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UNIVERSITY of MISSOURI

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## University of Missouri-Columbia Catalog (USPS651-82000)

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## *ABOUT THE COVER*

The acrylic painting, "Another Spring," which is reproduced on this year's cover, was painted by artist Terry L. Martin. Mr. Martin is a 1974 graduate of the University of Missouri-Columbia, who is presently serving as art instructor and exhibition director at William Woods College in Fulton, Missouri. Mr. Martin is a painter of the natural world. His paintings have been shown throughout the United States and have now been featured on the covers of four Center for Independent Study catalogs. Mr. Martin's studio and home are in Millersburg, Missouri, near the Little Dixie Wildlife Area, which has served as the inspiration for "Another Spring," as well as other Martin paintings.

The painting, "Another Spring," was chosen for this year's cover because it depicts change and growth. Similarly, Independent Study offers unending opportunities for change and growth for each student who accepts the challenge of individualized learning.

Cover design by Terry L. Martin and Renette Reiske.

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The Center for Independent Study provides an educational program of the University of Missouri. It has administrative responsibility for coordination of all independent study instruction offered by each of the four UM System campuses: Columbia, Kansas City, Rolla, and St. Louis.

### **Notice of Nondiscrimination:**

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions holding collective bargaining agreements with the University of Missouri-Columbia are hereby notified that this institution does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam Era in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the University of Missouri-Columbia's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973 is directed to contact the assistant vice chancellor, Personnel and Affirmative Action, University of Missouri-Columbia, 130 Heinkel Building, Columbia, Mo. 65211, (314) 882-4256. The assistant vice chancellor of Personnel and Affirmative Action has been designated by the University to coordinate the institution's efforts to comply with the aforementioned regulations. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with these regulations.

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**WELCOME** to the University of Missouri Independent Study program. We invite you to join the thousands of students from across the nation and from foreign lands who further their education through our program each year.

The independent study courses listed in this catalog offer a unique alternative for students who cannot or choose not to enroll in traditional classes. These individualized courses allow you to schedule and pace your studies based on your own situation.

As a student of our program, you are our priority. We constantly update our courses and their presentation, offering an innovative combination of computer, print, videotape, and audiotape media to challenge you and better meet your needs. In return, we ask that you bring self-motivation, good study habits, and a strong commitment toward continuing your education to your studies. These qualities will help you in successfully completing the course work.

Whatever your reasons for enrolling in Center for Independent Study courses—from seeking credit toward a degree, updating job credentials, resolving scheduling conflicts, or exploring new subjects—we wish you success in your studies. Please call us at 314-882-2491 or contact us at 136 Clark Hall if we can assist you in choosing a specific course or in answering questions about our curriculum and enrollment procedures.

**Roger G. Young, Director**  
Center for Independent Study

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## Telephone Information

If you have a question about payment, refunds, repurchase of texts, or if there is a problem with books or other materials, use the number listed below for General Information.

After you have enrolled, it is important to have your Social Security Number handy when you call us, since we use that number to find your record on the computer.

Course study guides and texts are mailed within two days after we receive your application, unless there is a special problem. If your study materials are sent Fourth Class or Book Rate, delivery will take from five to 30 days, depending on the distance.

We're sorry, but we cannot accept collect calls, *unless* we have mailed the wrong exam to your test supervisor. In that case, we will accept a collect call so you can order the correct exam.

FAX service *should not* be used for submitting copies of the standardized answer sheets used in Computer Assisted Lesson Service (CALs) courses. Our optical scanning equipment cannot read from FAX copies.

<b>General Information</b> .....	<b>(314) 882-2491</b>
<b>Examination Information</b> .....	<b>(314) 882-2072</b>
<b>FAX</b> .....	<b>(314) 882-6808</b>

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# INFORMATION AND REGULATIONS

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## ACCREDITATION

The University of Missouri is accredited by the North Central Association of Colleges and Secondary Schools and many other accrediting agencies.

## ADMISSION

You may enroll at any time. To be eligible to enroll in an Independent Study course for university credit, you must have a high school diploma or equivalent. To be eligible to enroll in a high school Independent Study course, you must either have completed the eighth grade or be at least 18 years old. Enrollment in an Independent Study course does not constitute admission to the University of Missouri.

## COURSES (GENERAL INFORMATION)

### University Courses

All university courses offered through Independent Study are developed by University faculty members at one of the four campuses of the University of Missouri. Each course has been approved by the appropriate chairperson and is equivalent to the course taught on campus. Each listing contains the course number, title, and initials of the campus offering the course.

### Multicampus Courses

Please see the description on page 16.

### Problems Courses

If you make arrangements for a University of Missouri professor\* to design and supervise a Problems course for you, the Center for Independent Study can process your registration and report your grade to the appropriate UM System campus.

Complete the application form in the back of this catalog and send it to the Center along with the fee for the number of credit hours you will be taking. You must also enclose the name, address, and phone number of the supervising faculty member, so the Center can send him or her the necessary forms.

\*Must have the rank of assistant professor or above.

### High School Courses

The Center for Independent Study offers an extensive high school curriculum. Each course is developed under the supervision of a teacher certified by the state of Missouri. In terms of the amount of study required and the credit given, these courses are equivalent to courses offered in accredited public schools.

***The Center for Independent Study does not award high school diplomas.*** If you wish to apply Independent Study credit toward a high school diploma, you must first obtain your high school principal's or counselor's signature on the course application form.

### Continuing Education Courses

Continuing education courses are described in a special section of this catalog, beginning on page 57.

## **Independent Study Courses from Other Universities**

The Center for Independent Study is a member of the National University Continuing Education Association, which publishes a *Guide to Independent Study*. This publication lists courses offered by accredited colleges and universities that are members of the Association.

If you are interested in a course that is not listed in this catalog, you can find a copy of the *Guide* in each University of Missouri Extension Center, or you can purchase one for \$11.95 from the NUCEA Book Order Department, Box 2123, Princeton, New Jersey 08543-2123.

## **Video Courses**

Mediated courses are also available through the Center for Independent Study. Lessons using videocassettes, audiocassettes, computer, or television broadcast accompany the standard printed material. University courses are approved by the appropriate department and *all* carry University of Missouri resident credit.

# **ENROLLING IN INDEPENDENT STUDY COURSES**

## **Advisers**

The Center's staff is not authorized to provide advisement services. It is your responsibility to determine whether or not a particular course will meet your requirements. Students enrolling in university courses may obtain further information from the academic dean's office of the school or college where the credit will be applied. Students enrolling in high school courses should talk with their counselor or principal.

## **Eligibility**

*University Courses:* If you plan to use a course for credit toward a degree at the University of Missouri, you must obtain prior approval, indicated by the signature of an appropriate official of your college or school on the application form. Other universities may have similar requirements. You may enroll at any time of the year.

Enrollment in an Independent Study course does not constitute admission to the University of Missouri.

## **University Courses for High School Students**

Students who have completed the eleventh grade may enroll in entry-level university courses. Your high school principal should indicate approval by signing your application.

Check the course description to be certain that the course will meet your educational needs. All prerequisites must be fulfilled before you enroll. The regular university fees and regulations apply to university courses taken by high school students.

## **Group Enrollment in High School Courses**

A number of high schools make use of group enrollments in Independent Study to enable their students to enroll in courses that the schools would not otherwise offer. The students in the group meet for regularly scheduled sessions under the supervision of a faculty member. The course materials are provided by the Center for Independent Study, and the completed assignments are returned to the Center for evaluation and grading.

For more information about group enrollments, contact the Center for Independent Study.

## **Group Enrollment in Video Courses**

If 10 or more students register for a course together, a complete set of video tapes will be assigned, free of charge, on an availability basis for one semester to an approved location in the community. For any university courses that require a seminar, the seminar may also be arranged at the location of the group enrollment. Seminar arrangements and guidelines for group enrollments outside of the state of Missouri will be dependent on instructor availability and the distance required for travel.

## **Enrollment Procedure**

You may apply for enrollment in an Independent Study course at any time by submitting an application form along with the appropriate course fees. If you do not provide all necessary information requested on the application, or if you do not enclose payment, your application will be returned to you.

Course applications, a textbook order form, and a video form are in the back of this catalog; you may obtain additional forms from us and from University Extension Centers located throughout the state of Missouri. A listing of the University Extension Centers is provided in the back of this catalog.

Use a separate application form for each course in which you enroll. Generally, we recommend that you enroll in no more than two Independent Study courses at one time.

***The Center for Independent Study reserves the right to change instructors, to discontinue courses, to revise courses and change textbooks, and to adjust fees listed in this catalog as circumstances warrant.***

## **Social Security Number (SSN)**

Our records are maintained on computer. Your SSN will be used to identify your student records and to keep track of your progress in each course. Therefore, it is essential that you carefully and legibly write your SSN in the space provided on the application, as well as on all lessons or other correspondence that you submit to the Center. If you don't provide us with an SSN, we will assign a nine-digit number that you must use in its place.

## **Veterans**

Under "Veterans Administration" in most telephone directories, a local number is listed that you can call to ask questions about eligibility and to receive instructions for enrolling in Independent Study courses. University courses listed in this catalog are approved for veterans or other persons eligible under the provisions of the GI Bill.

The VA will reimburse the cost of tuition up to a maximum of five credit hours per semester for Independent Study courses. The course fee must accompany your application. The VA will reimburse you after it receives the Certification of Enrollment from us.

We will send you additional information and forms to complete if you enclose a note with your application form stating that you are eligible and intend to apply for Veterans Administration benefits.

## **Foreign Students**

The Center for Independent Study does not award diplomas or degrees. Your enrollment in an Independent Study course does not admit you to the University of Missouri or to a specific certificate or degree program.

*English Language:* All Independent Study courses are written in English. Therefore, a good command of the English language is essential for successfully completing any course.

*Mail Service:* See "Overseas Students" under heading "Mailing of Study Materials," on page 11.

*Payment:* Payment for all fees and texts must be made in U.S. dollars and must accompany your application. We cannot accept foreign checks or money orders except postal money orders.

*Transfer of Credit:* Before enrolling, you are responsible for determining whether or not the credit for a specific Independent Study course will meet your objectives. The Center is not authorized to advise on a course of study.

## **Transfer to Different Courses**

A request to transfer to a different course must be made in writing within two months of the date of enrollment. The transfer fee is \$15.00, plus \$3.50 for each lesson and each exam submitted for the original course. Not more than one-half of the original course may have been completed. The date of the initial enrollment remains effective for the new course. Fees cannot be transferred to another student.

If the new course carries more credit than the original course, we will charge you the regular fee for the additional credit. If the new course carries less credit, you may be eligible for a refund. See the refund policy on page 7.



## Repeating Courses

Anyone who fails to make a passing grade in an Independent Study course may repeat the course by re-enrolling and paying full fees. Anyone who fails to make a passing grade in the repeat course will not be permitted to enroll a third time in the same course.

## COURSE FEES

**Note:** To avoid a possible delay, students should take special care to calculate their fees, based on their own academic status.

Lower Division* (Freshman and Sophomore) .....	\$60.00 per credit hour
Upper Division** (Junior and Senior) .....	\$66.30 per credit hour
Graduate Level .....	\$80.30 per credit hour
Noncredit/Continuing Education .....	See course listing
High School .....	\$51.00 per half-unit

\*Lower-division students: Those who have completed a total of 59 or less credit hours.

\*\*Upper-division students: Those who have completed a total of 60 or more credit hours.

Course fees for out-of-state students are the same as those for Missouri residents.

If you do not have a U.S. ZIP code address, you must pay an airmail fee in addition to the standard fee, unless your address is in Canada or Mexico, in which case the airmail fee is optional. The airmail fee provides airmail service for the study guide, return lesson service, and regular correspondence that we send to you. See the application form for specific details.

Make your check or money order payable to the UNIVERSITY OF MISSOURI and mail it to the Center along with the application form. Fees, including texts and supplies, may also be paid by VISA or MasterCard; see the application form.

The Center reserves the right to revise or discontinue courses and to adjust the fees listed in this catalog as circumstances warrant. If a course for which you have remitted fees is discontinued, your payment will be returned. All fees and other charges must be paid in U.S. dollars. No foreign checks or money orders can be accepted except postal money orders.

## Financial Aid

Scholarships and other forms of financial aid are not available through the Center for Independent Study. For information on financial assistance for veterans, please see page 6.

