *

PROFESSIONAL DEVELOPMENT COURSES

(No college level examinations available)

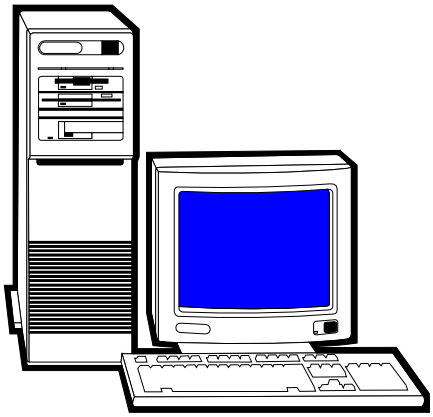
Course No.	Course Title	Media Format
DS0010	Sociology: Marriage and Family	Audio
DS0011	Legacies: An Introduction to the History of Women and the Family in America 1607-1870	Audio
DS0008	The Challenge of China and Japan	Audio
NG-004	Geometry	Video
NG-008	Aprenda English Now! (English as a second language)	CD-ROM
NG-009	The Smart Choice (Basic Skills Review)	CD-ROM
NG-010	The Smart Choice (Basic Skills Review in Spanish)	CD-ROM
NG-011	Zane Publishing's Scholastic Assessment Test (SAT) Preparation	CD-ROM
NG-012	Professor Teaches Microsoft Windows 98	CD-ROM
NG-013	Microsoft Office 97 Tutorial	CD-ROM
NG-018	Kaplan's Higher Score on the GMAT, GRE, and LSAT	CD-ROM
505256	War and Peace in the Nuclear Age	Video

Notes:

***For specific SOC codes for exams refer to* "SOC DEGREE PROGRAMS CREDIT EVALUATION SUPPLEMENT". The SOC Codes for the exams are listed under Section Two.**

* Paper-based version of the CLEP eCBT Examinations. These examinations can be ordered by DANTES Test Control Officers and taken locally.

** Computer-based CLEP eCBT Examinations that can only be taken at National Test Centers. For the location of test centers in your area, visit www.collegeboard.com or see your ESO.



The majority of the CD-ROM courses require Windows compatible operating systems. A few have Macintosh software included, such as Learn Spanish Now and Aprenda English Now: See the course description for more information on system speed and memory requirements.

Section I
The Way the Program Works

Can college credit be earned by simply watching these videos? Not likely. Although incorporating multimedia support with a course significantly increases the retention level, students watching them in the same manner as they would watch entertainment TV cannot absorb these courses. For example, if after watching 26 half-hour segments of a comedy series over several weeks and being tested on the topics covered, the students certainly would not score very well. If students combined the viewing along with a study guide, textbook, practice test, and preparation, their success rate would increase dramatically.

There are four components usually associated with these courses:

(a) The video, DVD, CD, or audio cassettes (usually 13 one-hour or 26 half-hour segments).
(b) A study guide (usually 6-10 pages of text per video segment).
(c) The textbook (very similar to the one used in the classroom-based course).
(d) The practice test.

It is imperative that students purchase the study guide and textbook for each course! Success in using these materials cannot be guaranteed. However, those students who treat these courses seriously, devoting time and effort into concentrated study over a reasonable period of time, should pass the recommended examination.

HOW DO MEMBERS & SPOUSES EARN COLLEGE CREDIT WITH THIS PROGRAM?

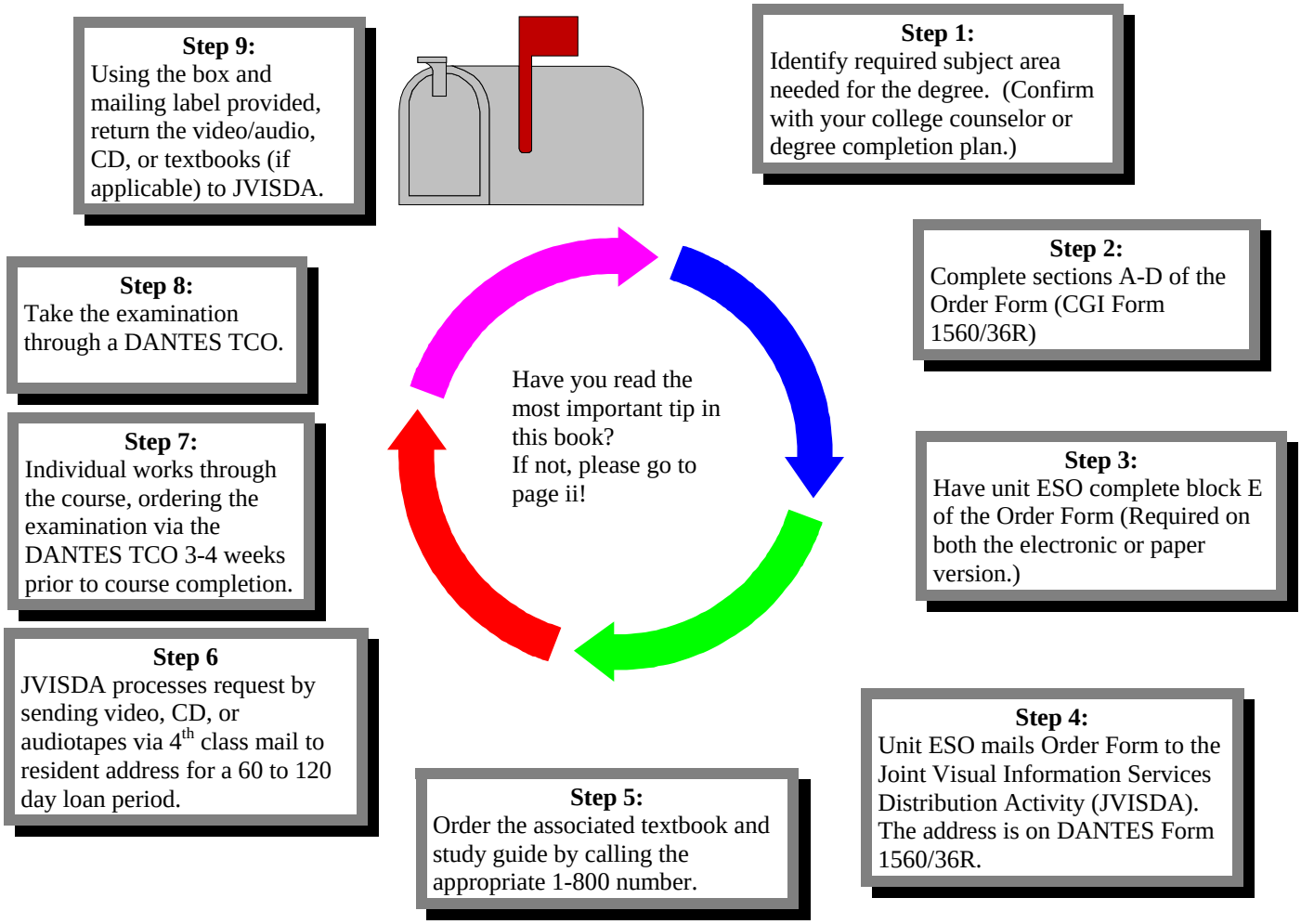
The first step is for the student to see the unit's ESO to fill out the enrollment form, (DANTES Form 1560/36R), found in the front of this booklet or on the Coast Guard Institute's web page. The student has from 2 to 4 months to study the videos depending upon the type of video ordered. As soon as the cassettes are ordered, the student should order the study guide and textbook(s) for the course (as explained later). In some cases, the study guides are included with the cassettes on loan to the student. (These should be treated with care - other students will use them.) The cost of the printed material may be placed on a personal MasterCard or Visa. The approximate cost of study guides and textbooks for these courses is provided in the course overview section of this publication. Since the cost of textbooks continues to rise, the student should verify the cost before purchasing the materials or use an online service that may offer the materials at a lower cost. In some cases, the study guides/textbooks are included with the cassettes. Study materials provided with the courses should be treated with care and returned with the tapes.

When the videocassettes, textbook and study guide arrive, the student should begin the course. Usually this entails reading a chapter in the textbook followed by watching a session on TV (or listening to an audio session). Then the student should read the appropriate chapter in the study guide. At the end of each chapter there are several questions students should be able to answer. If students can't answer the questions, they should review the chapter and/or the video again. The answer should be provided somewhere in the text.

The Way the Program Works, Cont

The recommended test should be ordered approximately 3-4 weeks before completion of the course. The recommended test may be a College Level Examination Program (CLEP) General or Subject Exam, a DANTES Subject Standardized Test (DSST), or an Excelsior College Exams (ECE) exam. The recommended tests are listed in the Matrix of Courses. ***THE STUDENT MUST PASS THE RECOMMENDED TEST IN ORDER TO RECEIVE COLLEGE CREDIT FOR EACH COURSE***. The student should contact the nearest DANTES Test Center before enrolling in the course to ensure the test will be available and that it can be given at that location. For the location of the nearest DANTES Test Center, go to the DANTES web site at http://www.dantes.doded.mil. Click on examinations programs. Then select test center lookup. A popup screen will allow you to search for a center. (For more information on acceptance of recommended tests by colleges and universities, see Section IV of this publication.)

Upon completion of the course, the student must return the video or audiocassettes to the distribution facility. The postage-paid return mailing label is included with the materials for the convenience of the students.



Section II
Summary of Courses

ENGLISH COMPOSITION COURSES:

COMEX CLEP GENERAL ENGLISH COMPOSITION TEST PREPARATION SERIES

Recommended tests: CLEP General Exam (08001 & 08002), English (6 sh LL)

Order number: CGV-020 or CGD-020

Course design: 5 forty-five minute video sessions or 5 forty-five minute DVD sessions.

Course description: Session 1: Format of the Test, Levels of Usage, Choosing the Best Word, Recognizing Idioms, Figurative Language, and Two Types of CLEP Questions. Session 2: Avoiding Ambiguity, Clear Pronoun Reference, Correct Placement of Modifiers, and Complete Comparisons. Session 3: Coordination and Subordination, Grammatical Consistency, Parallelism/ Tense Voice, Voice/Person, and Sample Test Questions. Session 4: The Paragraph, Sample Paragraph Questions, Adequate Development of a Topic, and Logical Thinking. Session 5: How to do an Essay Question, How the Essay Is Scored, How to Put an Essay Together - Step by Step, and Analysis of an Essay.

Note: **Important note** - due to the brevity of this series, students are allowed only two months for the loan period.

Tips: This is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.

Associated materials

Course	**Study Guide**	**Textbook**	**Source**
CLEP General English Test Preparation Series	*The Study Guide for the CLEP English Test Prep Series* - $7.59	*None*	COMEX Systems 1-800-543-6959

Note: Policies regarding English Composition requirements vary greatly depending on the college or university. Check with your college or university prior to taking this examination to see if they accept it.

The essay version of this test can only be taken at a National Test Center. Students should determine which of the two versions is needed before testing because each version is subject to a 6-month waiting period for retesting.

ENGLISH COMPOSITION COURSES

THE WRITE COURSE

Recommended tests: CLEP General Exam English - 6 sh LL or
CLEP Subject Exam (71001 or 71002), *Freshman College Composition (6 sh LL)

Order number: 505238

Course design: 30 half-hour video sessions.

Course description: Highly effective, *The Write Course* is an imaginative way to learn the nuts and bolts of good writing. A widely used college-level course on writing, it features a comedy series interspersed with interviews to emphasize the process method. Such contemporary authors as Irving Wallace, Larry Gelbart, and Irving Stone offer practical advice, while mini-documentaries filmed on location in business and government offices tackle real-life writing problems, emphasizing the need for clarity and organization.

Produced by **Dallas Community College**

Note: Whereas the study guide and textbook are no longer available, any standard English Grammar and Composition textbook should suffice in their absence.

Tips: This is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.

Associated materials:

Course	**Study Guide**	**Textbook**	**Source**
The Write Course	*None*	Acquire any standard English Composition Textbook	Your local public or college library
		OR	
CLEP General English Test Preparation Series	*The Study Guide for the CLEP English Test Prep Series* - $7.59	*None*	COMEX Systems 1-800-543-6959

Note: *There is an **Optional** essay for this CLEP Subject test. The essay portion is not automatically shipped with the exam. It must be special ordered and cannot be administered unless required by the examinee's college program. Check with your college or university to ensure they accept this test for their English requirements.

FOREIGN LANGUAGE COURSES:

BEFORE ENROLLING IN A FOREIGN LANGUAGE COURSE READ THIS!

If the student plans to use the credit from a foreign language course to fulfill a specific requirement for a degree, check the following chart to ascertain under which category it will be accepted:

College	Communication	Humanities	Liberal Arts Elective
Univ. of Phoenix	Yes, as long as the 3 sh English requirement is met.	No	Yes
Excelsior College	Yes, as long as the 3 sh English requirement is met.	Yes	Yes
Charter Oak State College	No	No	Yes
Thomas Edison State College	No	Yes	Yes

DESTINOS: AN INTRODUCTION TO SPANISH

Recommended test: CLEP Subject - Spanish I & II (6-12 sh LL), Computer-based test only.

Order number: CGV-015

Course design: 52 half-hour video sessions.

Course description: You'll be amazed by the growth in your understanding and appreciation of Spanish as you become absorbed in the mysterious and entertaining *telenovela* that is the heart of *Destinos*. Filmed on location in Mexico, Spain, Argentina, and Puerto Rico, this presents many cultures, accents, and dialects of the Spanish-speaking world. Immersion in Spanish builds comprehension - students listen to native speakers in situations from everyday life. Closed captioning in Spanish can be used as a teaching and literacy resource.

FOREIGN LANGUAGE COURSES

DESTINOS: AN INTRODUCTION TO SPANISH, continued

Tips: The examination measures your comprehension of both the written language (the first 45 minutes portion), and the spoken language (the second 45 minute portion). Audiocassettes will accompany the second part of the recommended CLEP Subject Examination. There is no penalty for guessing, only the number of correct answers is counted for score. A score of 41-49 will equate to six semester hours of credit, while 50 and above equates to 12 semester hours.

Associated materials:

Course	Study Guide	Textbook	Source
Destinos: An Intro to Spanish	*Destinos: An Introduction to Spanish* (Alternate edition) Part I, McGraw-Hill, $36.95 & Part II, $36.95	*Destinos*, Van Patton, et al., McGraw-Hill, $92.95 (Covers both parts.)	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER)

LEARN SPANISH NOW!

Recommended test: CLEP Subject - Spanish I & II, Computer-based test only. (6-12 sh LL)

Order number: NG-008 (See also the "Destinos" video course)

Course design: CD-ROM (one disc)

Course description: Yes, learning Spanish is now easy and fun. Unlike other language learning methods, Spanish Now is uniquely effective. Right away you'll find yourself in a compelling, interactive environment where learning authentic Spanish is made easy. Learn to speak, listen, read, and write Spanish. This program provides activities, tests, exercises, and tools to improve all of you language abilities.

Course	Study Guide	Textbook	Source
Learn Spanish Now		Activities, tests, and Exercises are provided with CD-ROM	Self Contained unit

FOREIGN LANGUAGE COURSES

FRENCH IN ACTION

Recommended test: CLEP Subject - French I & II (6-12 sh LL), Computer-based test only

Order number: CGV-016

Course design: 52 half-hour video sessions.

Course description: Filmed in Paris and the French countryside, *French in Action* features the humorous story of an American student and a young French woman. This widely acclaimed series helps students build their comprehension of French and sharpen their oral and written skills as they follow the story. The "planned immersion" teaching method, developed by Pierre Capretz at Yale University, has a proven track record of success. This course features native speakers in realistic settings.

Taught by Professors from **Yale University**

Tips: The examination measures your comprehension of both the written language (the first 45 minutes portion), and the spoken language (the second 45 minute portion). Audiocassettes will accompany the second part of the recommended CLEP Subject Examination. There is no penalty for guessing, only the number of correct answers is counted for score. A score of 39-44 will equate to six semester hours of credit, while 45 and above equates to 12 semester hours.

Associated materials:

Course	**Study Guide**	**Textbook**	**Source**
French in Action	The Study Guide for *French in Action Part 1*, $18.95 & *Part II*, $18.95 *Workbook - Part I*, $24.95 & *Part II*, $24.95, Yale University Press	*French in Action, A Beginning Course in Language and Culture*, by Capretz, 2n Ed. $50.00 (Part I or Part II) Yale University Press	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER) or www.learner.org

HISTORY AND SOCIAL SCIENCES COURSES:

COMEX CLEP GENERAL SOCIAL SCIENCES & HISTORY TEST PREPARATION SERIES

Recommended tests: CLEP General Exam (05001 or 05002) Social Sciences & History (6 sh LL)

Order number: CGV-022 or CGD-022

Course design: 5 forty-five minute video sessions or 5 forty-five minute DVD sessions

Course description: Session 1: United States History. Session 2: Political Science, Comparative Government, American Constitutional Government, Politics and Political Behavior. Session 3: Economics. Session 4: Social Psychology. Session 5: Sociology, Basic Concepts, Social Situations, and Social Stratification.

Note: Due to the brevity of this series, students are allowed only two months for the loan period.

Tips: This is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.

Associated materials:

Course	**Study Guide**	**Textbook**	**Source**
CLEP General Social Sciences and History Test Preparation Series	*The Study Guide for the CLEP SocSci/History Test Prep Series* - $7.59	*None*	COMEX Systems 1-800-543-6959

ABNORMAL PSYCHOLOGY

Recommended test: Excelsior Exam (459), Abnormal Psychology (3 sh UL)

Order number: CGV-008

Course design: 13 one-hour video sessions.

Course description: A man breaks into tears because he cannot remember his wife's name; another sits calmly and offers no remorse for his act of murder. These are some of the patients you will meet in The World of Abnormal Psychology, a stunning series built around documentary footage of real people dealing with a wide variety of mental disorders. Educators, clinicians, and researchers interpret cases, ranging from simple stress to paranoid schizophrenia. The series also covers current psychological, biological, and social treatment approaches.

Prerequisite: Students who have not taken an introductory course in psychology should enroll in Discovering Psychology (CGV-001) or Introduction to Psychology (DS0004) before taking this course.

Tips: This examination is a timed (3 hour) examination. It is to your advantage to answer all questions. The format of the examination is multiple-choice, available to servicemembers free of cost. See the Excelsior homepage at http://www.excelsior.edu/ to register for the exam.

ABNORMAL PSYCHOLOGY, continued

Associated materials:

Course	Study Guide	Textbook	Source
The World of Abnormal Psychology	*Abnormal Psychology and Modern Life Study Guide*, 2nd ed. Addison Wesley Longman (included w/text) $32.95	(Package of Text and Study Guide) *Abnormal Psychology and Modern Life*, Carson & Butcher, 12th ed, Addison Wesley Longman $119.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER) or www.learner.org

THE AMERICAN DREAM

Recommended tests: Excelsior Exam (460), The American Dream (6 sh UL)

Order number: CGA-013

Course design: 8 one-hour audio sessions.

Course description: These lectures are both a historical and a philosophical reflection on the American Dream. Dr. John K. Roth, professor at Claremont-McKenna College, draws on a variety of sources - poetry, literature, philosophical and religious thought, political rhetoric and practice - to see how the notion of the American Dream has developed over time. Professor Roth's governing thesis is that to be an American is to dream; that is the American heritage. If Americans can no longer be sure their multifaceted dream is realizable or that the future itself is limitless, then uncertainty may be a sign of maturity. For, as Professor Roth states, maturity entails the recognition that what they are and have been, as well as what they dream of becoming, are the truths they must live by.

Taught by a Professor from **Claremont-McKenna College**

Tips: This examination is a timed (3 hour) essay examination. The examination is available to service-members free of cost. See the Excelsior home page at http://www.excelsior.edu/ to register.

Associated materials:

Course	Study Guide	Textbook	Source
The American Dream		Frazier. *The Underside of American History*, Volume 1, to 1877. 5 ed.$45.50 Lauter, *et al.* *The Heath Anthology of American Literature, Volume I.* 2nd ed. $55.00 Excelsior College. *The American Dream (Part I): A Book of Readings* $23.00 *Course Guide for American Dream*, $19.95 *The Declaration of Independence & Constitution of United States*, $2.95	Excelsior College Bookstore 1-800-466-1365 or http://www.excelsior.edu/ or E-mail order @speciality-books.com

HISTORY AND SOCIAL SCIENCES COURSES

AMERICAN HISTORY ONE

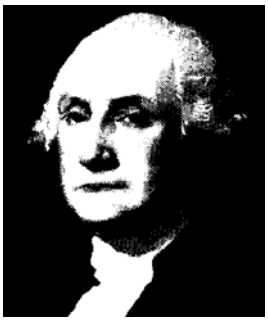
Recommended test: CLEP Subject Exam (80001 or 80002), History of the U.S. I (3 sh LL)

Order number: DS0005 (audio)

Course design: 13 half-hour audio sessions.

Produced by the **University of Wisconsin**

Course description: Commentary by noted scholars is skillfully blended with music, dramatization, and narration, giving immediacy to key developments and periods in our American past. This first of a two-part series on American history examines the social, economic, and political development of the United States. Major events from the English settlement at Jamestown to the Civil War introduced listeners to the unique growth patterns of the American experience over nearly four centuries.



US HISTORY I

PATRICK HENRY IN THE VIRGINIA ASSEMBLY.

Recommended test: CLEP Subject Exam (80001 or 80002), History of the U.S. I (3 sh LL)

Order number: CGV-028

Course design: 5 forty-five minute video sessions

Course description: Tape 1 - Exploration & Colonization. Tape 2 - Colonial Resistance, Revolutionary War & Colonial Period. Tape 3 - US Constitution & Federalist Period. Tape 4 - Federalism & Sectionalism. Tape 5 - Civil War & Reconstruction.

Note: Due to the brevity of this series, students are allowed only two months for the loan period.

Tips: This is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.

Associated materials:

Course	Study Guide	Textbook	Source
American History 1492 to 1865	*American History to 1865*, $16.50	*American History: A Survey to 1865* McGraw-Hill, Contact McGraw-Hill at 1-800-388-3987 $41.00	Wisconsin Public Radio/Annenberg 1-800-972-8346 (1-800-97-AUDIO) Study Guide Only

HISTORY AND SOCIAL SCIENCES COURSES

AMERICAN HISTORY TWO

Recommended test: CLEP Subject Exam (79002 or 79003) 3 sh LL History of the U.S. II

Order number: DS0006

Course design: 15 half-hour audio sessions.

Course description: This second part of the American history series highlights America's transformation from an agrarian nation and minor member of the international community to an industrial world power. Beginning with the Reconstruction of the South after the Civil War, the series traces the social, economic, and political development of the United States.

Produced by the **University of Wisconsin**

US HISTORY II

On the hull of a U.S. submarine at Electric Boat Co., Groton, CT, 1943

Recommended test: CLEP Subject Exam (79002 or 79003) 3 sh LL History of the U.S. II

Order number: CGV-029

Course design: 5 forty-five minute video sessions

Course description: Tape 1 - Reconstruction & Industrialization. Tape 2 - Progressive Age, Closing the Frontier & Becoming a World Power. Tape 3 - World War I, Between World Wars & the Depression. Tape 4 - World War II & The Cold War. Tape 5 - Domestic Issues Since 1945.

Note: Due to the brevity of this series, students are allowed only two months for the loan period.

Tips: This is a 90-minute test. Only the number of correct answers is counted for score.

Associated materials:

Course	Study Guide	Textbook	Source
American History 1865 to Present	*American History Since 1865*, $16.50	*American History: A Survey Since 1865* McGraw-Hill, Contact McGraw-Hill at 1-800-338-3987 $41.00	Wisconsin Public Radio/Annenberg 1-800-972-8346 (1-800-97-AUDIO) Study Guide Only or www.learner.org

HISTORY AND SOCIAL SCIENCES COURSES

THE CIVIL WAR

Recommended tests: DANTES Subject (SE/SG-483), The Civil War & Reconstruction (3 sh UL)

Order number: CGV-027

Course design: 9 video tapes (11-1/2 hours)

Course description: Ken Burns captures the essence of the Civil War in this version of the Civil War. This Civil War production is considered one of the most popular documentaries ever produced on public television. The Wall Street Journal is quoted as saying it "Brings the American Civil War to life as no history has ever been brought to life on a screen."

Tips: This test is not timed. It is to your advantage to answer all questions.

Associated materials: A textbook is loaned to the member with the videos, but must be returned with the videos. Students may **NOT** write in this book.

THE CIVIL WAR

Recommended tests: DANTES Subject (SE/SG-483), The Civil War & Reconstruction (3 sh UL)

Order number: CGD-027

Course design: Windows 3.x or Windows 95 multimedia CD-ROM.

Course description: This compact disk provides a comprehensive examination of the history of the bloodiest war in this nation's history. The disk contains the complete text of nine textbooks covering all aspects of the war, which pitted brother against brother. In addition, over 3,000 original photographs are depicted from Abraham Lincoln's official photographer, Matthew Brady. A full-length motion picture composed from Brady's photographs, "The Civil War, the True Story," which won an Academy Award, is also on the disk.

Tips: This test is not timed. It is to your advantage to answer all questions. This version is good for members who don't have access to a VCR.

Minimum system requirements: 386 SX 33 computer, Win 3.x / Win95, 256 color VGA, 16 bit sound card, 8 MB RAM, Double speed CD-ROM

Associated materials: All are included on the disk.

DISCOVERING PSYCHOLOGY

Recommended test: CLEP Subject Exam (70001 or 70002), Introductory Psychology (3 sh LL)

Order number: CGV-001

Course design: 26 half-hour video sessions.