Some business firms and organizations encourage employees to continue their education by paying part or all of their tuition and fees. Since there is considerable variation in this practice, it may be worthwhile for you to check with your employer.

In some instances, high schools pay tuition and fees for students within their school districts. Please check with local school administrators to determine the policy in your district.

## Refunds

If you withdraw from a course, the refund, if any, will be issued to the individual who made the payment. Requests to withdraw from a course must be made in writing. A postcard form is provided in the back of each study guide. The postmark will be used as the withdrawal date. We make refunds according to the following schedule:

Request postmarked within first month after enrolling .....70% refund.

Request postmarked within second month after enrolling .....50% refund.

After second month of enrolling ..... no refund.

## Information and Regulations

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No refund can be made after a student has submitted one-half or more of the course.

Your refund will be mailed about four weeks after we receive your request. However, if you paid by check, your refund cannot be processed until six weeks after your enrollment date.

The amount of your refund will be reduced by \$3.50 for each lesson and examination that you submitted for evaluation before withdrawing.

We do not refund amounts of less than \$1.00. Refunds are not made due to incorrect advisement.

## TIME LIMITS

The time allowed to complete a course is nine months from the date of enrollment. One three-month extension can be granted upon request and payment of an extension fee. You must make the request and pay for the three-month extension before the original enrollment period expires. Extension fees are:

University course—\$15

Noncredit course—\$15

High School course—\$7.50

If you have not completed a course by the time your enrollment expires, your enrollment will be canceled and no record will be entered on your transcript.

## Lessons

To receive the maximum educational benefit from a course, it is recommended that you submit only one lesson at a time and that you wait until it has been graded and returned to you before you submit the next lesson. For some courses, the study guide may state the maximum rate of lesson submission or may direct that certain lessons must be prepared and submitted after a previous lesson has been graded and returned. Unless the study guide for your course indicates otherwise, the maximum number of lessons you may submit in any seven-day time period is **three**. If you exceed this guideline, **any lessons submitted in addition to the maximum will be returned to you ungraded and you will be required to resubmit them**.

All lessons preceding an exam must be received by the Center at least five days before an exam can be mailed to an exam supervisor or taken at the Center. There must be at least a one week interval between each exam in a course.

The lessons are either processed by computer, which takes from one to two days, or by an instructor, which will take from three to ten days, not counting delivery time. Because the Center is open throughout the year except for national holidays, you can expect to receive your computer-processed lesson reports without interruption; instructor-evaluated lessons, however, may be returned more slowly during those times of year when University classes are not in session. In addition to the lesson assignments, most courses require a midterm and a final exam.

Although the amount of time you will actually require to complete a course will depend on the number of lessons and the time you have to devote to study, the average completion time for a three-hour university course is about six months. Average completion time for a half-unit high school course is about four months.

**If you plan to use Independent Study toward graduation or certification requirements, plan ahead so that you will complete and submit all work, including examinations, at least three weeks before you must have the report of credit.**

## ACADEMIC HONESTY

Just as in classroom courses, students enrolled in independent study courses are expected to do their own work. Education is a cooperative enterprise between student and teachers and it is important that each student has the opportunity to be evaluated fairly on the basis of his/her own performance. Incidents of academic dishonesty will be dealt with according to University policy.

## STUDY MATERIALS

### Study Guide

Everyone who enrolls for Independent Study will receive a study guide containing lessons and all the instructions necessary to complete the course.

If you need a replacement study guide, send your request with the course name and a check for \$9.00, payable to the University of Missouri.

### Textbooks

The Center makes available textbooks and other required materials listed in each course description. If you plan to purchase your textbooks from the Center, you should order them at the same time you enroll, since at a later date the texts may be unavailable. Courses are revised throughout the year; therefore, if you do not purchase your texts from the Center, you should wait for the study guide to check the exact titles and copyright dates. In accordance with University policy, we can sell our textbooks only to persons enrolled in Independent Study courses.

*Ordering Textbooks:* To order texts, carefully and completely fill in the textbook order form located in the back of this catalog. Total the costs and enter this amount on the course application. If you prefer used texts, mark the appropriate square on the textbook order form. If we have the used texts you want, we will send them to you and refund the price difference. Send the textbook order form, the enrollment application, and payment for the total amount to the Center. If you use VISA or MasterCard, simply give the information requested on the textbook order form.

*Price Changes:* The prices listed for the textbooks were correct when this catalog was printed but may change without notice.

*Missouri Tax:* Persons ordering books sent to Missouri addresses must add sales tax to the cost of texts and supplies. See the application form.

*Textbook Changes:* If a course has been revised since the publishing of this catalog, there probably will be a change in texts. We will send the revised course and applicable texts. If the text prices increase, we will send a bill for the difference. If the difference exceeds \$10.00, we will return your application and check, indicating the exact cost. We will make refunds for overpayment that exceeds \$1.00.

**Repurchase of Textbooks:** Under certain conditions, the Center will repurchase your texts when you no longer need them. A repurchase of Independent Study texts form, listing the conditions of repurchase, will be mailed along with your textbooks. Do not mail your old texts until you have received permission to return them. Repurchase price is one-half the price that you originally paid for the texts. We may be able to repurchase workbooks if they have not been marked in and have all pages intact. We cannot repurchase course study guides.

### Supplementary Materials

Some courses require supplementary reference books and equipment, which are available from the Center. These require a rental fee and a refundable deposit. See the course descriptions in this catalog for specific information about rental and deposit fees. Audio-visual materials such as records, cassette tapes, or filmstrips are either rented or purchased; again, check the course description for complete information.

Do not send rental and deposit payment with your application unless directed to do so in the course description. Check your course study guide for information on how to obtain rental materials and equipment.

*Return of Rented Materials:* All materials rented from the Center must be returned before we will report your course grade and credit to the Director of Admissions. It is your responsibility to see that the materials are returned in good condition.

### Mailing of Study Materials

Course materials, including texts, are sent by United Parcel Service or "Book Rate" by the U.S. Postal Service, depending on your address (see UPS information below). Materials ordinarily are sent the day after course applications are received.

**Overseas Students:** Surface mail may take several weeks. If your address does not have a U.S. ZIP code designation\*, you must pay for airmail delivery of course materials, texts, and lesson service. Rates are listed on the back of the application form, line 2. Check the appropriate area, add the cost of texts ordered to the base rate, and put the correct fee in box #2.

\*APO/FPO packages will be sent P.A.L. when the additional postage is included in your remittance.

### United Parcel Service

UPS cannot deliver to Post Office boxes, General Delivery, APO/FPO, and many rural addresses. In these cases, the Center is required to send packages by the U.S. Postal Service. If you don't want your package sent through the U.S. mail, please furnish us with an address not restricted by the above, and UPS delivery will be used. This address should be attached to the application and clearly marked as the UPS address.

## VIDEO COURSES

Flexible, self-paced learning is offered through the Center for Independent Study's Video Courses, using videocassettes, audiocassettes, computer, or television. Video courses are identified in course descriptions by the term **(VIDEO)** after the course title and campus designation. The following information will provide an explanation of the various viewing options available for students, descriptions of high school and university courses, and information about how to enroll.

### Video Lessons

The video lessons in each course are available for viewing at a number of locations called Viewing Centers. In addition, video lessons may be viewed over some cable and broadcast television stations or, with payment of a deposit for the video tapes, you may view them in your home. In addition, tapes for some of the courses may be available through local libraries and commercial video stores. Because distributor/producer licensure requirements vary, viewing options for students will not be the same for all courses.

### Home Use of Video Lessons

If you live far from a Viewing Center or do not receive the broadcasts, you may in most cases borrow the course tapes for home use. Tapes are available on 1/2-inch VHS format only. Home use will require a deposit, which will be partially refunded (70 percent) when the tapes are returned in good, usable condition and rewound. Specific deposits are listed with each course description. Because the number of tapes available for home use is limited, students who choose this viewing option are asked to return the video lessons promptly so other students may use them.

Tapes for some of the courses may also be available to students through local libraries and commercial video stores.

### Group Enrollments

If 10 or more students register for a course together, a complete set of video lessons will be assigned, free of charge on an availability basis for one semester to an approved location in the community. For any university courses that require a seminar, the seminar may also be arranged at the location of the group enrollment. Seminar arrangements and guidelines for group enrollments outside of the state of Missouri will be dependent on instructor availability and the distance required for travel.

### Viewing Centers

During the past year new Missouri Viewing Centers have been opened in Columbia, Camdenton, and Palmyra. Call the Center for Independent Study for information about the Viewing Center located nearest you. Current Viewing Centers are listed on page 71.

### Enrollment in Video Courses

Policies and procedures for enrollment in video courses follow the standard guidelines for all courses at the Center for Independent Study.

## Video Course Tapes

Tapes may be viewed at Viewing Centers, through home use, through group enrollment, or over television. In addition, tapes for some of the courses are also available through local libraries and commercial video stores. Students enrolling in Video Courses must complete the Video form in the enrollment packet and indicate how they wish to view lesson tapes (i.e. home use, viewing center, television broadcast, or group enrollment).

## Broadcast

Check the listings of cable and/or PBS stations in your area for the broadcast schedules of series that are also used in video courses (i.e., *Economics USA*; *The Mechanical Universe*; *Brain, Mind, and Behavior*; *The Constitution: That Delicate Balance*; *Congress and Legislative Policy*; *Vietnam: A Television History*; and *Planet Earth*). Students who plan to view courses over television should enroll three weeks prior to the first broadcast to receive texts and study material on time.

## EXAMINATIONS

**UNIVERSITY AND CONTINUING EDUCATION (Missouri Residents):** You are expected to take examinations under the direct supervision of a staff member at a University of Missouri County Extension Center. (See pages 68-70 for the location of an extension center in your area.) In addition, examinations also may be taken at the University of Missouri Extension office on the Rolla campus, at the Continuing Education offices on the Kansas City campus, and at the Center for Independent Study in Columbia. (See pages 68-70 in this catalog for addresses and phone numbers.)

Evening examinations can be scheduled at the Center in Columbia for the first and third Tuesdays of each month (holidays excluded). Appointments are necessary for evening exams.

Students who have serious difficulty in scheduling examinations at one of the above locations may request an exception. This would allow the examination to be supervised by a faculty member of an accredited university or college, or by a superintendent or principal in a fully-accredited school district. Exceptions can be granted only by the Regional Extension Directors or by the Center for Independent Study.

**UNIVERSITY AND CONTINUING EDUCATION (Non-Missouri Residents):** You must make arrangements to take your examinations under the supervision of a full-time faculty member of an accredited university or college, or under a superintendent or principal in a fully-accredited school district. The Independent Study departments of institutions that are members of the National University Continuing Education Association also may supervise examinations.

**HIGH SCHOOL:** You may take examinations under the supervision of a high school principal, counselor, or superintendent of schools, or at the locations mentioned earlier.

**MILITARY:** You may follow the above procedures or take examinations under the supervision of your commanding officer or an officer appointed by your commanding officer.

**NOTE:** The Center reserves the right to approve or reject a proposed examination supervisor. A relative may not proctor an examination, regardless of his or her academic qualifications. No proctor fees are authorized.

A maximum time limit for each examination is stated with the number of exams in each course description. Before you will be given an examination, all required lessons must have been received and returned by the Center. Course study guides contain more detailed information regarding examinations. Exams cannot be taken within one month of registration nor within one week of the previous exam.

A request-for-examination form for each examination is included in the study guides. To take your examinations at locations other than the Center for Independent Study in Columbia, you must contact the individual who will proctor your examination before sending the request-for-examination form to the Center. Examinations are mailed to the proctor's office address.

Academic dishonesty on examinations or in course work will be dealt with according to University policy.

## CREDIT

### Credit Value

The University of Missouri operates on the semester-hour system. The credit value in semester hours is indicated in parentheses after the course number and title in the course

listings. The table below shows the relative values of semester and quarter hours.

Semester Hours	Quarter Hours
1	1½
2	3
3	4½
4	6
5	7½

### Credit Applicability

You are responsible for determining whether or not the credit for a specific Independent Study course will apply toward your diploma, degree, certification, or other specific educational goal.

### Credit and Degrees

*UM Undergraduate Students:* You cannot earn a degree from the University of Missouri entirely through Independent Study. With the approval of your adviser, you may earn at least 30 semester hours of credit through Independent Study that will be applicable toward a bachelor's degree.

At least thirty semester hours of credit, when earned in correspondence courses or Extension courses taken from the University of Missouri, shall be counted toward meeting requirements of the undergraduate degrees offered by the various divisions of the University; provided further that the credit earned be in courses appropriate, either as specific requirements or as electives, to the degree pursued; provided that such credit once be subject to the same regulations as are resident credits transferred between campuses of the University; and further provided that such credit shall not serve to reduce the resident credit required for degree programs due to regulations of professional accreditation agencies or associations. (Adopted by the Board of Curators of the University of Missouri, April 22, 1965.)

You will find specific information concerning courses and residency requirements in the bulletins issued by each college/division offering degrees. Write to the Director of Admissions, 130 Jesse Hall, Columbia, MO 65211. For additional information, write directly to the Director of Admissions at the campus concerned. (UMC, 130 Jesse Hall, Columbia, MO 65211.) (UMKC, Room 208, Administration Building, Kansas City, MO 64110.) (UMR, Parker Hall, Rolla, MO 65401.) (UMSL, 8001 Natural Bridge Road, St. Louis, MO 63121.)

If you cannot attend the University of Missouri at one of the four campuses to complete course requirements for a degree, there are institutions that offer external degree programs. One such program is offered by THE UNIVERSITY OF THE STATE OF NEW YORK REGENTS COLLEGE. A national, nontraditional college with open enrollment and no residency requirements, Regents College accepts credits from the University of Missouri Center for Independent Study. Degrees are offered at the associate's and bachelor's levels in liberal arts, business, nursing, and technology. Regents College is accredited by the Middle States Association of Colleges and Schools and the New York State Department of Education. Students should consult academic advisers to learn how University of Missouri independent study courses can apply to their degree programs.

For information write to:

Regents College  
The University of the State of New York  
1450 Western Avenue  
Albany, NY 12203

Or call: 518-474-3703

### Graduate-Level Credit

Graduate-level credit refers to the number of a course (see the Course Numbering System on page 17). A course may or may not be accepted as graduate credit; this depends on the student's eligibility to receive graduate credit, which is determined by the school accepting the credit.

Generally, teachers can use graduate-level courses for certification and salary improvement without being admitted to a graduate school.

Graduate credit is awarded only to students who have been admitted to a university

graduate school and who have satisfactorily completed a course designated as graduate-level. UM System students must have the Graduate Dean's Office approval to receive graduate credit for an Independent Study course. Transcripts do not specifically indicate graduate credit.

## **Continuing Education Units (CEU)**

For information about Continuing Education Units, see page 57.

## **Transfer of Credit**

You may transfer credit for courses taken through Independent Study to most educational institutions in the United States. If you question whether or not a particular course will apply, check with the institution where you plan to transfer the credit.

## **Special Uses of Credit**

*Certification:* The Center offers many university courses that may be used to meet various certification requirements. If you want to know whether or not a certain course may be used to meet the certification requirements of a particular state, you should check with the appropriate certifying agency. For Missouri teachers, the address of the Missouri Department of Elementary and Secondary Education, Teacher Certification is: 205 Jefferson St., P.O. Box 480, Jefferson City, MO 65102.

## **Grades**

Since examinations are the only supervised activities required for Independent Study courses, examination grades are major factors in determining course grades.

The A, B, C, D, F system of grading is used. The grade F carries no credit; a D carries no credit in the University's Graduate School. If you do not complete a course, no record of the course is made on your transcript.

## **Satisfactory/Unsatisfactory**

Some university courses may be taken on an S/U basis. A grade of S is reported for A, B, or C grades. A grade of U is reported for D or F grades. Students cannot change from one grading system to the other after the first assignment has been submitted or after the first 30 days of enrollment have elapsed, whichever comes first. Requests should be made in writing. Your adviser should give approval before you enroll.

**HEARER:** If you enroll as a "Hearer," you only submit the lessons for evaluation. Your status as "Hearer" must be indicated before the first assignment has been submitted or before the first 30 days of enrollment have elapsed, whichever comes first. Your enrollment in the course is indicated on your record by an H and carries no credit. There is no reduction of fees.

## **Transcripts**

The Center will not release final grades or award credit until outstanding accounts, if any, are paid in full and all rented/loaned reference material is returned.

*UM Students:* After you complete an Independent Study course, the UMC Registrar automatically will send a transcript to the Registrar of your University of Missouri campus, if you indicated your campus and your student number on the Independent Study application form when you enrolled. If you are assigned a student number at UMKC, UMR, or UMSL after you have submitted your Independent Study application, you must send that number to the Center if you want a transcript sent to your campus.

*Other University Students:* All other university students receive transcript request cards along with their course grade notices. If you intend to use the transcript as proof of credit, you should send the request card to the Director of Admissions, indicating the college or university to which the transcript should be sent. There is no charge for a transcript.

*High School Students:* When you have completed a course and returned all rented reference materials, if any, to the Center, we will send you a notice of your final exam grade and your course grade. Soon after, the Director of Admissions at UMC, 130 Jesse Hall, Columbia, MO 65211, will send your high school a Transcript of Secondary Work.

## **COMPUTER ASSISTED LESSON SERVICE**

The Center for Independent Study introduced the Computer Assisted Lesson Service (CALs) in 1974. CALs speeds up lesson response time and provides computer-generated feedback that helps you review lessons and study for exams. There are four options for completing a CALs course:

### **Mail-In**

You complete lesson assignments on answer sheets that are provided with the course study guide and mail them to the Center for Independent Study, where they are processed within one to two working days. Each answer sheet is scanned by a computer, which generates a lesson report containing your score, general comments on your performance, and feedback on all incorrect answers. The lesson report is then mailed to you. "Partly CALs" means that some of the lessons are computer-processed, and some are evaluated by an instructor.

### **CALs On-Line**

To participate in CALs On-Line, you must have access to a computer terminal with a modem and a printer. You use the terminal and modem to submit lessons directly to a University mainframe computer in Columbia, Kansas City, or St. Louis, and your lesson report prints out as soon as you complete the lesson.

Approximately 70 high schools in Missouri and bordering states use the CALs On-Line service. Contact the Center for more information. Students in Columbia can submit lessons at a terminal located at the Center's facility at 136 Clark Hall.

### **CALs 800 Number Service**

WATS line service is available for students outside the local calling areas of St. Louis and Kansas City. Other dial-up options are available. Call the Center for more information.

### **PC-Based CALs**

PC-Based CALs is particularly suited to military personnel stationed overseas or on ships at sea. PC-Based CALs operates much like On-Line CALs, except that no phone line or modem is needed. The lesson report is generated via computer software provided by the University of Missouri.

### **Courses Not Compatible with On-Line Service**

Because of technical limitations, the University of Missouri Independent Study courses listed below cannot be taken using CALs On-Line, CALs 800 Number Service, or PC-Based CALs. You may wish to note these courses in your catalog for future reference.

#### **UNIVERSITY LEVEL:**

All Part CALs and Non-CALs courses  
All Video courses  
Atmospheric Science 50 Introductory Meteorology  
Geography 50 Introductory Meteorology  
Economics 2 Fundamentals of Microeconomics  
Education R370 Educational Statistics  
English 135 Introduction to Shakespeare  
Math 7 Algebra for Elementary Teachers  
Math 9 Trigonometry  
Math 10 College Algebra  
Math 100 Introductory Algebra  
Math 61 Elements of Calculus  
Philosophy 1 General Introduction to Philosophy  
Statistics 31 Elementary Statistics

#### **HIGH SCHOOL LEVEL:**

All Part CALs and Non-CALs courses  
All Video Courses  
Algebra I, 1st and 2nd Half Units  
Algebra II, 1st and 2nd Half Units



Business Math  
Chemistry, 1st and 2nd Half Units  
Fundamentals of Statistics and Probability  
Geometry, 1st and 2nd Half Units  
General Mathematics I, 1st and 2nd Half Units  
General Mathematics II, 1st and 2nd Half Units  
Precalculus, 1st and 2nd Half Units  
Physics, 1st and 2nd Half Units  
Trigonometry

**For More Information**

HIGH SCHOOL COUNSELORS: If your school is interested in participating in the CALS On-Line service, contact the Center for Independent Study's program development specialist at 314-882-4250.

MILITARY PERSONNEL: For information on PC-Based CALS, contact the CALS Project Officer, Defense Activity for Nontraditional Education Support, Pensacola, FL 32509-7400; Autovon: 922-1360; Commercial: 904-452-1360.

In Europe, contact: DANTES European Field Office, Attn: European Adviser, APO NY 09403; Autovon: 370-6885; Commercial: 06221 57 6885.

## Check these important points before enrolling in a university course through Independent Study!

**A**

The number before the title is the official university course number. This is used by the registrar's office (see sample below).

**B**

This is the official title used by the registrar's office. Please complete your application form using the course title as it appears in the description.

**C**

The number in parentheses after the course title indicates the number of semester credit hours for the course.

**D**

This is the department title for the UMKC, UMR, or UMSL campus that is listed if it differs from the heading in this catalog.

**E**

Courses with initials from more than one campus are referred to as "multicampus courses." This means that departments of two or more campuses of the University of Missouri have cooperated in developing the course. If you enroll in one of these courses, use the title and number of the campus where you want your credit reported. The course is exactly the same for each campus—only the course numbers and titles differ.

### Campus Initials

UMC—University of Missouri-Columbia

UMKC—University of Missouri-Kansas City

UMR—University of Missouri-Rolla

UMSL—University of Missouri-St. Louis

**F**

CALS is an acronym for Computer Assisted Lesson Service. Lesson questions are multiple-choice or true/false. You indicate your responses on an answer sheet provided with the study guide. Instructional comments based on your answers will be returned to you by means of a computer printout. "Partly CALS" means that some of the lessons are computer-processed and some are evaluated by an instructor.

**A**

**B**

**C**

**D**

**E**

**F**

**37 Accounting II (3) UMC (CALS)**

**131 Accounting II (Eng. Mgmt.) (3) UMR (CALS)** 13 lessons, 13 submitted. 2 exams—2 hours each. Prerequisite: UMC-36 and sophomore standing; UMR-130. Fundamentals of managerial accounting; additional topics in financial accounting.

Text: NIKOLAI, BAZLEY, STALLMAN, *Principles of Accounting*, 2nd ed., 1986. Price: \$59.35.



You may take courses that are 200-level and above to fulfill graduate credit requirements, provided you obtain approval, if required, of an academic adviser, department chair, or dean's office before enrolling. If the course is to be taken for graduate credit, be sure to pay the graduate credit fee.

**The Center for Independent Study reserves the right to change instructors, to discontinue courses, to revise courses and change textbooks, and to adjust fees listed in this catalog as circumstances warrant.**

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# UNIVERSITY COURSES

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**Before you fill out your application to enroll in an Independent Study course, be sure to read the "important points" listed on page 16. These points will help you interpret the course descriptions.**

## **Course Numbering System of the University of Missouri Columbia Campus**

- 1 to 99, courses primarily for freshmen and sophomores;
- 100 to 199, courses primarily for undergraduates, no graduate credit;
- 200 to 299, courses for undergraduates, appropriate professional students, and graduate students except those whose graduate major is in the department in which the course is offered;
- 300 to 399, courses for undergraduates, appropriate professional students, and graduate students;
- 400 to 499, courses for graduate students and appropriate professional students. Undergraduate students are admitted to 400-level courses only with the approval of the dean of the division in which the course is offered.

## **Kansas City Campus**

- 100 to 299, lower-level courses, no graduate credit;
- 300 to 499, junior-senior level courses that may be taken for graduate credit by special approval;
- 500 and over, graduate-level courses, open only to students who have been officially accepted for graduate study.

## **Rolla Campus**

- 0 to 99, courses primarily for freshmen and sophomores;
- 100 to 199, courses primarily for upperclass students;
- 200 to 299, upperclass and restricted graduate courses. Courses so numbered do not give graduate credit for an advanced degree in the field of the department offering the course;
- 200, special problems courses for juniors;
- 300 to 399, upperclass and graduate courses, not restricted as to the major subject of the student;
- 300, special problems courses for seniors or graduate students;
- 350, special readings courses; individual work with the conferences adjusted to the needs of the student;
- 400 to 499, graduate courses and research.