Course description: This comprehensive survey of psychology's first 100 years shows not only how we develop as people, but also how our society has come to tolerate an increasingly wider range of behavior. Series host Dr. Philip Zimbardo leads the way through laboratories, mental hospitals, clinics, and therapists' offices. Footage of classic experiments and computer animation, along with interviews of leading theorists, provide both a historical perspective of psychology and an overview of current theory and practice.

Produced by the
American Psychological Association
at
Stanford University

DISCOVERING PSYCHOLOGY, continued

Tips (based on feedback from members): This series appears to be much more effective in presenting the subject than the audio course mentioned above. Whenever possible, students should consider enrolling in this course as their selection of an introductory psychology course. This is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.

Associated materials:

Course	Study Guide	Textbook	Source
Discovering Psychology	*Psychology and Life*, 14th Ed. Harper Collins, $36.95	*Psychology and Life* by Zimbardo Harper Collins, $100.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER) or www.learner.org

ECONOMICS U$A

Recommended tests: CLEP Subject Exam, Principles of Macroeconomics (3 sh LL) - Computer-based test only, and CLEP Subject Exam, Principles of Microeconomics (3 sh LL) – Computer –based test only.

Order number: 505240

Course design: 28 half-hour video sessions.

Course description: Economic theory comes to life in this stimulating blend of historic footage, documentary sequences, interviews, and news-style analysis from longtime Harvard economics professor Richard Gill. Hosted by network correspondent David Schoumacher, Economics U$A is a compelling way to learn first hand of the leading economic crises that have shaped our lives and the trends that will mold American business in the future. Leading economic authori ties, including Milton Freeman, Robert Heilbroner, John Kenneth Galbraith, and Paul Samuelson, explain the lifeblood of our economic system - the interaction of people, resources, and capital.

Taught by a professor from **Harvard University**

Tips: These are 90-minute tests. There is no penalty for guessing, only the number of correct answers is counted for score. Students upon completion of the course should take both examinations.

Associated materials:

Course	Study Guide	Textbook	Source
Economics in the U$A	*The Study Guide for Economics U$A*, Norton & Co., Inc., 7th ed., $34.95	*Economics U$A*, Norton & Co., Inc., 6th ed., $96.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER) or www.learner.org

HISTORY AND SOCIAL SCIENCES COURSES

GLOBAL UNDERSTANDING: CONTEMPORARY WESTERN EUROPE

Recommended tests: DANTES Subject (SF/SH-465) Contemporary Western Europe (3 sh LL)

Order number: DS0002

Course design: 26 half-hour audio sessions.

Course description: This series looks back in history at the physical, sociological, and political changes that have occurred in Western Europe since the end of World War II. Beyond the nation states, Europe has formed economic and political alliances making it a very powerful continent. Topics from the farms to nuclear energy, power and class struggles, social evolution, welfare systems, and intercontinental politics are covered.

Tips: This test is not timed. It is to your advantage not to leave any questions unanswered.

Associated materials: No associated texts are available for purchase through Wisconsin Public Radio; however, the following books may be available at your local library:

Possible Sources			
Western Europe Since 1945 A Political History Derek W. Urwin, Longman, NY, 1990	*Europe Since Hitler The Rebirth of Europe:* W. Laqueur, Rev. ed., Penguin, NY, 1982	*Government and Politics in Western Europe* Yves Meny, Oxford Univ. Press, NY, 1990	*Politics & Polic in Eur. Commun* G. Stephen, Oxfd Univ. Press, 1991
Major European Dragnich, J. Rasmussen, Joel Moses, Brooks/Cole, CA, 1991	*Intro. to Comparative Governments* Michael Curtis, Harper -Row, NY, 1990	*Politics in Western Europe Today* Derek W. Urwin, Longman, NY 1990	*The Europeans* Luigi Barzini, NY, 1983

GROWING OLD IN THE NEW AGE

Recommended test: Excelsior Exam (407), Foundations of Gerontology (3 sh UL)
& Excelsior Exam (485), Psychology of Adulthood & Aging (3 sh UL)

Order number: CGV-005

Course design: 13 one-hour video sessions.

Course description: Now and in the future, the percentage of older Americans will continue to grow because of the declining birth rate and lengthening life expectancy. Questions such as how one stays physically and mentally healthy and sustains a useful role throughout life are addressed in this comprehensive and multicultural examination of gerontology. Drawing upon the expertise of social and biological scientists, medical professionals, and clinicians, as well as the personal experiences of more than 75 individuals of retirement age and beyond, the diversity of options presented compels viewers to reexamine their attitudes toward aging.

Produced by the **University of Hawaii**

GROWING OLD IN THE NEW AGE, continued

Tips: (based on feedback from members). Concentrate on the information found in the associated textbook, *Social Gerontology*, to score the highest on the examination. The video and study guide serve to put the student in the right mindset of the subject. This examination is a timed (3 hour) examination. It is to your advantage not to leave any questions unanswered. The format of the examination is multiple-choice and is available to servicemembers free of cost. See the Excelsior homepage at http://www.excelsior.edu/ to register for the exam.

Associated materials:

Study Guide	Textbook	Source
Growing Old in the New Age, Allyn & Bacon, $28.95	*Social Gerontology: A Multidisciplinary Perspective*, 6th ed, $99.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER)

THE HISTORY OF HITLER'S EMPIRE

Recommended tests: Excelsior Exam (432), History of Nazi Germany (3 sh UL)

Order number: CGV-012 or CGA-012

Course design: 8 one-hour video or audio sessions.

Course description: If it happened in Germany - could it happen elsewhere, could it happen here? This question is part of our fascination with the rise of the Third Reich, and Dr. Thomas Childers' lectures aid us in the quest to understand "this pivotal experience of twentieth century Western civilization."

Taught by a Professor from the **University of Pennsylvania**

The course begins with two questions that pose and hold its moral tension for eight lectures: Would you have had the foresight to see what was happening in Germany at the time, and, if you did, would you have had the courage to act? Having checked our reflexes and honed our desire to observe the progress of this story with great care, Dr. Childers then binds you in the spell of these eight lectures.

An intense realism underlies Dr. Childers' look at 1930's Germany. His precise narrative of the Nazi rise to power leaves the often chilling impression that Hitler's political ambition reached its climax only through many accidents of chance and circumstance. The lectures exhibit the genius of the Nazis' political machine, how they used techniques for the first time that we now take for granted: polling, direct mailings, and exit interviews, for example. Yet, Dr. Childers demonstrates how a little more political intelligence in opposing Hitler might have derailed him. Dr. Childers' final lectures on the "Final Solution" ring with a fierce accuracy and a haunting sense of loss.

Note: This course is available in video or audio cassette

Tips: This examination is a timed (3 hour) essay examination. The examination is available to servicemembers free of cost. See the Excelsior home page at http://www.excelsior.edu/ to register.

THE HISTORY OF HITLER'S EMPIRE, continued

Associated materials:

Course	Study Guide	Textbook	Source
The History of Hitler's Empire		Eubank. *World War II: Roots and Causes, 2nd ed. $26.75* Kershaw. *Profiles in Power: Hitler$13.95* Mitchell. *The Nazi Revolution: Hitler's Dictatorship and the German Nation. 3rd ed/ $22.00* Niewyk. *The Holocaust: Problems and Perspectives of Interpretation. $30.00* Excelsior College. *The History of Nazi Germany: A Book of readings* $46.00 Sax & Kuntz, *Inside Hitler's Germany* $61.25 *Course Guide for the History of Nazi Germany*, $19.95	Excelsior College Bookstore 1-800-466-1365 or http://www.excelsior.edu/ (go to bookstore) or E-mail order @speciality-books.com

HUMAN GEOGRAPHY: PEOPLE, PLACES AND CHANGE and PLANET EARTH

Recommended test: DANTES Subject (SF/SH 470), Human Cultural Geography (3 sh LL)

Order number: CGV-019 & 505239

Course design: 10 half-hour video sessions, followed by 7 one-hour sessions.

Course description: **Part one**: This fascinating new series functions as a map to the cultural landscape of our time. Filmed in ten communities around the globe, *Human Geography* shows students the impact of government, corporate, group, and individual decisions have on people and places that are grappling with major socioeconomic changes.

Produced by the **British Open University**

Part two: This course takes you through a remarkable exploration of planetary science. It offers a foundation in geology, oceanography, and climatology. This integrated approach shows connections between the related discipline areas. Stunningly beautiful cinematography shot on all seven continents, in the oceans, and in outer space is enhanced with computer graphics and special effects.

HISTORY AND SOCIAL SCIENCES COURSES:

HUMAN GEOGRAPHY: PEOPLE, PLACES AND CHANGE & PLANET EARTH, continued

Note: When viewing the second part of the series, *Planet Earth*, session four, *Tales from Other Worlds*, is not relevant to this examination and should not be viewed by the student. This examination is a multi-disciplinary exam, covering Earth Science and Geography. Credit for the examination is usually granted for meeting a Social Science requirement.

Tips: This test is not timed. It is to your advantage not to leave any questions unanswered.

Associated materials:

Course	**Study Guide**	**Textbook**	**Source**
Human Geography: People, Places	*Human Geography: People, Places & Change,* Prentice Hall, $49.95	*The Cultural Landscape An Intro to Human Geography*, 7th ed., Rubenstein, Prentice Hall, $99.95	Annenberg/CPB 1-800-532-7637(1-800-LEARNER)
AND		**AND**	
The Planet Earth		*The Planet Earth and The New Geoscience* Kendall-Hunt Pub. Co., $64.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER)

INTRODUCTION TO AMERICAN NATIONAL GOVERNMENT

Recommended test: CLEP Subject Exam, American Government (3 sh LL) Computer-based Test (CBT) only

Order number: DS0007

Course design: 12 half-hour audio sessions.

Produced by the **University of Wisconsin**

Course description: Understand the American system of government and learn to evaluate political events critically and intelligently. Journalists, politicians, feminist leaders, judges, and bureaucrats join scholars to explore the distinctive features of the American political system from a variety of perspectives.

Tips: This is a 90-minute test. There is no penalty for guessing, only correct answers will be counted toward score.

Associated materials: Wisconsin Public Radio/Annenberg/CPB no longer carries the text and study guide for this course. Please check your local library for possible sources.

Possible Sources	
American National Government (Study Guide)	*Government by the People, Bill of Rights* (Text) Edition, Prentice Hall

HISTORY AND SOCIAL SCIENCES COURSES

INTRODUCTION TO PSYCHOLOGY

Recommended test: CLEP Subject Exam (70001 or 70002), Introductory Psychology (3 sh LL)

Order number: DS0004

Course design: 13 half-hour audio sessions.

Produced by the **University of Minnesota**

Course description: Thinking and problem solving, psychotherapy, dieting and weight control, human sexuality, language, and drug addiction are some of the issues discussed by leading psychologists in this provocative series. Intended to give a general overview of the science of psychology, the programs help the listener understand and interpret psychological knowledge and apply it to daily life and evade problems.

Tips: Students may want to consider enrolling in the video course, *Discovering Psychology*, mentioned below, if their work schedule or duty assignment allows access to a VCR. Those assigned to "afloat" commands will likely use this audio course. This is a 90-minute test. There is not penalty for guessing, only correct answers will be counted for score.

Associated materials:

Course	Study Guide	Textbook	Source
Intro to Psychology	*The Study Guide for Introduction to Psychology*, $16.50	*Psychology, the Frontiers of Behavior*, Harper & Row, 3rd ed., $30.39	Wisconsin Public Radio/Annenberg 1-800-972-8346 (1-800-97-AUDIO)

INTRODUCTION TO SOCIOLOGY, SOCIOLOGICAL FOUNDATIONS

Recommended test: CLEP Subject Exam (31001 or 31002), Introduction to Sociology (3 sh LL)

Order number: DS0009

Course design: 12 half-hour audio sessions.

Produced by the **University of Wisconsin**

Course description: An overview of the principles of Sociology and application of sociological principles in modern life. How culture, family values, religion, and other characteristics of our surroundings serve to shape us as a people. This engaging series encourages listeners to examine their own beliefs, values and actions within the larger context of human behavior. Prominent scholars analyze such topics as the socialization of violence, the consequences of divorce, and support systems for the elderly, using basic principles and methods in sociology.

Tips: This is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.

INTRODUCTION TO SOCIOLOGY, SOCIOLOGICAL FOUNDATIONS, continued

Associated materials:

Course	Study Guide	Textbook	Source
Intro to Sociology Sociological Foundations	*Study Guide to Sociological Foundations*, $16.50	*Sociology*, Schaefer & Lamm, $51.57	Wisconsin Public Radio/Annenberg 1-800-972-8346 (1-800-97-AUDIO)

SEASONS OF LIFE

Recommended test: DANTES Subject Exam (SF/SH-490), Lifespan Developmental Psychology (3 sh LL)

Order number: CGV-003

Course design: 5 one-hour video and 26 half-hour audio sessions.

Course description: From the terrible twos through the twilight years, we all pass through the same developmental stages. The Seasons of Life video examines human development throughout these stages and how our biological, social, and psychological clocks influence it. The video programs share the reflections of a variety of individuals at pivotal points in their lives and present provocative insights from current research in psychology, biology, anthropology, and sociology. Five hours of video are supplemented with 25 half-hour audio sessions, which explore specific topics such as sexuality, second marriages, and the effects of aging on mental functioning.

Produced by the **University of Michigan**

Winner of the American Psychological Association, Armstrong, and CINE Awards

Tips: The DSST SH-490, Lifespan Developmental Psychology, is not timed. It is to your advantage to answer all questions.

Associated materials:

Course	Study Guide	Textbook	Source
Seasons of Life	*Seasons of Life* 4th ed. Worth Publishers, $26.95	*The Developing Person Through the Life Span* Worth Publishers, $105.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER)

HISTORY AND SOCIAL SCIENCES COURSES

VIETNAM: A TELEVISION HISTORY

Recommended tests: DANTES Subject (SG/SL-473), History of the Vietnam War (3 sh LL)

Order number: CGV-025

Course design: 13 one-hour video sessions.

Course description: This carefully crafted series examines America's longest war in the context of France's earlier colonial experience in Southeast Asia and Vietnam's 2,000 year history of resistance to invaders. The programs provide a rich tapestry of archival footage combined with provocative interviews with participants on all sides of the political conflict.

Note: Graphic footage of soldiers injured in battle may be found disturbing to younger viewers. Students with young children may consider viewing the series in their absence.

Tips: The first exam is not timed and wrong answers do not count off.

Associated materials: Excelsior no longer carries the text for this course; however, the following books may be available at your local library.

Possible Sources			
Harrison. *The Endless War: Vietnam's Struggle for Independence.*	Kimball. *To Reason Why. The Debate About the Causes of U.S. Involvement in the Vietnam War*	McMahon (ed.) *Major Problems in the History of the Vietnam War*. 1st ed.	O'Brien. *The Things They Carried.*
Rotter. *Light at the End of the Tunnel*	Te. *Introduction to Vietnamese Culture* (reprint)	Excelsior College. *Expanded Study Guide for the War in Vietnam (1945-1975): A Global Perspective*	

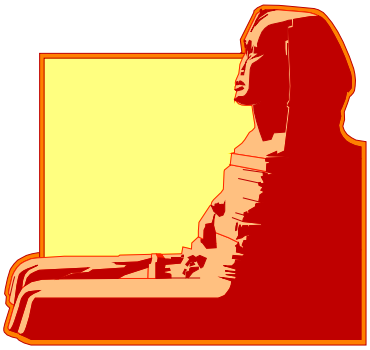
HISTORY AND SOCIAL SCIENCES COURSES

THE WESTERN TRADITION I

Recommended test: CLEP Subject Exam, Western Civilization to 1648 (3 sh LL), Computer-based exam only.

Order number: 505296 –1

Course design: 26 half-hour video sessions.



Produced in association with the **University of California - Los Angeles**

Course description: This course presents Western Civilization I in an enlightening manner. The ideas, event, and institutions that have shaped modern societies come together in this absorbing story of Western civilization. The series host, Eugene Weber is a gifted scholar, author, and professor of history at UCLA. His lectures survey developments in politics, economics, industry, agriculture, art, philosophy, and daily life from ancient Egypt to the Renaissance. Splendid images selected by the staff of the Metropolitan Museum of Art serve as historical source documents in this comprehensive, Western history, survey. Viewers will gain a deeper sense of what history is about from the presentation of basic themes, important personalities of each era, and study of the empires that ruled the earth.

Tips: This is a 90-minute test. There is no penalty for guessing, only correct answers will be counted for score.

Associated materials:

Course	**Study Guide**	**Textbook**	**Source**
The Western Tradition Part I (Dawn of time Renaissance)	*The Western Tradition* 2nd ed., Semester I, Prentice Hall, $51.95	*The Western Heritage* by Kagan et al., 7th ed., *Volume I*, Prentice Hall, $ 86.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER)

HISTORY AND SOCIAL SCIENCES COURSES

THE WESTERN TRADITION II

Recommended tests: CLEP Subject Exam, Western Civilization 1648 to Present (3 sh LL), Computer-based exam only.

Order number: 505296 –2

Course design: 26 half-hour video sessions.

Course description: This second in the series presents Western Civilization from the Reformation to the Technological Revolution. The series host, Dr. Eugene Weber, continues to survey developments in politics, economics, industry, agriculture, art, philosophy, and daily life. Splendid images selected by the staff of the Metropolitan Museum of Art serve as historical source documents in this comprehensive Western history survey. Viewers will gain a deeper sense of what history is about from the presentation of basic themes, important personalities of each era, and study of the empires that ruled the earth.

Tips: This is a 90-minute test. There is no penalty for guessing, only correct answers will be counted for score.

Produced in association with the **University of California - Los Angeles**

Associated materials:

Course	Study Guide	Textbook	Source
The Western Tradition Part II (Reformation to Present)	*The Western Tradition* 3rd edition Semester II, Prentice Hall, $51.95	*The Western Heritage* by Kagen et al., Volume II, Prentice Hall, $ 86.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER)

HUMANITIES COURSES:

COMEX CLEP GENERAL HUMANITIES TEST PREPARATION SERIES

Recommended tests: CLEP General Exam (04001 or 04002), Humanities (6 sh LL)

Order number: CGV-021 or CGD-021

Course design: 5 forty-five minute video sessions or 5 forty-five minute DVD sessions.

Course description: Session 1: Introduction to the Humanities, Literary Terms. Session 2: Fundamentals of Poetry, Beginnings of Literature. Session 3: The Great Authors and Works of the Middle Ages, The Renaissance, Neoclassical Period or the Age of Reason. Session 4: Literary Survey. Session 5: Art.

Note: Due to the brevity of this series, students are allowed only two months for the loan period.

Tips: This is a 90-minute test. Only the number of correct answers is counted for score.

Associated materials:

Course	**Study Guide**	**Textbook**	**Source**
CLEP Gen'l Humanities Test Preparation Series	*The Study Guide for the CLEP Humanities Test Prep Series* - $7.59		COMEX Systems 1-800-543-6959

ART OF THE WESTERN WORLD

Recommended test: DANTES Subject (SE-461) Art of the Western World (3 sh LL)

Order number: CGV-004

Course design: 18 half-hour video sessions.

Course description: Examine the master works of art in intimate detail and in multiple dimensions. This historical survey of Western art gives students, art lovers, and life-long learners a new appreciation of great paintings, sculpture, and architectural works as well as the cultural and political forces that influenced their creation. Host Michael Wood, along with a team of international art experts, provides the ultimate guided tour through two millennia of creative genius.

Tips (based on feedback from members): Concentrate on the information found in the study guide in association with the video episodes to score the highest on the examination. The textbook serves as a good reference for those students desiring a review of the styles of art depicted in the video sessions. This test is not timed. It is to your advantage not to leave any questions unanswered.

HUMANITIES COURSES

ART OF THE WESTERN WORLD, continued

Associated materials:

Course	Study Guide	Textbook	Source
Art of the Western World	*Art of the Western World, Alfred A. Knopf* $39.95	*History of Art, by* Janson, 6th ed. Rev., Harry N. Abrams/Prentice-Hall Press, $75.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER) or www.learner.org

ETHICS IN AMERICA

Recommended test: DANTES Subject Exam (SF/SH-474), Ethics in America (3 sh LL)

Order number: 505255

Course design: 10 one-hour video sessions.

Course description: Examine a wide range of ethical positions and look at your own ethical standards in *Ethics In America*. Produced by Fred W. Friendly, a 50-year veteran of broadcasting journalism, this provocative series features nearly 100 panelists who tackle highly charged ethical issues involving loyalty, confidentiality, privacy, truthfulness, and personal ethics. Watch Supreme Court Justice Antonin Scalia, CBS's Mike Wallace, Surgeon General C. Everett Koop, ABC's Peter Jennings, Geraldine Ferraro, Jeane Kirkpatrick, and others struggle with headline cases from business, government, law, journalism, the military, or medicine that spotlight the moral dilemmas we see every day.

Taught by a professor from Columbia University

Tips (based on feedback from members): Comparison of philosophies is heavily emphasized on the test, yet not as much in the course. Even so, most students using the texts and videos are passing this exam. This test is not timed. It is to your advantage not to leave any questions unanswered.

Associated materials:

Course	Study Guide	Textbook	Source
Ethics in America	Text/Study Guide: *The Study Guide for Ethics in America*, By Newton, Prentice-Hall. $55.95	Source Reader *Ethics in America* Newton, L., Prentice Hill Press, $58.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER) or www.learner.org

HUMANITIES COURSES

ETHICS AND PUBLIC POLICY - ETHICS IN BUSINESS

Recommended test: Excelsior Exam (484), Ethics: Theory & Practice (3 sh UL)

Order number: CGV-026/DS0012

Course design: 8 one-hour video sessions and 12 half-hour audio sessions.

Course description: *Video*: Abortion, gun control, flag burning, capital punishment, racial and gender equality and other issues like these dominate today's public decisions and discussion. Which side is right? Whose side are you on? Is there a good way to choose? This course subjects current controversial issues to a rigorous and systematic analysis. The course is concerned with the process that leads to specific answers rather than the answers themselves. The hero of the course is the protagonist in Moliere's play, *Le Bourgeois Gentilhomme*, a boor who has just been told that all of spoken language is either poetry or prose. He proudly struts about the stage, having learned that he has been speaking prose all of his life, without even knowing it.

Taught by a professor from Brown University

We have all been discussing political and social theory all of our lives without being nearly as self-aware and precise as we might be. This course is meant to be unsettling. We must look carefully at the claims made by others, so as to better understand our own attitudes, assumptions, values and conclusions. This course examines difficult issues of public policy and constitutional law that defy easy answers. Dr. Edward N. Beiser, professor at Brown University, is the master of the tough hypothetical question. Throughout the course you will find yourself answering question after question only to have your assumptions tested and modified by the next.

Audio: Is there a special ethic for business? This timely subject is examined using actual cases in which business practices raise moral issues. Discussion, debate, and dramatization focus on such topics as economic justice, bribery, discrimination, consumer rights, and preservation of the environment, which provide examples of both responsible and questionable business practices.

Prerequisite: Students should complete the course *Ethics in America* in preparation for this upper level course and examination.

Note: This program consists of two independent courses, one video and one audio, which provide instruction on areas identified in the examination. The chapters in the text are not synchronous with the video and audio sessions; yet cover much of the same subject.

Tips: This is a timed (3 hour) examination. It is to your advantage to answer all questions. The examination has a multiple-choice format. See Excelsior homepage at http://www.excelsior.edu/ to register.

Associated materials:

Course	**Study Guide**	**Textbook**	**Source**
Ethics and Public Policy Ethics in Business		Author. *Morality and Moral Controversies* $57.75 Beauchamp *Philosophical Ethics. 3*nd ed., $51.50 Holmes. *Basic Moral Philosophy 3*nd ed $42.25 Excelsior College. *Course Guide for Ethics: Theory and Practice* $29.95	Excelsior College Bookstore 1-800-466-1365 or http://www.excelsior.edu/ (bookstore) or E-mail order @speciality-books.com

HUMANITIES COURSES

INTRO TO MODERN ENGLISH AND AMERICAN LITERATURE I

Recommended test: CLEP Subject, American Literature (6 sh LL) – eCBT test only.

Order number: DS0001

Course design: 16 half-hour audio sessions. (Use with the second part listed below.)

Produced by **University of Wisconsin**

Course description: Writers and their works come alive for listeners in this series highlighting modern English and American prose and poetry. The period between the publication of Blake's revolutionary *Song of Innocence* (1789) and the death of Queen Victoria (1901) is the focus, as scholars discuss the works of Wordsworth, Keats, Twain, Dickinson, Browning, Dickens, and other important writers of the 1800's. The discussions are supplemented with professional readings to enhance the listener's understanding and appreciation of poetry.

Note: Both parts I & II must be completed prior to testing.

Tips (based on feedback from members): Students have indicated the additional recommended readings mentioned in the study guide have little relevance to the examination.

Associated texts:

Course	Study Guide	Textbook	Source
Intro to Modern English & American Literature II	*Study Guide and Anthology The 20th Century*, $ 29.50	Various readings are recommended in the study guide which should be available at your local library	Wisconsin Public Radio/Annenberg (1-800-97-AUDIO) 1-800-972-8346

INTRO TO MODERN ENGLISH AND AMERICAN LITERATURE II

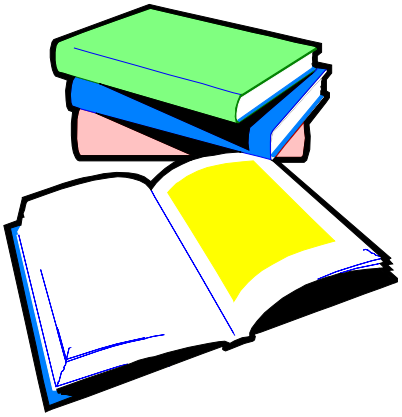
Recommended test: CLEP Subject American Literature (6 sh LL) – eCBT test only

Order number: DS0013

Course design: 12 half-hour audio sessions.