## **St. Louis Campus**

- 1 to 99, courses primarily for freshmen and sophomores;
- 100 to 199, courses primarily for upperclassmen, no graduate credit;
- 200 to 299, courses for undergraduates and appropriate professional and graduate students, except those whose graduate majors are in the department in which the course is given;
- 300 to 399, courses for undergraduate, appropriate professional, and graduate students without restriction as to students' graduate majors;
- 400 to 499, courses primarily for graduate and appropriate professional students in special programs; upperclass students are admitted to courses in this series only with the approval of the graduate dean.

## **Prerequisites**

If the prerequisite course is offered by the same department being described, we list its number only. For example, under English 20: Exposition and Argumentation, the prerequisite

is listed as 10. A prerequisite from a department other than the one being described will include the department's name. See 31 Elementary Statistics, where the prerequisite is listed as Math 10. Prerequisites for multicampus courses include the initials of the campus to which the prerequisite applies. Generally, a course with a number of 300 or more is restricted to upperclass students who have earned 60 credit hours or more.

## Fee Information

Fees for university courses are **not** listed in the course descriptions. You must review the fee structure on page 7, and calculate your fees accordingly. The Center is not authorized to advise you on whether you qualify as a lower- or upper-division student, beyond what is already stated.

***The Center for Independent Study reserves the right to change instructors, to discontinue courses, to revise courses and change textbooks, and to adjust fees listed in this catalog as circumstances warrant.***

## ACCOUNTANCY

**201 Principles of Accounting (3) UMKC (VIDEO)**

**130 Accounting I (Eng. Mgmt.) (3) UMR (VIDEO)**

**36 Introduction to Accounting I (Bus. Admin.) (3) UMSL (VIDEO)** 7 half-hour video lessons. 5 exams—3 hours each. Prerequisite: *UMKC-30 general credit hours*. An introduction to financial accounting theory and practice, this course emphasizes the accounting cycle and the preparation of general-purpose financial statements for proprietary, partnership, and corporate entities. Topics include the nature of financial reporting, income recognition concepts, the accounting accumulation process, and accounting for selected balance sheet accounts.

Texts: MEIGS, *Accounting, The Basis for Business Decisions*, 6th ed., 1984. Price: \$40.00. MEIGS, *Study Guide for Accounting, Basis for Business Decisions*, 6th ed., 1984. Price: \$15.00. MEIGS, *Work Sheets for Accounting, Basis for Business Decisions, Chapters 1-14*, 6th ed., 1984. Price: \$14.00.

Home Use Deposit: \$54.00.

**36 Accounting I (3) UMC (CALS)**

**130 Accounting I (Eng. Mgmt.) (3) UMR (CALS)** 14 lessons, 14 submitted. 2 exams—2 hours each. Prerequisite: *sophomore standing*. Introduction to the field of accounting: fundamentals of financial accounting.

Text: NIKOLAI, BAZLEY, STALLMAN, *Principles of Accounting*, 2nd ed., 1986. Price: \$59.35. NIKOLAI, BAZLEY, STALLMAN, *Working Papers, Volume I*, 2nd ed., 1986. Price: \$21.40.

**301 Managerial Accounting (3) UMKC (VIDEO)**

**131 Accounting II (Eng. Mgmt.) (3) UMR (VIDEO)**

**37 Introduction to Accounting II (Bus. Admin.) (3) UMSL (VIDEO)** 6 half-hour video lessons. 5 exams—3 hours each. Prerequisite: *UMKC-45 general credit hours and 201; UMR-130; UMSL-36*. A continued study of financial accounting, with emphasis on the development, interpretation, and use of accounting information for management planning, control, and decision-making. Financial statements, budgeting, and cost-volume-profit are analyzed. Capital project evaluation, cost and managerial accounting concepts, and capital budgeting are reviewed.

Texts: MEIGS, *Accounting, The Basis for Business Decisions*, 6th ed., 1984. Price: \$40.00. MEIGS, *Study Guide for Accounting, Basis for Business Decisions*, 6th ed., 1984. Price: \$15.00. MEIGS, *Work Sheets for Accounting, Basis for Business Decisions, Chapters 15-28*, 6th ed., 1984. Price: \$15.70.

Home Use Deposit: \$54.00.

**37 Accounting II (3) UMC (CALS)**

**131 Accounting II (Eng. Mgmt.) (3) UMR (CALS)** 13 lessons, 13 submitted. 2 exams—2 hours each. Prerequisite: *UMC-36 and sophomore standing; UMR-130*. Fundamentals of managerial accounting; additional topics in financial accounting.

Text: NIKOLAI, BAZLEY, STALLMAN, *Principles of Accounting*, 2nd ed., 1986. Price: \$59.35.

## ADMINISTRATION OF JUSTICE

**060 Criminal Justice Processes and Institutions (3) UMSL (CALS)** 10 lessons, 10 submitted. 2 exams—2 hours each. A survey of the historical development and the current status of American criminal

justice. Processes, institutions, and significant problems of the various components will be analyzed.

Text: COLE: *The American System of Criminal Justice*, 5th ed., 1989. Price \$37.50.

**Course expected to be open for enrollment: October 1990.**

**330 Correctional Institutions (3) UMSL** 14 lessons, 7 submitted. 2 exams—90 minutes each. Prerequisites: *101 and senior standing, or consent of instructor*. The correctional setting as an aspect of the criminal justice system. An analysis of the administrative involvement and a study of the modes of organization and management which seem applicable to these types of settings.

Text: MCSHANE, *Reader for Administration of Justice 330: Correctional Institutions*, 1990. Price: \$10.00.

## ANIMAL SCIENCE

**325 Horse Production (3) UMC (CALS)** 10 lessons, 10 submitted. 2 exams—1 hour each. Prerequisites: 202,212,213,304. Systems of horse production; breeding, feeding, and management of horses.

Texts: EVANS, *The Horse*, 1977. Price: \$38.00. MIDWEST PLANNING SERVICE, *Horse Handbook, Housing, and Equipment*, 7th ed., 1971. Price: \$6.25. AQHA Videotape. Price: \$10.40. *Access to a VHS video cassette recorder is required.*

## ANTHROPOLOGY

**1 General Anthropology (3) UMC (CALS)** 12 lessons, 12 submitted. 2 exams—2 hours each. General survey course in fields of anthropological concern: archaeology, cultural anthropology, physical anthropology, linguistics; emphasizes underlying concepts, principles. Examples from peoples of the world.

Texts and Materials: EMBER & EMBER, *Anthropology*, 6th ed., 1990. Price: \$37.30. FAGAN, *People of the Earth*, 6th ed., 1989. Price: \$23.15. One cassette tape prepared by the author. Price: \$1.50. *Access to a cassette tape player is required.* End-side scraper (optional). Price: \$6.25.

## ATMOSPHERIC SCIENCE

**50 Introductory Meteorology (3) UMC (CALS\*)** 16 lessons, 10 submitted. 2 exams—Midterm, 1 hour; Final, 1½ hours. Physical processes of atmosphere in relation to day-to-day changes in weather. NOTE: Although there is no prerequisite for this course, students should have a good background in mathematics and physics and some background in chemistry.

Text: AHRENS, *Meteorology Today*, 3rd ed., 1988. Price: \$39.70.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

## BUSINESS ADMINISTRATION

**392 Entrepreneurship/Small Business Management (3) UMSL (VIDEO)** 10 half-hour video lessons; 1 project; 10 written assignments. 2 exams. Prerequisites: *Principles of Microeconomics, Principles of Macroeconomics, and a minimum of six courses from the required Business Administration core, or consent of the instructor*. An integrative general management course designed to communicate the academic principles of business management applicable to the solving of problems of small- and medium-sized businesses and assist in their development. Provides a background in the forms of business, the development of business plans and systems integration, venture capital, accounting procurement, promotion, financing, distribution and negotiations for initial organization, and operation and expansion of the firm.

Texts: BAUMBACK, *How to Organize and Operate a Small Business*, 8th ed., 1988. Price: \$40.50. Study Guide to accompany *How to Organize and Operate a Small Business*. Price: \$16.00.

Home Use Deposit: \$75.00

## CLASSICAL STUDIES

### Latin

**1 Elementary Latin I (5) UMC (Partly CALS\*)** 20 lessons, 10 submitted. 2 exams—2 hours each. Forms, grammar, syntax.

Texts: WHELOCK, *Latin: An Introductory Course Based on Ancient Authors*, 3rd ed., 1963. Price: \$6.95. GOLDMAN & SZYMANSKI, *English Grammar for Students of Latin*, 1983. Price: \$6.00. GROTON & MAY,

*Thirty-Eight Latin Stories*, 1986. Price: \$10.00. Cassette Tape, Price: \$2.00. *Access to a cassette tape player required.*

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**207 Intensive Beginning Latin I (3) UMC (Partly CALS\*)** 20 lessons, 10 submitted. 2 exams—2 hours each. Forms, grammar, syntax.

Texts: WHEELLOCK, *Latin: An Introductory Course Based on Ancient Authors*, 3rd ed., 1963. Price: \$6.95. GOLDMAN & SZYMANSKI, *English Grammar for Students of Latin*, 1983. Price: \$6.00. GROTON & MAY, *Thirty-Eight Latin Stories*, 1986. Price: \$10.00. Cassette Tape, Price: \$2.00. (This course is designed for graduate students using it to fill a language requirement as part of a graduate degree program.) *Access to a cassette tape player required.*

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

## COLLEGE OF EDUCATION

### Higher and Adult Education and Foundations

**B351 Historical Foundations of American Education (3) UMC**

**330 History of American Education (Educ. Found.) (3) UMSL** 12 lessons, 12 submitted. 2 exams—2 hours each. Prerequisite: UMC and UMSL-course in *American history*. Development of American educational institutions and ideas and of social forces that have influenced them.

Texts: SPRING, *The American School: 1642-1985*, 1986. Price: \$19.95. EPSTEIN, *Crisis and Conflict in the History of American Education: A Book of Readings*, 1988. Price: \$45.00.

**K420 Organization and Administration of Adult Education (3) UMC** 10 lessons, 10 submitted. 2 exams—2 hours each. Prerequisite: *K415* or *instructor's consent*. An examination of organizational behavior and the principles of administration in the context of adult and continuing education. Emphasis on the issues of leadership, decision-making, organizational culture, power and influence, budgets, marketing, and the implications for practice.

Texts: SIMON, *Administrative Behavior*, 3rd ed., 1976. Price: \$11.00. COHEN & MARCH, *Leadership and Ambiguity*. 2nd ed., 1986. Price: \$12.00. KANTER, *Men and Women of the Corporation*, 1977. Price: \$12.00. READING GUIDE. Price: \$70.00.

**R370 Educational Statistics I (3) UMC (CALC\*)** 12 lessons, 11 submitted. 3 exams—3 hours each. Introduces statistical techniques employed in education: descriptive statistics, correlation, simple regression, hypothesis testing.

Text: FERGUSON, *Statistical Analysis in Psychology and Education*, 5th ed., 1981. Price: \$39.00. Also see STATISTICS, page 39.

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

### Curriculum and Instruction

**T230 Art Activities in the Elementary School (2) UMC** 8 lessons, 8 submitted. 2 exams—1½ hours each. Prerequisite: *junior/professional standing*. Considers the vital role of art activities and creative experiences in the growth and development of children.

Texts: CHAPMAN, *Approaches to Art in Education*, 1978. Price: \$32.50. WACHOWIAK, *Emphasis Art*, 4th ed., 1985. Price: \$33.75.

**308 Graduate Institute (Microcomputers Applications for Teachers) (3) UMSL (VIDEO)** 10 half-hour video lessons; seminar; develop teaching materials. 1 exam-2 hours. Provides the student with an in-depth analysis of computer applications. Lessons are from the PBS series *Making the Most of the Micro*. Classroom applications have been added in response to the needs of teachers who have had introductory course work in computers. The application phase focuses not only on location, evaluation, and use of software, but also on computer-assisted instruction, including development of classroom teaching materials with data-base and/or word-processing programs. The student needs a microcomputer to do the course work. A one-day seminar is required. Seminars are usually held in St. Louis or at group enrollment sites. Students will be notified of seminars nearest them.

Text: CANNINGS, *Information Age Classroom*, 1986. Price: \$24.70.

Home Use Deposit: Not Available

**T315 Teaching of Reading (3) UMC** 15 lessons, 15 submitted. (Includes two special projects and term paper.) 2 exams—2 hours each. Prerequisite: *Educational and Counseling Psychology A205, junior/*

*professional standing*. Materials and methods used in teaching reading in elementary grades.

Text: ROBINSON & GOOD, *Becoming an Effective Reading Teacher*, 1987. Price: \$30.65.

**T316 Teaching Reading in the Content Areas (3) UMC** 14 lessons, 14 submitted. 2 exams—1½ hours each. Prerequisites: *Educational and Counseling Psychology A205*. Specific ways teachers can help students improve reading skills in content areas.

Texts: GILLES et al., ed., *Whole Language Strategies for Secondary Students*, 1988. Price: \$23.70. Reader. Price: \$16.50.

**T373 Photography for Teachers (3) UMC (VIDEO)** 16 half-hour video lessons; seminar; 6 assignments; 2 projects. 3 exams—2 hours each. Basic 35mm photography techniques and processes, photo publications, and basic slide/tape production as they apply to educational settings. A half-day seminar is required. Seminars will be held in Columbia or at group enrollment sites. Students will be notified of seminars nearest them. Student will need access to the following photographic equipment throughout the course; 35mm single-lens reflex (SLR) camera, flash, tripod, and filters.

Texts: BISHOP, *Slides: Planning and Producing Slide Programs*. Price: \$15.90. MORGENTHALER, *Taking Better Pictures*, 1984. Price: \$15.00. Seminar fee due with enrollment. Price: \$2.00.

Home Use Deposit: \$115.00.

**T410 Seminar in Curriculum and Instruction (Teaching of Reading Comprehension) (3) UMC (VIDEO)** 14 half-hour video lessons; term paper. 2 exams—2 hours each. This course reviews the most current research on reading comprehension. Particular emphasis is given to classroom applications and the role of the teacher. Specific techniques for the improvement of reading comprehension are discussed and illustrated in the context of the typical classroom setting. While designed primarily for elementary teachers, the concepts and techniques taught in this course also can be applied to middle- and senior-high level reading programs.

Text: COOPER, *Improving Reading Comprehension*, 1986. Price: \$21.00.

Home Use Deposit: \$95.00

**T420 Issues and Trends in Reading Instruction (3) UMC** 14 lessons, 10 submitted, 3 activities plus research paper submitted. 2 exams—2 hours each. Prerequisite: *T315, T316 or equivalents, or instructor's consent*. Provides intensive study of significant issues and current trends in reading on all instructional levels.

Text: VANDER MEULEN, *Reading Horizons: Selected Readings*, 1987. Price: \$17.50.

**T445 The Secondary School Curriculum (3) UMC (CALS)** 16 lessons, 8 submitted. 2 exams—2 hours each. For secondary school principals, teachers, superintendents. Present trends in curricular change and methods of curricular investigation.

Text: ZAIS, *Curriculum: Principles and Foundations*, 1976. Price: \$33.45.

## Educational Administration

**C360 Topics in Educational Administration (The Role of Mentor Teacher) (3) (UMC) (VIDEO)** 12 written assignments, 1 analysis paper, journal. No exams. Development of the role of the mentor teacher with emphasis on the elements necessary for a successful relationship between the mentor teacher and the beginning teacher. Topics include the nature and purpose of induction programs, establishing the mentor relationship, how to begin the school year, time management, how to develop student motivation, dealing with stress, and meeting the needs of at-risk students. Should be particularly useful to the individual assuming the role of mentor teacher for the first time.

Texts: GOOD & BROPHY, *Looking in Classrooms*, 4th ed., 1987. Price: \$25.00. PALONSKY, *900 Shows a Year: A Look at Teaching from the Teacher's Side of the Desk*, 1986. Price: \$13.95. Reading Packet. Price: \$12.00.

Home Use Deposit: \$55.00.

## Educational and Counseling Psychology

**A170 Career Visions: A Career Planning Course for Adults (3) UMC** 10 lessons, 10 submitted. No exams. This course, written by educators and career planning professionals, is designed for adults who are interested in their own career planning. Through readings and exercises, the student will learn about adult developmental issues and dealing with life's transitions. They will assess barriers to their career planning; determine their interests, skills, and work values; and explore career options and lifestyle patterns. Survival and enhancement skills for college, as well as learning resume writing and interviewing skills and job hunting strategies, will be emphasized. Adults taking this course will receive personalized comments and

## University Courses

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feedback on each lesson from career planning professionals. Graded on a Satisfactory/Unsatisfactory basis. Text: BRIDGES, *Transitions: Making Sense Out of Life's Changes*, 1980. Price \$8.95. SINETAR, *Do What You Love and The Money Will Follow: Discovering Your Right Livelihood*, 1987. Price \$7.95. Packet, \$11.50.

**A205 Learning and Instruction (2) UMC (CALS)** 9 lessons, 9 submitted. 2 exams—2 hours each. Prerequisite: *Psych. 1 or 2*. The nature of human learning processes with implications for instruction. Emphasis on bases of and readiness for learning, types of learning, memory forgetting and transfer, and related topics.

Text: BIEHLER & SNOWMAN, *Psychology Applied to Teaching*, 1986. Price: \$37.85. BIEHLER & SNOWMAN, *Psychology Applied to Teaching Study Guide* (optional), 1986. Price: \$14.60.

**A207 Child Development (2) UMC (CALS)** 5 lessons, 5 submitted. 2 exams—2 hours each. Prerequisite: *Psych. 1 or 2*. The psychological, intellectual, social, and physical development of children. Text: HARRIS, *Child Development*, 1986. Price: \$36.20.

**A208 Adolescent Development (2) UMC (CALS)** 9 lessons, 9 submitted. 2 exams—2 hours each. Prerequisite: *Psych. 1 or 2*. The psychological, intellectual, social, and physical development of adolescents.

Text: SPRINTHALL & COLLINS, *Adolescent Psychology*, 1984. Price: \$31.50.

**A280 Educational Measurement (2) UMC (CALS)** 7 lessons, 7 submitted. 2 exams—2 hours each. Prerequisite: *Psych. 1 or 2*. Basic concepts of standardized testing, evaluation techniques, and interpretation of test scores for the improvement of the instructional process.

Text: SAX, *Principles of Educational Measurement and Evaluation*, 2nd ed., 1980. Price: \$45.60.

**A380 Foundations of Educational and Psychological Measurement (3) UMC (CALS)** 8 lessons, 8 submitted. 2 exams—2 hours each. Prerequisites: *Psychology 1 or 2 and beginning course in statistics*. Basic principles of educational and psychological measurement including test construction, validity, reliability, item analysis, and derived scores.

Text: ANASTASI, *Psychological Testing*, 6th ed., 1988. Price: \$42.20.

**489X Special Topics in Education (A Changing World—A Changing Classroom: Dealing with Critical Situations in the School) (3) UMKC (VIDEO)**

**306 Graduate Workshop (A Changing World—A Changing Classroom: Dealing with Critical Situations in the School) (3) UMSL (VIDEO)** 6 half-hour video lessons; weekend seminar; activity sheets. No exams. Examines a range of current social problems, such as drug abuse, school violence, divorce, suicide, and illiteracy, and their effect on classroom management and school curriculum. Coping strategies through exemplary presentations in the area of class management and person-to-person interactions. A two-day seminar is required. Seminars are usually held in Kansas City and at group enrollment sites. Students will be notified of seminars nearest them.

Texts: DANZIGER, *Can You Sue Your Parents for Malpractice?*, 1979. Price: \$2.95. FABER, *How to Talk So Kids Will Listen and Listen So Kids Will Talk*, 1980. Price: \$6.95. BLUME, *It's Not the End of the World*, 1972. Price: \$2.95. HINTON, *That Was Then This Is Now*, 1971. Price: \$2.95.

Home Use Deposit: \$57.00.

**489W Special Topics in Education (Coping With Student Problems in the Classroom: Dealing in Discipline) (3) UMKC (VIDEO)** 12 half-hour video lessons; weekend seminar; activity sheets. No exams. Designed to help teachers deal more effectively with interpersonal conflicts and disruptive behavior in the classroom, this course examines behavioristic methods, humanistic methods, and methods designed to foster self-control and responsibility in students. Each method is applied to simulated classroom situations at both the elementary and secondary levels. Ways of dealing with drug problems and special situations in urban schools are examined, and basic information on an educator's legal rights and responsibilities is provided. A two-day seminar is required. Seminars are usually held in Kansas City and at group enrollment sites. Students will be notified of seminars nearest them.

Text: *Supplementary Readings for Coping With Student Problems in the Classroom*. Price: \$10.30.

Home Use Deposit: \$65.50.

## Educational Research and Statistics

See **Higher and Adult Education and Foundations**

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## Health and Physical Education

**H65 Elements of Health Education (2) UMC (CAL S)** 9 lessons, 7 submitted. 2 exams—2 hours each. Health needs of university students and school-aged children are investigated through knowledge about personal and community health problems.

Text: CARROLL & MILLER, *Health: The Science of Human Adaptation*, 4th ed., 1986. Price: \$34.55.

**H279 Organization and Administration of Physical Education Programs (2) UMC (CAL S)** 10 lessons, 10 submitted. 2 exams—2 hours each. Introductory course on problems, methods of organization, and administration of physical education programs as they relate to the use of facilities, schedule of activities, budget, personnel, purchase and care of equipment.

Text: BUCHER, *Administration of Physical Education and Athletic Programs*, 8th ed., 1983. Price: \$26.00.

## Special Education

**313 The Psychology and Education of Exceptional Individuals (3) UMSL (VIDEO)** 12 half-hour video lessons; seminar; assignments. 2 exams—Midterm, 2 hours; Final, 2 hours. Prerequisite: 270 or 271. The psychology and education of special problems and/or abilities. Survey of theories and strategies for the learning-teaching process and individuals of assistance to educators and parents. Required for many certification programs. A seminar is required for a grade of A or B. Seminars are usually held in St. Louis or at group enrollments sites. Students will be notified of seminars nearest them.

Text: GEARHART, *The Exceptional Student in the Regular Classroom*, 4th ed., 1988. Price: \$41.60.

Home Use Deposit: \$108.00.

**L321 Introduction to Mental Retardation (3) UMC (CAL S)**

**330 Introduction to Mental Retardation and Severe Handicaps (3) UMSL (CAL S)** 16 lessons, 8 submitted. 2 exams—2 hours each. Prerequisite: UMC-L339 or *Educ. & Counseling Psych. A205; UMSL-313*. An introductory course describing the characteristics, classification, and causes of mental retardation and severe handicaps.

Text: PATTON, PAYNE, & BEIRNE-SMITH, *Mental Retardation*, 2nd ed., 1986. Price: \$39.30.

**L339 Education of Exceptional Students (3) UMC (CAL S)** 10 lessons, 10 submitted. 3 exams—First and Second Exams, 45 minutes; Third exam, 1 hour. Study of special children and youth: characteristics, prevalence, etiological background, legal ramifications, and programmatic considerations, e.g., methodological approaches, staff roles and responsibilities and IEPs.

Text: HALLAHAN & KAUFFMAN, *Exceptional Children*, 4th ed., 1988. Price: \$36.25.

## COMPUTER SCIENCE

**371 Introduction to BASIC (3) UMR (VIDEO)** 8 half-hour video lessons; 4 programs. 3 exams—1 hour each. An introduction to Microsoft and IBM PC BASIC. Emphasis on language syntax, structured programming, and problem solving. For teachers and persons in related occupations. Students may use any computer capable of running BASIC; however, the lessons will focus on IBM, DOS. This course cannot be used toward a computer science degree.

Text: CLARK & DRUM, *BASIC: A Structured Approach*, 2nd ed., 1990. Price: \$26.90.

Home Use Deposit: \$85.00—A limited number of tapes are available.

## ECONOMICS

**1 Fundamentals of Macroeconomics (3) UMC (CAL S)** 11 lessons, 11 submitted. 3 exams. Survey of macroeconomic principles and their application to contemporary economic issues. Not open to students who have completed Economics 41 or 51.

Text: BYRNS & STONE, *Macroeconomics*, 3rd ed., 1987. Price: \$18.50.

**Course expected to be open for enrollment: January 1991.**

**2 Fundamentals of Microeconomics (3) UMC (CAL S\*)** 11 lessons, 11 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. Prerequisite: 1. Elementary analysis of the price system and the allocation of economic resources. This course is not open to students who have completed Economics 41 or 51.

Texts: FISCHER & DORNBUSCH, *Economics*, Price: \$42.00. MORGAN, *Study Guide to Accompany Economics*, Price: \$15.00.