Produced by **University of Wisconsin**

Course description: The ways in which 20th-century writers have sought to surpass their predecessors by experimenting with new ideas is explored in this series. Listeners hear readings and discussions of the work of influential figures in literary modernism, such as Yeats, Hemmingway, Frost, Woolf, and Faulkner, as well as the distinctive voices of post-modernist writers from World War II to present.



Note: Both parts I & II must be completed prior to testing.

Tips: See above. This is a 90-minute test. There is no penalty for guessing, only correct answers will be counted for score.

HUMANITIES COURSES

INTRO TO MODERN ENGLISH AND AMERICAN LITERATURE II, continued

Associated texts:

Course	Study Guide	Textbook	Source
Intro to Modern English & American Literature II	*Study Guide and Anthology The 20th Century*, $29.50	Various readings are recommended in the study guide, which should be available at your local library.	Wisconsin Public Radio/Annenberg (1-800-97-AUDIO) 1-800-972-8346 or www.learner.org

LITERARY VISIONS

Recommended test: CLEP Subject (81001 or 81002) Analyzing & Inter Lit (6 sh LL)

Order number: CGV-002

Course design: 26 half-hour video sessions.

Course description: Literary Visions helps students develop a richer understanding of fiction, poetry, and drama and the themes found in many genres. An introduction to literature and literary analysis, the series features interviews with a multicultural group of writers, critics, scholars, and actors sharing their insights on both classic and contemporary writing. Compelling dramatizations and readings help students focus on basic elements of writing such as characterization and plot. This multifaceted series enhances critical thinking and writing skills.

Tips (based on feedback from members): Focus on the application of the instruction to poetry. Although the practice test indicates the examination should deal approximately 35-45% with poetry, 35-45% with fiction and non-fiction prose, and 15-25% drama, students have indicated the examination focuses predominately on interpretation of poetry. The video course contains 7 episodes on each of these areas. This is a 90-minute test. There is no penalty for guessing as only correct answers will be counted for score.

Associated materials:

Course	Study Guide	Textbook	Source
Literary Visions	*Literary Visions, 6rd ed.*, Prentice-Hall Press, $43.95	*Literature: An Intro to Reading & Writing, by Roberts and Jacobs*, Prentice-Hall Press, $72.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER)

MATHEMATICS COURSES:

COMEX CLEP GENERAL MATHEMATICS TEST PREPARATION SERIES

Recommended tests: CLEP General Exam (07001 or 07002) Mathematics (6 sh LL)

Order number: CGV-024 or CGD-024

Course design: 5 forty-five minute video sessions or 5 forty-five minute DVD sessions.

Course description: Session 1: Introduction to the CLEP Math, Outline of the Math Exam, Arithmetic. Session 2: Basic Algebra, Solving Equations and Inequalities. Session 3: Modern Math, Probability and Statistics. Session 4: Geometry. Session 5: Number System and Functions, Symbolic Algebra and Radicals.

Note: Important note - due to the brevity of this series, students are allowed only two months for the loan period.

Tips: This is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.

Associated materials:

Course	Study Guide	Textbook	Source
CLEP General Mathematics Test Preparation Series	*The Study Guide for the CLEP Mathematics Test Prep Series* - $7.59	*None*	COMEX Systems 1-800-543-6959

AGAINST ALL ODDS: INSIDE STATISTICS

Recommended test: DANTES Subject (SF/SH-450) Principles of Statistics (3 sh LL)

Order number: 505300

Course design: 26 half-hour video sessions.

Course description: Unlock the mysteries of statistics with this series on the real-world applications and timeless equations of this essential subject. Highly engaging, this series features mathematical formulas and examples that inspire and motivate mathematics learning. Hosted by Dr. Teresa Amabile of Brandeis University, the programs present the why as well as the how of statistics using computer animation, colorful on-screen computations, and documentary segments. Vivid illustrations of statistical principles at work are taken from environmental studies, courtroom cases, and weight-loss programs in a series that demonstrates how revealing numbers can be.

Produced in association with **Brandeis University**

Tips: This test is not timed. It is to your advantage to answer all questions.

Associated materials:

Course	Study Guide	Textbook	Source
Against All Odds, Inside Statistics	*Introduction to the Practice of Statistics*, 2nd ed W.H. Freeman & Co. $29.95	*Introduction to the Practice of Statistics*, by Moore and McCabe 3rd ed., W.H. Freeman & Co., $123.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER)

MATHEMATICS COURSES

ALGEBRA: IN SIMPLEST TERMS

Recommended test: CLEP Subject Exam (11001 or 11002) College Algebra (3 sh LL)

Order number: CGV-006

Course design: 26 half-hour video sessions.

Course description: This lively series not only clarifies the elusive problem-solving concepts of algebra, it also shows why they're important. Using simple explanations and helpfully illustrative computer graphics, host Sol Garfunkel walks befuddled students step-by-step through realistic problems, highlighting the common trouble spots. The series also demonstrates why algebra is indispensable in retailing, biology, and other professions - even in ordinary activity such as driving a car.

Tips This is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.

Associated texts:

Course	**Study Guide**	**Textbook**	**Source**
Algebra: In Simplest Terms	*College Algebra In Simplest Terms*, Harper Collins Pub. $56.95	*College Algebra*, Lial and Miller, 8th ed., Harper Collins Pub. $117.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER) or www.learner.org

BASIC MATHEMATICS AND BEGINNING ALGEBRA

Recommended test: CLEP General Exam (07001 or 07002) Mathematics (6 sh LL)

Order number: NG-001

Course design: 27 half-hour video sessions in Basic Math & 31 half-hour sess. in Alg

Course description: These are award winning mathematics professors, teachers who have not only been making videos for the last ten years and understand exactly what they are trying to convey, but understand the mistakes students make, the anxieties they have about mathematics, and the conceptual barriers they must hurdle. Elayn Gay has done tapes for William C. Brown and Company. She did the Streeter Series for McGraw Hill and has just finished doing tapes based on her own book in Beginning Algebra for Prentice Hall. The Basic Math tape series consists of 27 video segments. Each segment is approximately 25 minutes in length. Topics in this series include whole numbers, fractions, decimals, ratio and proportion, percent and percent applications, the U.S. and metric systems of measurement, perimeter, area, signed numbers, introduction to variables, solving equations and applications, and exponents.

Taught by a professor from the University of New Orleans

MATHEMATICS COURSES

BASIC MATHEMATICS AND BEGINNING ALGEBRA, continued

The Beginning Algebra tape series consists of 31 video segments. Each segment is approximately 25-30 minutes in length. Topics include exponents, solving linear equations and inequalities and applications, polynomials, factoring, rational expressions, complex fractions, graphing linear equations and inequalities, and equations of lines, radicals, rational exponents, solving quadratic equations. Many of the topic titles are the same as for the beginning algebra series, but at a level consistent with intermediate algebra courses.

Tips This is a 90-minute test. Only the number of correct answers is counted for score.

Associated materials:

Course	Study Guide	Textbook	Source
Basic Math and Beginning Algebra	*The Study Guide for Basic Mathematics* - $20 *The Study Guide for Beg. Algebra*- $20	*None*	Educational Video Resources 1-877-843-0277

CALCULUS

Recommended test: CLEP Subj. Exam, Calculus w/Elem. Functions (6 sh LL) e**CBT only**

Order number: NG-005

Course design: 56 half-hour video sessions in Calculus

Course description: This tape series consists of 56 half-hour segments covering the material in a standard college freshman year calculus course, and suitable for science and engineering majors. Topics covered include limits, continuity, differentiation, applications of differential calculus to graphing and optimizing functions, transcendental functions and their derivatives, integral calculus and applications to areas and volumes, L'Hopital's Rule, sequences and series, elementary vector algebra with dot products and cross-products.

Taught by a professor from the Tulane University

Maurice Dupré, who does this calculus and the probability and statistics series, is a professor of theoretical mathematics at Tulane University and has published many research articles and books on mathematics. He speaks slowly, clearly, and concisely, and is very good at fielding imagined questions that the student might have or repeating key operations that have proven to be mathematical pitfalls. But best of all, Maurice has a nice way of allaying students' math anxieties and putting the students at ease so they can grasp those complex mathematical concepts they need to survive in today's competitive world.

MATHEMATICS COURSES

CALCULUS, continued

Note: This course is self-contained and does not have associated textbooks or study guides. Students are advised to pay close attention to the instruction, take notes, and work through the problems presented on the televised sessions to acquire the knowledge the course intends to present. Casually watching these series as one would with entertainment television will not likely produce the desired results on the examination. It takes commitment, motivation, and focused attention to succeed with these courses.

Tips This is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.

COLLEGE ALGEBRA

Recommended test: CLEP Subject Exam (11001 or 11002) College Algebra (3 sh LL)

Order number: DS0003

Course design: 12 half-hour audio sessions. (See other courses below for video)

Course description: The techniques of manipulating algebraic expressions underlie work in computer science, physics, chemistry, the social sciences, and even the analysis of literary style. This series introduces functions - a key concept in algebra - including polynomials, rational functions, exponents, logarithms and linear functions. The usefulness of functions is demonstrated through problem solving and practical applications. (The textbook and study guide should both be purchased for this course.)

Tips: This is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.

Associated materials:

Course	**Study Guide**	**Textbook**	**Source**
College Algebra	*The Study Guide to College Algebra* $ 22.50	*Fundamentals of College Algebra,* by E. Swokowski, 7th ed. Your local library may have this text.	Wisconsin Public Radio/ Annenberg 800-972-8346 (1-800-97-AUDIO) Study guide only

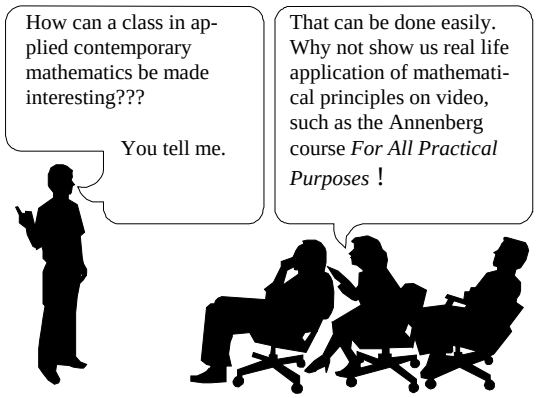
MATHEMATICS COURSES

FOR ALL PRACTICAL PURPOSES

Recommended test: CLEP General Exam (07001 or 07002) Mathematics (6 sh LL)

Order number: 505237

Course design: 26 half-hour video sessions.



Course description: *For All Practical Purposes* is an introduction to contemporary mathematics. Host and professor Solomon Garfunkel strips away the intimidating number crunching and creates a compelling awareness of the need to learn mathematics through dramatic, relevant visual examples such as the recovery of an abducted child, the statistical proof that aspirin prevents heart attacks, and even the weekly decisions that alter how your hot dog tastes.

Note (based on feedback from members): It seems to get the members to think in an effective analytical way, enhancing their problem solving capabilities, however, detailed explanation of mathematical formulas is lacking. This course, when combined with additional study in general mathematics may prepare the individual for the CLEP General examination in Mathematics.

Tips: This is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.

Associated materials:

Course	Study Guide	Textbook	Source
For All Practical Purposes, Applied Contemporary Math	*For All Practical Purpose, 5th* ed W.H. Freeman & Co., $30.00	*For All Practical Purposes*, by Malkevitch et al., 5th ed., W.H. Freeman & Co., $107.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER) or www.learner.org

INTERMEDIATE ALGEBRA AND COLLEGE ALGEBRA

Recommended test: CLEP Subject Exam (11001 or 11002) College Algebra (3 sh LL)

Order number: NG-002

Course design: 31 half-hour video sessions in Interm. Alg & 31 half-hour sess. in Algebra

Course description: The Intermediate Algebra tape series consists of 31 video segments. Each segment is approximately 25-30 minutes in length. Topics include exponents, solving linear equations and inequalities and applications, polynomials, factoring, rational expressions, complex fractions, graphing linear equations and inequalities, and equations of lines, radicals, rational exponents, solving quadratic equations. Many of the topic titles are the same as for the beginning algebra series, but at a level consistent with intermediate algebra courses.

Taught by a professor from the University of New Orleans

MATHEMATICS

INTERMEDIATE ALGEBRA AND COLLEGE ALGEBRA, continued

The College Algebra tape series consists of 31 video segments. Each segment is approximately 25-30 minutes in length. Topics include factoring, rational expressions, radicals, rational exponents, complex numbers, linear equations and inequalities and applications, solving quadratic equations, absolute value equations and inequalities, polynomial and rational inequalities, circles, functions and graph sketching. They also include rational root theorem, graphing rational functions, exponential and logarithmic functions, induction, and the Binomial Theorem.

Tips This is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.