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

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**40 Introduction to the American Economy (3) UMSL (VIDEO)** 28 half-hour video lessons. 4 exams—2 hours each. Introduction to economic analysis and problems through an examination of the development and operations of the American economy; study of its evolutions, institutions, and principal problems. Economics 40 does not substitute for UMSL Economics 51 or 52. Video lessons are from the Annenberg/CPB Project series, *Economics U\$A*.

Texts: MANSFIELD, *Economics U\$A*, 1986. Price: \$24.00. SOUTHERN CALIFORNIA CONSORTIUM, *Telecourse Study Guide for Economics U\$A*, 1986. Price: \$13.45.

Home Use Deposit: \$115.00

## ENGINEERING

### Engineering Graphics

**11 General Engineering Drawing (3) UMR** 20 lessons, 20 submitted. 2 exams—Midterm, 2½ hours; Final, 3 hours. Designed to give a working knowledge of the fundamentals of drawing and the geometric relationships of lines and planes in space. Includes freehand lettering, freehand sketching and instrumental drawing of structures and machine parts, sectional and auxiliary views, dimensioning, conventional drafting practices.

Text: LUZADDER, *Fundamentals of Engineering Drawing*, 7th ed., 1977. Price: (used only) \$17.20.

Materials packet. Price: \$15.00.

### Engineering Management

**314 Management for Engineers (3) UMR (VIDEO)** 28 lessons; 25 one-hour video lessons. 3 exams—1 hour, fifteen minutes each. Prerequisite: *Senior or graduate standing*. The transition of the engineer to manager, planning and organizing technical activities; selecting and managing projects; team building and motivation; techniques of control and communications; and time management.

Texts: JAUCH, *The Managerial Experience*, 5th ed., 1989. Price: \$20.00. AMOS & SARCHET, *Management for Engineers*, 1981. Price: \$37.50. DALTON, *Dashman & Co.*, Price: \$2.00.

Home Use Deposit: \$135.00

### Engineering Mechanics

**50 Engineering Mechanics-Statics (3) UMR** 4 lessons, 4 submitted. 2 exams—2½ hours each. Prerequisite: *Physics 23 or 21, preceded or accompanied by Math/Statistics 22*. Application of the principles of mechanics to engineering problems of equilibrium. Topics include resultants, equilibrium, friction, trusses, center of gravity, and moment of inertia.

Text: BEER & JOHNSTON, *Vector Mechanics for Engineers*, 4th ed., 1984. Price: \$46.00.

**150 Engineering Mechanics-Dynamics (2) UMR** 4 lessons, 4 submitted. 2 exams—2 hours each. Prerequisites: *50 and Math/Stat. 22*. Application of the principles of mechanics to engineering problems of motion and acceleration. Topics include plane motion, force, mass and acceleration, work and energy, and impulse and momentum. Not open to students who have earned credit in Engineering Mechanics 160.

Text: BEER & JOHNSTON, *Vector Mechanics for Engineers: Dynamics*, 4th ed., 1984. Price: \$51.00.

**160 Engineering Mechanics-Dynamics (3) UMR** 4 lessons, 4 submitted. 5 exams—First-Fourth, 2 hours each; Fifth, 3 hours. Prerequisites: *50 and Math/Stat. 22*. Designed for those students who desire a broader coverage, with a more general development of the topics covered in Engineering Mechanics 150; more emphasis is given to three-dimensional kinematics and kinetics. Not open to students who have earned credit in Engineering Mechanics 150.

Text: HIGDON, *Engineering Mechanics, Volume II: Dynamics*, 2nd. Vector Ed., 1976. Price: \$38.55.

## ENGLISH

### Composition and Creative Writing

**10 Fundamentals of Composition (3) UMC** 19 lessons, 16 submitted. 2 exams—Midterm, 1 hour; Final, 2 hours. Stresses fundamental sentence-level skills and the construction of coherent paragraphs. Students study elements of composition and usage crucial to their ability to meet the University's standards of correct and effective writing. Successful completion of this course allows entrance into English 20.

Texts: HODGES & WHITTEN, *Harbrace College Handbook*, 11th ed., 1990. Price: \$17.50. DAIKER et al., *The Writer's Options: Combining to Composing*, 3rd ed., 1986. Price: \$13.15. McCRIMMON, *Writing with*

## University Courses

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a *Purpose*, 9th ed., 1988. Price: \$25.00. KENNEDY & KENNEDY, *The Bedford Reader*, 3rd ed., 1988. Price: \$17.50.

**20 Exposition and Argumentation (3) UMC** 10 lessons, 9 submitted. 2 exams—1 hour each. Prerequisite: *10 or equivalent*. Stresses writing as a process, with due attention given to critical reading and thinking skills applicable to all college classes, as well as to invention, drafting, revising, and rewriting. English 20 is a prerequisite for any writing-intensive course.

Texts: HUNT, *The Dolphin Reader*, 1986. Price: \$20.95. BEAN & RAMAGE, *Form and Surprise in Composition*, 1986. Price: \$26.25. EL SBREE & MULDERIG, *The Heath Handbook*, 11th ed., 1986. Price: \$17.50.

**70 Creative Writing: Poetry (3) UMC** 10 lessons, 10 submitted. No exams. Prerequisite: *10 or equivalent*. Introduces basic poetic techniques, including writing original poems.

Text: KENNEDY, *An Introduction to Poetry*, 1986. Price: \$16.25.

**161 Technical Writing (3) UMC** 14 lessons, 12 submitted. 1 exam—1½ hours. Prerequisites: *English 20 and junior standing*. Advanced composition dealing with the fundamentals and applications of technical writing; includes work with proposals, progress reports, and formal reports. Lessons must be submitted in the order they are assigned, with sufficient time allowed for instructor comment.

Texts: ROUNDY, *Strategies for Technical Communication*, 1985. Price: \$28.15. HODGES & WHITTEN, *Harbrace College Handbook*, 11th ed., 1990. Price: \$17.50.

## Literature

**101 Topics (Gothic Fiction) (3) UMC (CALS)** 14 lessons, 11 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. A survey of English and American Gothic fiction from the 18th century to the present. Examines major novels and short stories that define the Gothic tradition in literature.

Texts: WALPOLE, *The Castle of Otranto*; RADCLIFFE, *The Mysteries of Udolpho*; AUSTEN, *Northanger Abbey*, 1963. Price: \$16.90. SHELLEY, *Frankenstein*; STOKER, *Dracula*; STEVENSON, *Dr. Jekyll and Mr. Hyde*, 1978. Price: \$4.95. POE, *The Fall of the House of Usher and Other Tales*, 1960. Price: \$2.95. KING, *'Salem's Lot*, 1975. Price: \$5.95.

**101 Topics (Women's Experiences in Modern Fiction) (3) UMC (CALS)** 14 lessons, 11 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. A survey of modern fiction by and about women. Includes related essays, many of which are written by the women whose fiction is studied.

Texts: CAHILL, ed., *Women and Fiction: Short Stories By and About Women*, 1975. Price: \$4.95. CHOPIN, *The Awakening*, Norton Critical Ed., 1976. Price: \$5.95. WEBBER, *Woman as Writer*, 1978. Price: \$24.35.

**104 Afro-American Literature (3) UMC (Partly CALS\*)** 16 lessons, 14 submitted. 2 essay exams—2 hours each. A survey of writing by black authors from the mid-nineteenth century to the 1960s using a socio-historical approach.

Text: BAKER, *Black Literature in America*, 1971. Price: \$28.00.

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**124 Literature of the New Testament (3) UMSL (CALS)** 12 lessons, 11 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. A comprehensive understanding of the New Testament, its literary background, and significance for Western Civilization.

Texts: *The Holy Bible*, Revised Standard Version, 1974. Price: \$6.75. NOTE: It is crucial that you use the Revised Standard Version of the Bible; any edition is acceptable. CARMODY AND ROBBINS, *Exploring the New Testament*, 1986. Price: \$31.90.

**135 Introduction to Shakespeare (3) UMC (CALS\*)** 14 lessons, 12 submitted. 2 exams—2 hours each. Prerequisite: *1 or equivalent*. Shakespeare's life and background of his age; a reading of 13 of his major plays—histories, comedies, and tragedies—representing all phases of his development. Includes *Hamlet*, *Othello*, *King Lear*, and *Macbeth*. Revised version of this course will open in Fall 1990.

Text: EVANS, ed., *The Riverside Shakespeare*, 1974. Price: \$43.10.

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**175 American Literature (3) UMC** 19 lessons, 10 submitted. 2 exams—2 hours each. A survey of major American writers from colonial days to the present; provides an overall view of the development of American literature.

Texts: McQUADE, *The Harper American Literature*, Compact ed., 1987. Price: \$24.40. HOLMAN, *A Handbook to Literature*, 5th ed., 1986. Price: \$19.60. HAWTHORNE, *Four Great American Classics*, 1985. Price: \$4.50. FITZGERALD, *The Great Gatsby*. Price: \$4.95.

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**185 Introduction to Folklore (3) UMC (CALS)** 9 lessons, 9 submitted. 2 exams—1½ hours each. Prerequisite: *10 or equivalent*. Introduces the study of folklore, including the methodology, approaches, and genres of folklore.

Texts: BRUNVAND, *The Study of American Folklore*, 2nd ed., 1978. Price: \$11.25 (used only). DORSON, *Buying the Wind*, 1964. Price: \$21.35.

**201 Traditions of English Literature: Beginnings to 1784 (3) UMC**

**211 Introduction to British Literature I (3) UMKC**

**75 Introduction to British Masterpieces I (3) UMR**

**131 English Literature I (3) UMSL** 15 lessons, 15 submitted. 2 exams—2 hours each. Prerequisite: *UMC-sophomore standing*. The development of English literature from the Middle Ages through the eighteenth century. Reading and analysis of representative works of selected major writers.

Text: ABRAMS, *The Norton Anthology of English Literature*, Volume I, 5th ed., 1986. Price: \$26.00.

**301 Topics (Shakespeare) (3) UMC (VIDEO)**

**450 Special Readings (Shakespeare) (3) UMKC (VIDEO)**

**301 Special Topics (Shakespeare) (3) UMR (VIDEO)**

**225 Themes and Forms in Literature (Shakespeare) (3) UMSL (VIDEO)** 10 lessons, 10 submitted; 10 video lessons varying in length (from 2 to 4 hours each); book report; paper. 2 exams—1 hour each. NOT OPEN TO FIRST SEMESTER FRESHMAN. Designed to lead students to a better understanding of Shakespearean drama in performance. Using the BBC-TV video series, this course examines the following plays: *A Midsummer Night's Dream*, *Richard III*, *Romeo and Juliet*, *The Merchant of Venice*, *Julius Caesar*, *Hamlet*, *Othello*, *King Lear*, *Measure for Measure*, and *The Winter's Tale*. The video productions will play a central role in the course. In assignments and examinations, students will be asked to consider various aspects of these productions: director's interpretations, actors' realizations of major roles, the effect of camera work, lighting, etc.

Text: BLAKEMORE, *The Riverside Shakespeare*, 1974. Price: \$41.25—or any edition of the collected works of Shakespeare published after 1950. Note: Tapes will be sent one at a time as student requests them.

Home Use Deposit: \$130.00.

## ENTOMOLOGY

**101 Insects in the Environment (3) UMC (CALS)** 23 Lessons, 8 submitted, 2 exams—Midterm, 1½ hours. Final, 2 hours. Introduction to the study of insects with emphasis on species important to man and general principles of integrated insect control. Designed for all students interested in a study of insects affecting the environment.

Text: PFADT, *Fundamentals of Applied Entomology*, 4th edition, 1985. Price: \$62.20. Also required is purchase of a filmstrip set specially designed to provide visual aid for the study of this course. Price: \$20.50.

## EXTENSION EDUCATION

**400 Problems (credit to be arranged) UMC** Independent investigation of extension problems. If you are *not* a UMC student, send your application form with the fee for the number of hours for which you are applying. Also, on a separate sheet, write a concise statement describing (1) why you wish to take this course; (2) your particular objective, area of interest, or other information that will assist the professor in assigning the work to be done; and (3) your previous courses or experience in the area of your interest. For more information about problems courses, see page 4.

**403 Program Development and Evaluation (3) UMC (CALS)** 9 lessons, 5 submitted. 2 exams—2 hours each. Principles and procedures of program development and evaluation used in extension or any other formal adult education agency. Includes a review of concepts found useful in curriculum development. Experience in working with people would be helpful. Revised version of this course will open in Fall 1990.