Associated materials:

Course	**Study Guide**	**Textbook**	**Source**
Intermediate Algebra and College Algebra	*The Study Guide for Intermediate Algebra* - $20 *The Study Guide for College Algebra*- $20	*None*	Educational Video Resources 1-877-843-0277

PROBABILITY AND STATISTICS

Recommended test: DANTES Subject (SF/SH-450) Principles of Statistics (3 sh LL)

Order number: NG-006

Course design: 56 half-hour video sessions in Calculus

Course description: This tape series consists of 60 half-hour segments. The objective of this series is to give the student a resource in probability and statistics. The approach used is to cover all the topics of the standard two-semester course in Probability and Statistics, one topic per segment. For each segment, the basic set-up and theoretical framework is reviewed and then examples are worked illustrating the theory. Word problems of a realistic nature are emphasized throughout. The topics covered include frequency distributions, measures of central tendency of data such as the mean, and standard deviation, probability and conditional probability, random variables and expectations, binomial, normal, and Poisson distributions, confidence intervals, hypothesis tests, regression and correlation, goodness of fit, testing for normality, and analysis of variance.

Taught by a professor from the Tulane University

Note: This course is self-contained and does not have associated textbooks or study guides. Students are advised to pay close attention to the instruction, take notes, and work through the problems presented on the televised sessions to acquire the knowledge the course intends to present. Casually watching these series as one would with entertainment television will not likely produce the desired results on the examination. It takes commitment, motivation, and focused attention to succeed with these courses. Those who feel they would benefit from using a textbook and study guide covering the same topics should consider acquiring the associated texts from the next course (505300)

Tips: This test is not timed. It is to your advantage to answer all questions.

MATHEMATICS

TRIGONOMETRY

Recommended test: CLEP Subject Exam Trigonometry (3 sh LL) **CBT** or
CLEP Subject Exam Algebra-Trigonometry (3 sh LL) **CBT**

Order number NG-003

Course design: 16 half-hour video sessions in Trigonometry

Course description: This tape series consists of 16 video segments. Each segment is approximately 25-30 minutes in length. Topics include angles, degrees and radians, trigonometric functions of general angles, graphing trigonometric functions, proving trigonometric identities, inverse trigonometric functions, right triangle applications, law of sines, law of cosines, polar coordinates, DeMoivre's Theorem, and nth roots of complex numbers.

Taught by a professor from the University of New Orleans

Tips This is a 90-minute test. There is no penalty for guessing, only correct answers will be counted for score.

Associated materials:

Course	Study Guide	Textbook	Source
Trigonometry	*The Study Guide for Trigonometry* $20	*None*	Educational Video Resources 1-877-843-0277

NATURAL SCIENCE COURSES:

COMEX CLEP GENERAL NATURAL SCIENCE TEST PREPARATION SERIES

Recommended tests: CLEP General Exam (02001 or 02002) Natural Science (6 sh LL)

Order number: CGV-023 or CGD-023

Course design: 5 forty-five minute video sessions or 5 forty-five minute DVD sessions.

Course description: Session 1: Introduction, Astronomy & the Universe, Astronomer's Tools, Light Years, Origin of the Universe, Galaxies, Solar System, the Sun's Energy Production. Session 2: Earth, Formation and Structure, Composition, Plate Tectonics, Rock Cycle. Session 3: Atmosphere, Weather, Climate, Hydrosphere, Chemistry, Atoms and Molecules, Chemical Reactions, Radioactivity. Session 4: Biology and Cells, the Role of DNA and RNA, Energy Production, Photosynthesis, and Reproduction. Session 5: Living Things, the Protist Kingdom, and the Animal Kingdom.

Note: Due to the brevity of this series, students are allowed only a two-month loan period.

Tips: This is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.

Associated materials:

Course	**Study Guide**	**Textbook**	**Source**
CLEP General Natural Science Test Preparation Series	*The Study Guide for the CLEP Natural Science Test Prep Series* - $7.59	*None*	COMEX Systems 1-800-543-6959

BIOLOGY: FORM AND FUNCTION

Recommended tests: CLEP Subject, General Biology (6 sh LL) – eCBT only

Order number: CGV-017

Course design: 12 one-half hour video sessions.

Produced by the **British Open University**

Course description: This covers the chemistry of living things, the cell, genetics, structure & function in plants and animals, and ecology. Students understand biology as related to social issues and not just a collection of facts. Dialogue between scientists help students form real-world impressions and connections with the topics. This series illustrates biological laboratory and research techniques. Topics covered include: Building in Cells, Organelles and Origins, The Control of Moulting, Mammals in Water, Respiratory Changes of Animals, Artificial Diets for Animals, Control in Reproduction, The Mammalian Kidney, Plant Structures, Harvesting the Sun - Sunlight and Plants, A Problem with Ions, and Plants - Problems with Water.

Tips: This is a 90-minute test. Only the number of correct answers is counted for score.

NATURAL SCIENCE COURSES

BIOLOGY: FORM AND FUNCTION, continued

Associated materials: No associated texts are available for purchase through Annenberg/CPB; however, the following books may be available at your local library:

Possible Sources			
Biology, Karen Arms, Saunders Publishing, NY, 3rd edition, 1987	*Biology*, Neil Campbell, Benjamin-Cummings Pub 2nd ed., NY 1990	*Biology*, Helena Curtis, Worth Publishers, 5th ed. 1989	*Biology*, Leland Johnson, W.C. Brown Co., 2nd ed. 1987
Biological Science William Keeton, W.W. Norton Co., NY, 1986	*Life: The Science of Biology* Sinauer Associates, Inc., 2nd ed., MA, 1987	*Biology*, Peter Ravin, Times Mirror/Mosby Pub. Co., 2nd ed., 1989	*Biology*, Claude Villee, Saunders College Pub. 2nd ed., PA, 1989

COSMIC QUESTIONS: ASTRONOMY FROM QUARK TO QUASAR

Recommended test: DANTES Subject (SF/SH-500), Astronomy (3 sh LL)

Order number: CGV-010 or CGA-010

Course design: 8 one-hour video or audio sessions.

Course description: If you are a stranger to science and mathematics, you might expect to get lost during a course like this. But there is a reason that Dr. Rob Kirshner, chair of the Astronomy Department at Harvard University, is revered as a teacher. He can communicate with untainted clarity the concepts and discoveries of modern astronomy and physics as well as his own nearly uncontainable enthusiasm for these subjects. The Harvard Confidential Guide reports on Dr. Kirshner's style: "He explodes apples, tosses Milky Way candy bars into the audience and imitates electrons . . . Rarely will you come across a course at Harvard that tries as hard to be both accessible and fun."

Taught by a Professor from **Harvard University**

Aside from the fun as Dr. Kirshner swings a bagel over his head or shines a flashlight at his nose, he covers - well - the entire universe in these eight lectures. A sample of the concepts covered: Big bang, binary stars, black holes, collapsed stars, Doppler effect, global cluster, helium synthesis, Hubble constant, Neutrino, nuclear cooking, standard candle, value of omega, weak force and WIMPS. This is teaching on a grand scale.

Note: This course is available on video or audio cassette. You may prefer video if your work schedule or duty assignment allows access to a VCR. Those assigned to "afloat" commands will likely use this in the audio format.

Tips: This test is not timed. It is to your advantage not to leave any questions unanswered.

NATURAL SCIENCE COURSES

COSMIC QUESTIONS: ASTRONOMY FROM QUARK TO QUASAR, continued

Associated materials: No associated texts are available for purchase through Annenberg/CPB; however, the following books may be available at your local library:

Possible Sources			
Exploration of the Universe, George O. Able, CBS/Saunders Publishing, NY, 5th edition, 1987	*Astronomy: Fundamentals and Frontiers,* Robert Jastrow, 4th ed	*Discovering the Universe* William J. Kaufman, Freeman, NY 1987 Wiley & Sons, NY, 1984	*Astronomy: From Earth to University,* G. Stephen, Oxfd Univ. Press, 1991

EARTH REVEALED

Recommended test: DANTES Subject Exam (SF/SH-519), Physical Geology (3 sh LL)

Order number: CGV-007

Course design: 26 half-hour video sessions.

Course description: Mountains, rivers, and shorelines - seemingly constant features of the landscape - are being worn away and rebuilt by powerful, often invisible forces. The dynamic interaction systems that drive these forces are explained in Earth Revealed. This introduction to geology explores how scientific theories are developed, as well as how our activities today impact Earth's continuing evolution. It combines documentary footage of major geologic events with graphic illustrations that show how these events relate to the theory of plate tectonics. Earth Revealed will let students share in the excitement of scientific discovery while providing them a fundamental knowledge of geologic theory.

Tips: This test is not timed. There is no penalty for guessing; therefore, answer all questions.

Associated materials:

Course	Study Guide	Textbook	Source
Earth Revealed	*Earth Revealed,* 5th ed., Kendall-Hunt Publishing Co., $45.95	*Physical Geology: Earth Revealed,* by McGeary and Plummer, 5th ed., $77.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER)

NATURAL SCIENCE COURSES

THE MECHANICAL UNIVERSE . . . AND BEYOND

Recommended tests: DANTES Subject (SE/SG-512), Prin of Physical Science I (3 sh LL)

Order number: 505241

Course design: 52 one-half hour video sessions.

Course description: Edwin A. Karlow, Chairman of the Physics Department at Loma Linda University, described this course as one that "lures, entices, draws one into the exploration and imagination of physics . . . Even 200 year-old physics - alive, breathing, and relevant!" Winner of the prestigious Japan Prize for educational video, this series combines state-of-the-art computer graphics by NASA's celebrated Jim Blinn and dramatic reenactments of great moments in the history of science with introductory lectures by California Institute of Technology professor David L. Goodstein. This is an in-depth adventure of the mind that traces the interaction of ideas from Aristotle to Einstein to explain theories of such intellectual giants as Copernicus, Kepler, and Newton. These programs clearly explain and illustrate classical mechanics, electricity and magnetism, relativity, waves and optics, heat and thermodynamics, and modern physics.

Produced by the **California Institute of Technology**

Tips: The majority of the questions on the recommended examination deal with principles of physics. However, a significant number of questions deal with principles of chemistry. Therefore, supplemental study in chemical properties and matter, atomic theory and structure, and chemical reactions, is highly recommended. (See the course listed below.) This test is not timed. It is to your advantage not to leave any questions unanswered.

Associated materials:

Course	**Study Guide**	**Textbook**	**Source**
The Mechanical Universe and Beyond (Parts I & II)	*Trigonometry Primer and Student Study Notes for the Mechanical Universe*, (Covers Part I), Kendall-Hunt Publishing Company, $52.95		Annenberg/CPB 1-800-532-7637 (1-800-LEARNER) or www.learner.org
	AND		
	Student Study Notes for Beyond the Mechanical Universe, (Covers Part II) Kendall-Hunt Pub. Company, $52.95		

NATURAL SCIENCE COURSES

RACE TO SAVE THE PLANET

Recommended test: DANTES Subject (SF/SH-511) Race to Save the Planet (Ecology) (3 sh LL)

Order number: CGV-009

Course design: 10 one-hour video sessions.

Course description: *Race to Save the Planet* provides a comprehensive, global overview of major environmental issues ranging from population growth to soil erosion, from the destruction of forests to the possibility of long-term climatic changes. Filmed on every continent, the programs focus on solutions, constructive ideas, and new approaches from leading scientists, economists, politicians, and environmental activists from all over the world. Conceptually based on the World-watch Institute's *State of the World* reports, this series, hosted by actress Meryl Streep, will inspire viewers to examine their own activities and take positive action.

Tips: This test is not timed. It is to your advantage to answer all questions.

Associated materials: Annenberg/CPB no longer has the publishing rights for the text and study guide for this course. Please check your local library for possible sources.

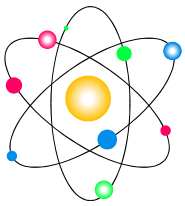
Possible Sources			
Race to Save the Planet, Wadsworth Publishing Co. (Study Guide)	*Living in the Environment: Principles, Connections, and Solutions*, (This text goes into greater detail) Miller, 10th ed., Wadsworth Pub.	*Environmental Science: Working with the Earth*, (This text is good for introductory course) by Miller 7th ed	

THE WORLD OF CHEMISTRY

Recommended tests: CLEP Subject, General Chemistry (6 sh LL) – eCBT only

Order number: CGV-018

Course design: 26 one-half hour video sessions.



Produced by the **University of Maryland**

Course description: Venture inside a single atom - then watch as billions of atoms react explosively! *The World of Chemistry* explores the foundations of chemical structures and behavior in everything from cosmetics to genetics. Highly reactive demonstrations go beyond the scope of a college or university lab. Real-world applications of chemistry take students into industrial and research labs nationwide. Distinguished scientists, including women and people of color, share their knowledge.

Tips: This is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.