Texts: *Planning Better Programs*, 1981. Price: \$23.30. Students must also purchase a *Reader* compiled by the course author. Price: \$9.00.

**406 Fundamentals of Extension Teaching of Adults (3) UMC (Partly CALS\*)** 8 lessons, 8 submitted. 2 exams—2 hours each; term paper. Prerequisite: *instructor's consent*. An examination of the special needs of adult students in extension education, including a historical survey of extension education and a study of possible classroom techniques. Recommended for students who have work experience in extension or any other informal adult education agency in the United States.

Texts: HARRINGTON, *The Future of Adult Education*, 1977. Price: \$21.00. KLEVINS, ed., *Materials and*

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*Methods in Adult and Continuing Education*, 1980. Price: \$12.00. KNOX, ed., *Teaching Adults Effectively*, 1980. Price: \$14.60. MAGER, *Preparing Instructional Objectives*, 2nd ed., 1984. Price: \$10.30.

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

## FINANCE

**123 Principles of Finance (3) UMC (CALS)** 10 lessons, 7 submitted. 2 exams—2 hours each. Financing business, consumer, and government activity; stocks, bonds, real estate, and financial markets; risk; insurance; inflation; cash and income management; capital accumulation and appreciation. Students already admitted to Business and Public Administration cannot enroll.

Text: RICHARDS, COOPER, & FRASER, *Personal Finance*, 1984. Price: \$32.75.

## GEOGRAPHY

**1 Regions and Nations of the World I (3) UMC (CALS)** 15 lessons, 15 submitted. 3 exams—2 hours each. Introductory analysis for general education. Regional character, spatial relationships, major problems of Europe, Anglo-America (United States and Canada), Latin America. Organized around basic concepts in field of geography. May be taken independently of 2.

Text: WHEELER, *Regional Geography of the World*, updated 3rd ed., 1975. Price: \$45.00. NOTE: This textbook is also used for 2 REGIONS AND NATIONS OF THE WORLD II.

**2 Regions and Nations of the World II (3) UMC (CALS)** 15 lessons, 15 submitted. 4 exams—2 hours each. Introductory analysis for general education. Regional character, spatial relationships, major problems of Soviet Union, Middle East, Orient, Africa, Pacific world. Organized around basic concepts in field of geography. May be taken independently of 1.

Text: WHEELER, *Regional Geography of the World*, updated 3rd ed., 1975. Price: \$45.00. NOTE: This textbook is also used for 1 REGIONS AND NATIONS OF THE WORLD I.

**50 Introductory Meteorology (3) UMC (CALS\*)** 16 lessons, 10 submitted, 2 exams—Midterm, 1 hour; Final, 1½ hours. Physical processes of atmosphere in relation to day-to-day changes in weather. Note: Although there is no prerequisite for this course, students should have a good background in mathematics and physics, and some background in chemistry.

Text: AHRENS, *Meteorology Today*, 3rd ed., 1988. Price: \$39.70.

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**111 Physical Geography I (3) UMC (CALS)** 13 lessons, 12 submitted. 2 exams—2 hours each. Prerequisite: *sophomore standing*. Introductory study of man's physical environment: maps, landforms, and water. Man's effect on natural environmental systems. May be taken independently of 112.

Text: STRAHLER, *Geography and Man's Environment*, 1977. Price: \$21.25 (used only). NOTE: This textbook is also used for 112 PHYSICAL GEOGRAPHY II. Packet containing maps and air photos. Price: \$3.25.

**112 Physical Geography II (3) UMC (CALS)** 13 lessons, 12 submitted. 2 exams—2 hours each. Prerequisite: *sophomore standing*. Introductory study of man's physical environment: elements of climate, climatic types, soils, vegetation. May be taken independently of 111.

Text: STRAHLER, *Geography and Man's Environment*, 1977. Price: \$21.25 (used only). NOTE: This textbook is also used for 111 PHYSICAL GEOGRAPHY I. Packet containing maps and air photos. Price: \$3.25.

**125 Geography of Missouri (3) UMC (CALS)** 10 lessons, 10 submitted. 2 exams—2 hours each. Prerequisite: *sophomore standing*. Physical, human, economic, and political geography of Missouri; regions of state; geography applied to current state issues.

Texts: RAFFERTY, *Missouri: A Geography*, 1983. Price: \$36.00. Students must also purchase a *Reader* compiled by the course author. Price: \$9.00.

## GEOLOGY

**2 Physical Geology (3) UMC (CALS)**

**51 Physical Geology (4) UMR (CALS)**

**1 General Geology (4) UMSL (CALS)** 20 lessons, 8 submitted. 2 exams—2 hours each. Materials of the

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earth's crust, structures and geologic features of the surface. Study of common minerals and rocks, topographic and geologic maps.

Texts: FLINT & SKINNER, *Physical Geology*, 2nd ed., 1977. Price: \$45.70. HOWARD, *Exercises in Physical Geology*, 5th ed., 1980. Price: \$17.00. Rented mineral samples: \$5.00. Deposit \$20.00.

**56 Earth Science (3) UMR (VIDEO) (CALS\*)** 14 half-hour video lessons; 6 progress evaluations. 2 exams—1½ hours each. A broad and general study of the earth, its origin, the development of its crustal features and the processes which shape them, its oceans, climates, and neighbors in the solar system. Course designed primarily for non-geology majors.

Text: SCHMIDT, *Planet Earth and the New Geoscience: Standard Version*, 1st ed., 1986. Price: \$26.00. Home Use Deposit: \$75.00

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

## GERMAN, RUSSIAN, AND ASIAN STUDIES

### German

**1 Elementary German I (5) UMC (Partly CALS\*)** 14 lessons, 14 submitted. 2 exams—2 hours each. Covers the basics of speaking, reading, and writing German.

Texts: BRIGGS & CREAN, *Alles Gute! Basic German for Communication*, 2nd ed., 1986. Price: \$32.00. BRIGGS, *Workbooks to Accompany Alles Gute!*, 2nd ed., 1986. Price: \$13.00. BRIGGS, *Laboratory Manual to Accompany Alles Gute!*, 2nd ed., 1986. Price: \$11.50. Three audio cassette tapes prepared by the author. Price: \$5.00. Rental charge for audio cassettes to accompany *Alles Gute!* is \$15.00, of which \$10.00 will be refunded when the material is returned in satisfactory condition. Include the \$15.00 charge for the tapes with the course fees. *Access to a cassette tape player is required.*

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**2 Elementary German II (5) UMC (Partly CALS\*)** 13 lessons, 13 submitted. 2 exams—2 hours each. Prerequisite: C or better in 1 or equivalent. A continuation of German I.

Texts: BRIGGS & CREAN, *Alles Gute! Basic German for Communication*, 2nd ed., 1986. Price: \$32.00. BRIGGS, *Workbooks to Accompany Alles Gute!*, 2nd ed., 1986. Price: \$13.00. BRIGGS, *Laboratory Manual to Accompany Alles Gute!*, 2nd ed., 1986. Price: \$11.50. Three audio cassette tapes prepared by the author. Price: \$5.00. Rental charge for audio cassettes to accompany *Alles Gute!* are \$10.00, of which \$5.00 will be refunded when the material is returned in satisfactory condition. Include the \$10.00 charge for the tapes with the course fees. *Access to a cassette player is required.*

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**Course expected to be open for enrollment: September 1990.**

## HEALTH SERVICES MANAGEMENT

**210HM The American Health Care System (3) UMC (CALS)** 12 lessons, 11 submitted. 2 exams—2 hours each. Student is provided with a basic understanding of the major components (financing, planning, and regulating) of the American health care system. Emphasis on current issues and their impact on the delivery system.

Text: JONAS, *Health Care Delivery in the United States*, 4th ed., 1990. Price: \$30.00.

**Course expected to be open for enrollment: November 1990.**

## HISTORY

**1 Foundations of Western Civilization (3) UMC** 17 lessons, 6 submitted. 3 exams—First and second exams, 1 hour each, Final 1½ hours. Development of characteristic ideas and institutions of Western cultural tradition, from origin of civilization in ancient Near East to beginning of rapid social, political, intellectual transformation of Europe in 18th century.

Texts: PERRY et al, *Western Civilization: Ideas, Politics & Society*, 3rd ed., 1989. Price: \$26.60. ADAMS et al., ed. *The Western World, Volume One to 1700*, 1968. Price: \$23.45. STRAYER, *On the Medieval Origins of the Modern State*, 1970. Price: \$8.50. KEARNEY, *Science and Change 1500-1700*, 1970. Price: \$7.95. BAINTON. *Here I Stand: A Life of Martin Luther*, 1950. Price: \$4.95. VOLTAIRE, *Candide*, Penguin

Edition, 1947. Price: \$1.60. TIERNEY, KAGAN, & WILLIAMS, ed., *The Decline and Fall of the Roman Empire*, Random House Historical Pamphlet, Edition 3, 1977. Price: \$3.20. TIERNEY, KAGAN, & WILLIAMS, ed., *Feudalism - Cause or Cure of Anarchy?*, Random House Historical Pamphlet, Edition 4, 1977. Price: \$3.20.

**202 Western Civilization Since 1600 (3) UMKC (CALS)**

**112 Modern Western Civilization (3) UMR (CALS)**

**32 Topics in European Civilization: 1715 to the Present (3) UMSL (CALS)** 10 lessons, 10 submitted. 2 exams—2 hours each. A continuation of 111: Early Western Civilization (UMR) from the 17th century to the present, with special emphasis on the philosophical, political, social, and economic backgrounds of modern society.

Texts: MC KAY, HILL & BUCKLER, *A History of Western Society, Vol. 2*, 1983. Price: \$13.70 (used only). SHERMAN, *Western Civilization Images and Interpretations, Vol. 2*, 1983. Price: \$7.80 (used only).

**3 Survey of American History to 1865 (3) UMC (CALS)**

**101 American History to 1877 (3) UMKC (CALS)**

**175 American History to 1877 (3) UMR (CALS)**

**3 American Civilization (3) UMSL (CALS)** 12 lessons, 10 submitted. 2 exams—2 hours each. Introduction to U.S. history through the Civil War, surveying political, economic, social, and cultural development of the American people.

Texts: DEGLER, *The Democratic Experience*, 5th ed., 1981. Price: \$21.90. DONALD, *Lincoln Reconsidered: Essays on the Civil War Era*, 2nd ed. (enlarged), 1961. Price: \$6.40. DOUGLASS, *Narrative of the Life of an American Slave*, 1968. Price: \$3.95. FLEXNER, *Washington, the Indispensable Man*, 1974. Price: \$4.95. HOFSTADTER, *The American Political Tradition*, 1989 edition. Price: \$5.00

**101 Undergraduate Topics in History (The U.S. in Vietnam) (3) UMC (VIDEO)**

**110 United States in Vietnam (3) UMSL (VIDEO)** 13 one-hour video lessons. 2 exams—3 hours each. A study of American involvement in Vietnam from the OSS-Ho Chi Minh relationship during World War II to the present. Particular emphasis on the Kennedy-Johnson-Nixon years. Video lessons are from the PBS series *Vietnam: A Television History*.

Texts: COHEN, *Vietnam Anthology and Guide to a Television History*, 1st ed., 1983. Price: \$14.00. KARNOW, *Vietnam: A History, 1st Complete Account of Vietnam at War*, 1984. Price: \$9.70. Home Use Deposit: \$105.00 *Note: Because of limited supply, tapes may be rented for only 4 weeks per tape or 12 weeks per set. Many libraries and commercial video stores also carry this video series.*

**106 Britain 1688 to the Present (3) UMC (CALS)**

**433R Modern England, 1714-Present (3) UMKC (CALS)**

**220 Making of Modern Britain (3) UMR (CALS)** 10 lessons, 6 submitted. 2 exams—1½ hours each. A survey of modern Britain from the era of Restoration and Glorious Revolution (1660-1689) to the present. Major themes include the social, intellectual, cultural, political, and economic aspects of modern and contemporary Britain.

Texts: WILLCOX & ARNSTEIN, *The Age of Aristocracy*, 5th ed., 1988. Price: \$13.75. ARNSTEIN, *Britain Yesterday and Today*, 5th ed., 1988. Price: \$13.75.