NATURAL SCIENCE COURSES

THE WORLD OF CHEMISTRY, continued

Associated materials:

Course	**Study Guide**	**Textbook**	**Source**
The World of Chemistry	*The Study Guide for the World of Chemistry*, $40.95	*The World of Chemistry*, Saunders College Pub, $99.95	Annenberg/CPB 1-800-532-7637 (1-800-LEARNER) or www.learner.org
	AND		
	The World of Chemistry Laboratory Manual, $45.00		

TECHNOLOGY COURSES:

THE NEW LITERACY

Recommended test: DANTES Subject (SG/SL-536), Intro to Computing (3 sh LL)
CLEP Subject Exam (68002 or 68003) Information Systems & Computer Applications

Order number: 504546

Course design: 26 half-hour video sessions.

Course description: The ideal introduction to computers and data processing, this updated series presents a comprehensive overview of the computer, data processing terminology, computer applications, and typical computing environments. Dozens of computer experts, including Isaac Asimov, author Michael Crichton, and U.S. Navy Rear Admiral Grace N. Hopper, place textbook knowledge in a real-world setting. Viewers will be introduced to the concepts of RAM, ROM, cycle time, and programming languages, as well as issues about computer security, office automation, and artificial intelligence.

Tips: The DSST is not timed. It is to your advantage not to leave any questions unanswered. (The CLEP Subject Exam (68002/3) is a 90-minute test. There is no penalty for guessing, only the number of correct answers is counted for score.)

Associated materials: Annenberg/CPB no longer carries the text and study guide for this course. Please check your local library for possible sources.

Possible Sources			
Essentials of Information Processing, Bohl, SRA Pub.	*Essentials Study Guide to the New Literacy*, SRA Pub.		

Section III
Professional Development Courses*

*There are no examinations or credit associated with these courses. These courses are designed to enrich or to prepare the student for other opportunities. Due to the brevity of the professional development courses, students are allowed only 2 months for the loan period.

APRENDA ENGLISH NOW! (LEARN ENGLISH NOW!)

Purpose: This course serves as an **English as a second language** course for Hispanic-American service members

Order number: NG-007

Course design: CD-ROM (Windows or Macintosh)

Course description: The top-rated language learning method that takes you from a beginner to fluent speaker! At last, Language Learning software that really works. Yes, learning English is now easy and fun. Unlike other language learning methods, English Now is uniquely effective. Right away you'll find yourself in a compelling, interactive environment where learning authentic English is made easy. The Listen & Speak activities, grammar tools and vocabulary games provide a solid foundation. As you advance, authentic conversational video content lets you interact with your new language like a true native. Unlike other language learning methods, Aprenda English Now! is uniquely effective. Participate in real conversations, read interesting articles and watch intriguing videos to interactively build all of your language skills. Learn to speak, listen, read, and write English. This program provides activities, tests, exercises, and tools to improve all of you language abilities.

THE CHALLENGE OF CHINA AND JAPAN

Purpose: This course could serve as a cultural awareness orientation to units located in cities with a large oriental population.

Order number: DS-0008

Course design: 15 half-hour audio sessions.

Course description: It is often difficult for the occidental to understand the oriental because of the distinct cultural differences. This series includes topics such as: Japan - Tradition in Transition, China Today – The Search for Values, China and Japan - The Response to the West, Reforming the Revolution – China's Economic Policy, Japan – Free Trade & Protectionism, Food & Population - Agricultural Reform in China, and Education, Social Welfare, and Security.

PROFESSIONAL DEVELOPMENT COURSES

GEOMETRY

Purpose: To assist the student enrolled in a traditional geometry class.

Order number: NG-004

Course design: 16 half-hour video sessions in Geometry

Course description: This tape series consists of 16 video segments. Each segment is approximately 25-30 minutes in length. Topics include postulates, proof, triangles, congruence and similarity, parallel lines, quadrilaterals, right triangles, circles, area, coordinate geometry, solids, constructions and introduction to Non-Euclidean geometry.

Taught by a professor from the University of New Orleans

Note: This course has **no end of course test** available. It has been added as a resource to assist service members who are enrolled in a Geometry course through their local college. It is intended to be used as a supplement to classroom instruction, not to earn college credit through testing. You can obtain a study guide called *The Study Guide for Geometry* for $20 through Educational Video Resources at 1 877-843-0277.

KAPLAN'S HIGHER SCORE ON THE GMAT, GRE, AND LSAT CD

Purpose: This course is used to prepare the student for the GMAT, GRE and LSAT

Order number: NG-018

Course design: CD-ROMs

Course description: Students are now taking admissions examinations on the computer, so what better way to prepare for the examination than to use software designed to build confidence and raise scores. Optimize preparation time by focusing on test sections relative to your academic goals. Determine the best strategies for your test-taking skills. Raise your reading and reasoning skills with Kaplan's personalized study plan. Learn to identify the issues and pull key facts from dense passages. Hone your ability to organize information and make deductions. Strengthen the skills needed to dissect arguments based on evidence and assumptions.

LEGACIES: AN INTRODUCTION TO THE HISTORY OF WOMEN AND THE FAMILY IN AMERICA 1607 - 1870

Purpose: Family Advocacy Representatives may benefit from this course

Order number: DS0011

Course design: 18 half-hour audio sessions.

Course description**:** What role did women play in winning independence? How did the American Revolution affect the status of women and their ideas about themselves? How did families make the decision to move West? This series explores these questions while engaging the listener in discussions of the latest research with leading scholars of women's and family history. Each program interweaves interviews with narration, music, and readings by actors from primary sources including diaries, letters, reminiscences, sermons and court documents.

Produced in association with **Wellesley College**

PROFESSIONAL DEVELOPMENT COURSES

THE SMART CHOICE

Purpose**:** Enhances individual basic skills.

Order number: NG-009 (English version); NG-010 (Spanish version)

Course design: CD-ROMs (Windows 95/98/ ME; 200+ MHz processor; 32 MB RAM)

Course description: The SMART CHOICE, an interactive software tool, will familiarize you with the educational standards of the Army National Guard and provide hints and tutorials where they might be helpful. The SMART CHOICE provides basic skill training in Mathematics, Reading, Vocabulary, and Problem Solving. Help function provides hints, explanation, instruction, or the answer.

SOCIOLOGY: MARRIAGE AND FAMILY

Purpose: Family Advocacy Representatives may benefit from this course

Order number: DS0010

Course design: 12 half-hour audio sessions.

Course description: What is happening in families today? Few topics are more popular in conversation and in the mass media. Through scholarly commentary and vignettes performed by actors, this series looks at definitions and varieties of U.S. families and explores the family life cycle. Problems common to many families, including stress, divorce and care for the elderly are also examined.

Produced by the **University of Wisconsin**

PROFESSIONAL DEVELOPMENT COURSES

WAR AND PEACE IN THE NUCLEAR AGE

Purpose: Historical review of military strategy, doctrine, & operation in the 20th Century.

Order number: DD505256

Course design: 13 one-hour video sessions.

Course description: Turn back the hands of time to the height of World War II . . . In a laboratory in Los Alamos, New Mexico, the first atomic weapon was created. Archival footage takes you on the Enola Gay as the bomber-unleashed destruction on Japan. Then follow the political actions, wars, and historical events that formed the Soviet Empire and led to the Cold War. See how close the Korean War came to being World War III. Sit in the oval office with President Kennedy during the Cuban Missile Crisis. Watch the tiny nation of Israel defend her territory in the Seven Day War. Tour Southeast Asia during the longest war in our nation's history – the Vietnam War. Sit with President Nixon as the historic SALT Treaty was signed, then follow President Carter's continuation with SALT II. Observe the nuclear arms build up and deployment to Europe of the Reagan era, which led to the collapse of the bear. This series will captivate the viewer's attention from start to finish.

Note: The DSST that supported this course has been discontinued.

ZANE PUBLISHING'S COMPLETE MULTIMEDIA COURSE FOR THE SAT

Purpose: Prepares one to take the SAT examination

Order number: NG-0011

Course design: Multimedia CD-ROM Volume 1 & 2

Course description: After you sign in, you'll arrive at the table top, the main menu for the Course. The objects on the tabletop represent test preparation functions you can use. Practice Tests will help you build your test taking skills by solving practice questions with Coaching or under simulated test conditions. The "Vocabulator" will launch you into the flash card system. Access the dictionary for definition of words for the SAT. The Strategy Notebook for multimedia reviews key problem-solving strategies and test taking tactics. The Math Notebook--multimedia reviews key math facts for the SAT. The Progress Log provides a summary of your test prep progress.

Section IV
Students Guide to Studying with Audiovisual Materials

Introduction

The purpose of this section is to help the students use the test preparation materials to their maximum benefit. This section offers some suggestions on how to successfully complete a study project, learning to do many of those tasks normally performed by a teacher.

Materials

Each program consists of several DVDs, audio or videotapes, a textbook, and a student study guide. The textbooks and study guides are recommended in order to achieve maximum benefit from the program because the components fit together to form a coherent learning system. The study guide integrates all of the program elements and is critical for successful completion of the program. The student will also need a notebook (8 ½ x 11) for taking notes.

Getting Started

THE STUDENT ARE RESPONSIBLE for their learning and for getting the most out of the program. They will be forced to make choices and to discipline themselves as never before in order to take full advantage of the wonderful opportunities that awaits them.

ONE'S ATTITUDE toward learning is going to be important in determining whether or not they get the most out of this program. Students who have the motivation, or desire, to learn will SUCCEED.

Their ability to MANAGE TIME well will be an important factor in completing the program and passing the corresponding test.

Study Plan

Students should spend a few hours setting up a personal study plan. A study plan is a chart or schedule that shows well-defined activities or goals assigned to each day or to certain hours of each day. They will also need to develop their own lesson plan to ensure that you have adequate time to cover all the material. It is quite easy to make a lesson plan, so let the formulation of the students plan be the first goal.

1. Study Schedule:

Use a daily calendar to develop a study schedule.

Let's assume that a student will need a total of **12 uncommitted hours a week for study**. This figure is the classic one used by enrolled college students for the total time they devote to each three-credit course. We will also depend upon the experience of many college students and assume that the most profitable unit of time to spend on any one subject is a period of not less than one, not more than two hours. The 12 hours, in other words, are best divided into six or eight sessions per week.

Another factor to consider in developing a study schedule is access to the equipment needed: *television monitor, VCR/DVD player, and/or cassette tape player*. The student will need to plan to use the equipment when there will be the least interruption by other family members or friends.

Once the students have decided upon study periods, they should make a time use chart, and mark these periods off distinctly. Displaying it prominently reminds them and more importantly, those around them of the requirements of the undertaking and the seriousness of their intentions. The mastery of college-level work requires serious application.

Having determined the most suitable study periods during the week, the students can set up their complete study schedule. Begin by counting the number of weeks remaining until the audiovisual components must be returned. If possible, set aside one or two weeks at the very end for intensive review. Now, on a separate sheet of paper, write the exact dates of each of the study periods. The students will now know how many study periods they have in which to accomplish their study goals. For example, if they have 3 months before the material must be returned, and they intend to use the last two weeks for reviewing, they will have about ten weeks of study, or about 60 study periods.

When the complete study schedule is written down, with each study period marked off and dated, students are ready to coordinate this with their lesson plan.

2. **Lesson Plan**:

By looking over the exam fact sheet the student will be able to determine the breakdown of the examination content and determine which aspects of the subject they are expected to know for the examination. Carefully compare *the table of contents of the textbook and study guide to the exam content*. Develop a list of the chapters (or pages) on which to concentrate. Keep in mind that the final examination is a standardized examination covering the equivalent materials normally covered in a college course so the composition of the exam may be very broad.

3. **Combining the Study Schedule and Lesson Plan:**

When the students have completed the study schedule and lesson plan, they are ready to coordinate the two into a study plan. The goal is to assign specific items on their lesson plan to specific dates on the study schedule. Try to allow for differences in time needed to skim over familiar materials or to study difficult materials closely. They may have to adjust the study plan, but they're still better off having an overall plan to study.

Having coordinated the study schedule and lesson plan, the student has accomplished their first major goal: to draw up a personal study plan. They have transformed those large, perhaps awesome goals, such as "pass the examination" and "study" into a series of smaller goals, well defined and manageable. Be sure to note on the lesson plan to make arrangements to take the examination.

Studying Tips

The student will need a quiet place to study, whether they're using the textbooks or the audiovisual materials. They will learn better if away from distractions, interruptions and noise.

Study periods should normally be 1-hour long, followed by a 10-minute break. Many students find it best NOT to attempt to study for more than two hours at any one time. The ability to concentrate will greatly affect the student's ability to learn. Experts find that most people need a change of pace after an hour's concentration.

It is recommended that they review the textbook and study guide assignments for each lesson prior to using the audiovisual equipment.

Textbooks

Textbooks are very different from novels, short stories, or plays. Textbooks are written to help the reader learn the information within them as easily as possible. Thus, they are usually organized into chapter and sections, with chapter titles and section heading.

Student Guide

A way of reading textbooks that takes advantage of this organization is the SQ3R Method.

S----SURVEY	Quickly look over the chapter title, section headings, and chapter summery to get an idea of what the chapter is all about.
Q----QUESTION	Go back to the beginning of the chapter; turn the first heading into a question, so the student knows what they're trying to find out when reading.
R----READ	Read the section to find the answer to questions.
R----RECITE	The student should tell themselves the answer by taking brief notes for that section in outline form. Write the question on the left side of the paper, the notes on the right.

Repeat the **QUESTION, READ, AND RECITE** steps for each section of the assignment.

R----REVIEW	Cover the right side of the page; ask the questions on the left and answer them. If the student can't answer them, go over the notes again.

Study Guide

The study guide provides learning objectives, a glossary of key terms, self-tests, and lesson reviews; more importantly, it correlates the text with the video or audio portions of the program. In one sense, the study guide takes the place of the tutor or the teacher.

Taking Notes

Taking good notes will take practice. Listening carefully and writing down the important points is the key to successful note taking. The process of listening and writing at the same time will also help you understand.

The purpose of taking notes is to record the lesson in a manner that will allow the student to review and understand the material afterwards. The objective, therefore, is to outline the main and supporting ideas and facts so that they are clear and understandable.

A lined 8½ x 11 notebook is recommended. It is best to write on the right hand pages only. The student can then make their own study, review or textbook notes on the left-hand pages.

Don't try to take down everything – keep to the main points. The student should develop their own style of abbreviating and condensing the important data.

Indenting and spacing will help make notes more readable. Start a new line out to the left for an important heading. Indent subheads under this and so on.

Start a new page for each tape, with the date and topic heading the page. When a new major topic or division is introduced, begin another new page so that there will be enough room to record the appropriate material under it.

A/V Components

Before viewing the videotapes or listening to the audiotapes, it is recommended that the student reviews the textbook and study guide assignments for each lesson. This review will help them understand the lesson and will help minimize note taking.

When using the audiovisual components the ability to listen and understand what has been heard will be extremely important.

LISTENING is a skill. It takes effort and practice to learn how to be a good listener. The key to being a good listener is being an ***active listener***. How does a student become an active listener?

1. The student should regularly remind themself of what's already been said while they listen. ***Ask: how does what's being said not fit with what's already been said?***

2. Try to think ahead of the speaker. ***Ask: what do I think he or she will say next?***

3. Try to listen "between the lines." ***Ask: is there anything the speaker is hinting at or saying indirectly?***

4. Listen first, judge later. The student shouldn't try to evaluate what has been heard until hearing what the person has to say.

5. Take notes to remember what's been said.

6. Listen for overall ideas, or major points. Don't get lost in details.

7. Listen for the phrases that announce a new topic, signal a change of topic, or summarize what has been said.

8. Stop and back up the tape to make sure to understand the topic and improve notes.

Ordering the Test

The test that corresponds to this program will be administered by the DANTES Test Control Officer (TCO) or at a National Test Center for your area. Contact the Education Services Officer to determine who the TCO is or where the nearest National Test Facility is or visit the following website for National Test Center locations http://www.collegeboard.com/student/testing/clep/about.html. Also review the DANTES homepage at http://www.dantes.doded.mil to determine where the nearest DANTES Test Center is located.

Section V
Putting the Program Together

WHICH COLLEGES AND UNIVERSITIES ACCEPT CREDIT EARNED IN THIS PROGRAM?

All colleges are autonomous and decide what credit they will accept in transfer. Students currently enrolled in degree programs through local colleges or universities should check with their counselor before they enroll in one of these courses. If the college accepts the examination credit (CLEP, DSST, or Excelsior) the students should feel free to take the examination. (Hundreds of colleges and universities accept these examinations for college credit.) When discussing this with the counselor at the local college, students should also ask what is the minimum passing score accepted by the school for the test in question. Although many colleges will award credit based on the American Council on Education's recommended passing score, some will require a higher score. Some colleges may also limit the number of semester hours in college level testing accepted. If so, this may need to be considered in planning which courses to take.

ARE THERE COLLEGES AND UNIVERSITIES THAT HAVE MINIMAL CREDIT RESTRICTIONS?

Alternatives are available for those who face restrictions in the acceptance of college-level testing credit through local colleges. Four colleges and universities (Excelsior College, Charter Oak State College, Thomas Edison State College and University of Phoenix-associate degree program only) have established military credit recognition degree programs. At these institutions students receive maximum application of military credit toward completion of their degree and are awarded credit for college level testing with minimal restrictions. In fact, thousands of military personnel have completed entire degrees through these programs without ever setting foot on a college campus. By combining college-level credit earned through military training and experience with credit earned through this program, degree completion requirements can be met easily.

PUTTING IT ALL TOGETHER!

The matrix that follows provides general information on the subject areas acceptable to the colleges and universities in specific areas. You may find it helpful when completing the self-assessment worksheet, which is located at the end of this section. When you complete the self-assessment worksheet, remember the following points:

1. Review the college's requirements.
2. Determine which program best meets your objectives.
3. Note the requirements on the self-assessment worksheet (page 5-3) on the first line of each area under the block labeled "credit" (i.e., Communication – 6 sh).
4. Review the credit earned from experiences in the military (see the unofficial transcripts online at https://uscged.mmac.faa.gov).
5. List prior collegiate work in the area provided (i.e., under Communication – one might list 'Oral Communications – 3 sh').
6. List college credit examinations satisfactorily completed.
7. Review this publication and note ways to satisfy the remaining requirements.
8. USCG members should complete CGI form 1562 and forward it to the Coast Guard Institute for a degree plan.

MATRIX OF COURSE CATEGORIES

These categories provide a list of subject areas normally applicable to the college's degree plans. Students are encouraged to use this as a guide when completing the Self-Assessment Worksheet on the following page.

COMMUNICATION:	**FREE ELECTIVES:**	**HUMANITIES:**	**MATHEMATICS:**
English Composition, Speech, Technical Writing Journalism, Report Writing, Rhetoric	Business/Management Technical Skills, Home Economics, Military Training Credit, Physical Education (if accepted)	Literature, Visual Art, Music Appreciation, Musical Instrument Performance, Philosophy, Religion, Theology, Theater Arts, Performing Arts, Applied Photography	Mathematics, Algebra, Geometry, Trigonometry, Calculus
NATURAL SCIENCE:	**SOCIAL SCIENCES/ HISTORY:**	**TECHNOLOGY:**	
Physical Science, Biology Chemistry, Astronomy, Physics, Botany, Archaeology, Zoology, Entomology, Geology, Oceanography, Anatomy, Physiology, Meteorology	Anthropology, Demography, Archaeology, Geography, American History, Western Civilization, Political Science, Government, Cultural Studies, Economics, Psychology, Social Psychology, Sociology, Counseling, Women's Studies	Computer Science, Programming, Electronics, Logic, Digital Circuit Design, Engineering, Environmental Technology	

SELF-ASSESSMENT WORKSHEET

Communication	Level	Grade	Credit	**Professional Focus**	Level	Grade	Credit
College Credit, Course	LL,UL			**& Free Electives**	LL,UL		
				(Tech., Military Credit)			
Humanities	Level	Grade	Credit				
College Credit, Course	LL,UL						
Natural Sciences	Level	Grade	Credit				
College Credit, Course	LL,UL						
Math / Quantitative	Level	Grade	Credit				
College Credit, Course	LL,UL						
Social Sciences/History	Level	Grade	Credit				
College Credit, Course	LL,UL						
Total Liberal Arts				**Total Free Electives**			

Footnote: Automated Degree Planning is available through CG Institute for Coast Guard community ONLY and ARNG Institute for Army National Guard community ONLY.

Section VII
Electronic Ordering of College-Level Materials

The enrollment form for video/audio materials can be submitted to Tobyhanna by three methods: 1). Mail the form to Tobyhanna, 2). Fax the form to Tobyhanna at (570) 895-6106, or 3). Electronically send the form to the Institute. Availability of computers and facsimiles may determine what method the individual unit will select. The first two methods are self-explanatory and only require filling in the required information for parts A-D. The ESO mails or faxes the form to Tobyhanna after reviewing the form and signing part E.

The third method requires a few additional instructions, but may prove easier for the member and the ESO in the long run.

Electronic Ordering of College-Level Materials For Coast Guard Members	
Step 1	Go to the Institute's web page at http://www.uscg.mil/hq/cgi/index.html.
Step 2	On the home page, click "forms to request services", which appears on the vertical bar at the side of the page.
Step 3	Click on "College-Level Study Materials Enrollments".
Step 4	The Table of Contents will appear for College Video/Audio Courses
Step 5	Click on the Enrollment form that is at the top of the Table of Contents.
Step 6	The enrollment form appears. **NOTE**: ***If you are accessing Institute forms from the standard workstation, using image 5.1, please save the PDF file to your system and open the file with Acrobat 6.0 to fill out and submit the form.*** On the form, the member enters the required information for parts A-D. The member saves the file using the Adobe Acrobat disk icon in the Acrobat tool bar.
Step 7	The member sends the e-mail to the ESO along with the saved file as an attachment.
Step 8	The ESO reviews and signs part E. The projected date is based on the date of the request. It will provide the ESO with a good indicator of when the member should return the video/audio materials to Tobyhanna or whether the member has amble time to review the tapes while at that unit.
Step 9	The ESO must select "Submit" before sending the form to the Institute. Any form that is missing the electronic signature will be returned to the ESO. **NOTE:** It is helpful to list the name of the member on the subject block of the e-mail especially if the ESO sends several requests at the same time.

Section VI
Brown Bag University

OVERVIEW:

One very effective program in the Voluntary Education arena is the Brown Bag University. The program combines the ease of the distant education venue along with the classroom setting of a traditional college course. The program is easy to set up and requires little additional work. The local unit sponsors a course allowing the members to take the course during their lunch break. The members usually bring their lunch while they review and discuss the course material.

How do you set up a brown bag university? The following steps are tips to ensure the unit's success in establishing a sound educational program.

STEP 1:

Select a course, which interest several people at the unit (For a listing of all courses available, review the courses listed in this publication). When deciding on a course, remember that some courses are in greater demand than others such as the General CLEP courses and that some courses are considerably harder than others such as the Ethics in America course. Plan wisely.

STEP 2:

Order the course by completing DANTES Form 1560/36R (The form is in the front of this publication and on the Institute web site at www.uscg.mil/hq/cgi or on the ARNG Institute website at www.arngi.org). If you write "Brown Bag University" at the top of the form, you will be allowed to retain the videos longer than the allotted time frame.

STEP 3:

Order textbooks and study guides. Students may be asked to assume the costs or the command may elect to purchase the books.

STEP 4:

Obtain a copy of the practice test or study guide for the end-of-course. The DANTES Test Control Officer or Education Services officer should have a set of the practice tests.

STEP 5:

Select a facilitator (or someone who has background in the subject being taught) to lead the class. The facilitator can make a big difference in the way the course is viewed.

STEP 6:

Schedule a time and location (with TV and VCR). Classroom-style seating or a conference room is fine. An hour to an hour and a half is recommended. Classes at the Coast Guard Institute meet every Wednesday from 1100-1230, but the time may be arranged to meet the schedule of the individual unit.

STEP 7:

The facilitator should review the first few lessons of the course and the practice test. Facilitators should pay close attention to the practice test and ensure that material covered on the test is addressed in class. The facilitator may wish to purchase the instructor's guide, if it is available.

STEP 8:

For the format of the class, we recommend showing the video portion for the first hour and use the remainder of the time with the facilitator leading the class discussion.

STEP 9:

Make arrangements for students to take the end-of-course examination. About a month before the end of the class, determine who will administer the examination and make arrangements for the DANTES Test Control Officer to order exams from the contractor. If you need help in locating the nearest DANTES Test Control Officer, review the DANTES link on the Institute's web site at www.uscg.mil/hq/cgi or the DANTES web site at www.voled.doded.mil.

REFERENCES

The Annenberg/CPB Project
401 E Street, NW
Washington, DC 20004-2037
1-800-LEARNER OR 1-800 532-7637
www.learner.org

The Audio Store
A Service of Wisconsin Public Radio
821 University Avenue
Madison, Wisconsin 53706
1-800-97-AUDIO OR 1-800-972-8346
www.wpr.org

Comex Systems, Inc.
The Mill Cottage
Mendham, NJ 07945-9990
1-800-543-6959
www.comexsystems.com

Charter Oak State College
55 Paul J. Manafort Drive
New Britain, CT 06053-2142
1-860-832-3800
www.cosc.edu

Education Video Resources
1809 East Dyer Road
Santa Ana, CA 92705
www.videoresources.com

Excelsior
7 Columbia Circle
Albany, NY 12203-5159
1-800-466-1365
www.excelsior.edu/bookstore.htm

Thomas Edison State College
101 West State Street
Trenton, NJ 08608-1176
1-609-984-1150
http://www.tesc.edu
E-mail: admissions@call.tesc.edu

University of Phoenix
4615 East Elwood Street
Phoenix, AZ 85040
1-800-800-7006 for Associate Degree
1-800-366-9699 for Bachelor Degree
http://www.phoenix.edu