**210 History of Missouri (3) UMC (CALS)**

**259 History of Missouri (3) UMR (CALS)**

**107 History of Missouri (3) UMSL (CALS)** 11 lessons, 6 submitted. 2 exams—2 hours each. Prerequisite: *UMR-175 or 176*. Survey of Missouri's political, social, economic, and cultural development from the beginning of settlement to the present.

Text: PARRISH, JONES, & CHRISTENSEN, *Missouri: The Heart of the Nation*, 1980. Price: \$20.00.

**359 History of the Old South (3) UMC (CALS)** 14 lessons, 10 submitted. 2 exams—2 hours each. Study of the South to 1860.

Texts: EATON, *A History of the Old South: The Emergence of a Reluctant Nation*, 3rd ed., 1975. Price: \$26.20. RAWICK, *From Sundown to Sundown: The Making of the Black Community*, 1972. Price: \$2.95. FOX-GENOVESE, *Within the Plantation Household: Black and White Women of the South*, 1988. Price: \$16.20. DOUGLASS, *Narrative of the Life of Frederick Douglass*, 1973. Price: \$4.95.

**Course expected to be open for enrollment: November 1990.**

**364 The Period of the American Revolution, 1760-1789 (3) UMC (CALS)** 9 lessons, 5 submitted. 2 exams—2 hours each. Analysis of the Revolution, its causes and consequences, through the establishment of the new government in 1789.

Texts: FERGUSON, *The American Revolution: A General History, 1763-1790*, 1979. Price: \$10.65. MARTIN, *A Respectable Army: The Military Origins of the Republic, 1763-1789*, 1982. Price: \$8.95.

## University Courses

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**400 Special Studies (Recent American History) (3) UMKC** 15 lessons, 15 submitted. 2 exams—1½ hours each. Traces the role of America since World War II. Topics include aid to Europe; the Korean War; domestic, political, and cultural changes through the Eisenhower years; the New Frontier; the Great Society; and the changes in the 1970's and early 1980's. Topics such as the civil rights crisis and the development of the welfare state receive attention.  
Texts: WILLIAMS, *Eyes on the Prize: The Civil Rights Movement in America*, 1987. Price: \$11.00.  
GRANTHAM, *Recent America: The United States Since 1945*, 1987. Price: \$17.00.

## HORTICULTURE

**20 Basic Home Horticulture (3) UMC (CALS)** 13 lessons, 13 submitted. 2 exams—1½ hours each. Discussions and scientific rationale of the current cultural practices for the growing of home horticultural plants.

Texts: BIENZ, *The Why and How of Home Horticulture*, 1980. Price: \$30.00. UNIVERSITY OF MISSOURI EXTENSION, *Grounds for Gardening: A Horticultural Guide*. Price: \$10.00.

**203 Plant Propagation (3) UMC** 10 lessons, 10 submitted. 2 exams—2 hours each. Prerequisite: *Biological Sciences 12 or Agronomy 30*. Principles and practices of propagation of horticultural plants.  
Text: HARTMAN & KESTER, *Plant Propagation: Principles and Practices*, 4th ed., 1983. Price: \$42.20. Laboratory Kit. Price: \$7.00.

## HUMAN DEVELOPMENT AND FAMILY STUDIES

**358 Administration of Programs for Children and Families (3) UMC** 9 lessons, 9 submitted. 2 exams—2 hours each. Prerequisite: *264 or instructor's consent*. Includes design, operation and evaluation of programs.

Texts: DECKER & DECKER, *Planning and Administering Early Childhood Programs*, 1988. Price: \$33.70. Reader. Price: \$33.70.

## JOURNALISM

**309 History of American Journalism (3) UMC (CALS)** 14 lessons, 14 submitted. 2 exams—2 hours each. History of the mass media in America, tracing the development from the Colonial press through the complex mass media of today. Students taking the B.J. degree are required to take this course on campus.  
Text: EMERY, *The Press and America*, 6th ed., 1988. Price: \$40.65.

**380 High School Journalism (2) UMC (CALS)** 10 lessons, 6 submitted, 2 exams—2 hours each. Stresses the topics to be taught at the secondary level and how to teach them. Analysis of problems facing scholastic journalism, resources and aids available to the teacher.  
Text: ENGLISH, *Scholastic Journalism*, 7th ed., 1984. Price: \$16.95.

## MANAGEMENT

**202 Fundamentals of Management (3) UMC (CALS)** 12 lessons, 8 submitted. 2 exams—2 hours each. Prerequisite: *junior standing*. Introduction to the basic concepts of management and organization; their application to operations and personnel management.  
Text: GRIFFIN, *Management*, 2nd ed., 1987. Price: \$44.95.

**254 Introduction to Business Law (3) UMC (CALS)**

**320 Law of Commercial Transactions (Mgmt. and Admin.) (3) UMKC (CALS)**

**256 Business Law (Bus. Admin.) (3) UMSL (CALS)** 12 lessons, 8 submitted. 2 exams—2 hours each. Prerequisite: *UMC—junior standing; UMKC—M.A. 306 or instructor's consent; UMSL—Accounting 140 and Economics 51*. Overview of law pertinent to business. Principles of government regulation of business, the law of contract, and the law of sales and goods.

Text: LUSK et al., *Business Law and the Regulatory Environment: Concepts and Cases*, 5th ed., 1982. Price: \$34.90.

**310 Personnel Management (3) UMC (CALS)** 11 lessons, 8 submitted. 2 exams—1½ hours each. Prerequisite: *202 or instructor's consent*. Manpower policies, procedures of business enterprise.

Texts: DESSLER, *Personnel Management*, 4th ed., 1988. Price: \$40.30. ROWLAND, *Current Issues in Personnel Management*, 3rd ed., 1986. Price: \$20.55.



## MARKETING

**204 Principles of Marketing (3) UMC (CAL\$)** 10 lessons, 7 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. Prerequisite: *Economics 51 and junior standing*. Institutions, processes, problems involved in transferring goods from producer to consumer; emphasis on economics, social aspects. Texts: MURPHY & ENIS, *Marketing*, 1985. Price: \$35.00.

## MATHEMATICS

**02B Fundamentals of Algebra II (2) UMSL (VIDEO) (CAL\$\*)** 8 one-hour video lessons; 8 progress evaluations; 2 exams—Midterm, 2 hours; Final, 3 hours. *Credit not applicable toward any UMSL degree*. Prerequisite for UMSL Students: *Grade of C or better in UMSL Mathematics 002A (Fundamentals of Algebra I) or satisfactory score on the mathematics placement test. Call the UMSL Admissions Office or check the UMSL Schedule of Courses for location and dates on which this test is administered*. Prerequisite for Students Not Needing to Fulfill UMSL Requirements: *Grade of C or better in UMSL Mathematics 002A (Fundamentals of Algebra I) or mastery of high school arithmetic and pre-algebra*. Presents a development of the basic concepts and techniques of elementary algebra. Topics covered include signed numbers, linear equations, systems of linear equations, inequalities, operations on polynomials, factoring, rational expressions, roots and radicals, and quadratic equations. Text: MC KEAGUE, *Beginning Algebra: A Text/Workbook*, 2nd ed., 1985. Price: \$27.50. Home Use Deposit: \$66.00

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**02C Fundamentals of Algebra III (3) UMSL (VIDEO) (CAL\$\*)** 8 lessons; 8 one-hour video lessons; 8 CALS progress evaluations. 2 exams—2 hours each. *Credit not applicable toward any UMSL degree*. Prerequisite for UMSL Students: *Grade of C or better in UMSL Mathematics 02B (Fundamentals of Algebra II) or satisfactory score on the mathematics placement test. Call the UMSL Admissions Office or check the UMSL Schedule of Courses for location and dates on which the test is administered*. Prerequisite for Students Not Needing to Fulfill UMSL Requirements: *Grade of C or better in UMSL Mathematics 02B (Fundamentals of Algebra II) or mastery of high school beginning algebra*. A continuation of Mathematics 02B. Topics covered include operations on fractions, exponents, radicals, and quadratic equations.

Text: MC KEAGUE, *Intermediate Algebra: A Text/Workbook*, 2nd ed., 1985. Price: \$32.50.

Home Use Deposit: \$66.00

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**3 Basic Algebra (2) UMC (CAL\$)** 14 lessons, 14 submitted. 2 exams—Midterm, 1 hour; Final, 2 hours. For students with less than one unit of high school algebra. No credit in Arts and Science and not recommended for credit toward any baccalaureate degree.

Texts: GROSS, *Algebra by Example: An Elementary Course*, 1978. Price: \$27.50. GROSS, *Algebra by Example: Student Solutions Manual 1*, 1978. Price: \$10.00.

**7 Algebra for Elementary Teachers (3) UMC (CAL\$\*)** 10 lessons, 10 submitted. 3 exams—First and Second, 1 hour each; Third, 2 hours. Focuses on development of real number system; other numeration systems; some elementary number theory; functions, relations, linear equations, inequalities, other polynomials. Open only to students majoring in elementary education. No credit toward a degree in Arts and Science.

Text: BILLSTEIN, LIBESKIND, & LOTT: *A Problem Solving Approach to Mathematics for Elementary School Teachers*, 2nd ed., 1984. Price: \$34.00.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**8 Geometry for Elementary Teachers (3) UMC (Partly CAL\$\*)** 13 lessons, 12 submitted. 2 exams—2 hours each. Devoted primarily to informal geometry: study of points, lines, planes, space similarity, congruence, measurements, elementary geometric constructions. Other topics discussed: probability and characteristics of other geometries. No credit toward a degree in Arts and Science.

Text: STAKKESTAD & WYANT, *Introduction to Geometry*, 1986. Price: \$35.00.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

## University Courses

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**9 Trigonometry (2) UMC (CALs\*)** 8 lessons, 8 submitted. 2 exams—Midterm, 2 hours; Final, 3 hours. Prerequisite: *either one and a half units algebra and one unit geometry, or one unit geometry and concurrent enrollment in 10 (College Algebra)*. Basic trigonometric functions (sine, cosine, and tangent) and their reciprocals, radian measure, fundamental relations (identities), combinations of angles, logarithms, oblique triangles, and inverse functions.

Text: JOHNSTON, *Plane Trigonometry: A New Approach*, 2nd ed., 1978. Price: \$37.90.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**10 College Algebra (3) UMC (CALs\*)** 10 lessons, 10 submitted. 2 exams—2 hours each. Prerequisite: *one and a half units of high school mathematics including one unit in algebra*. Review of topics from elementary algebra: quadratics, systems of linear equations with introduction to determinants, graphing, inequalities, complex numbers, polynomials, and logarithms.

Texts: SENTLOWITZ & TRIVISONE, *College Algebra*, 1982. Price: \$35.00. SANTIZ, *Student's Solution Manual*, 1978. Price: \$14.95.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**100 Introductory Algebra (3) UMKC (CALs\*)** 10 lessons, 10 submitted. 2 exams—2 hours each. Numbers and their arithmetic properties, introduction to elementary algebra including exponents and radicals, elementary geometry and formulas, linear and quadratic functions, and their graphs, and equations with two unknowns. Given on a credit, no credit basis. Does not fulfill Arts and Sciences mathematics requirement. Does not count towards graduation.

Texts: STEFFENSEN & JOHNSON, *Introductory Algebra*, 3rd ed., 1987. Price: \$36.90. MUTTER, *Introductory Algebra: Student Solutions Manual*, 1987. Price: \$10.00.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Course expected to be open for enrollment: October 1990.**

**12 Basic Concepts of Modern Mathematics (3) UMC** 10 lessons, 10 submitted. 2 exams—2 hours each. Illustrates the variety and utility of mathematics. Inductive and deductive reasoning, geometry, algebra, counting, probability. May not follow any math courses numbered above 14.

Text: SMITH, *The Nature of Mathematics*, 5th ed., 1987. Price: \$44.20.

**61 Elements of Calculus (3) UMC (CALs\*)** 8 lessons, 8 submitted. 2 exams—Midterm, 2 hours; Final, 2 1/2 hours. Prerequisite: *C in 10 or equivalent*. Introductory analytic geometry, derivatives, and definite integrals. Restricted to student preparing to enter the College of Business and Public Administration. No credit will be given to students who have completed any calculus course.

Text: WHIPKEY & WHIPKEY, *The Power of Calculus*, 4th ed., 1986. Price: \$44.20.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**80 Analytic Geometry and Calculus I (5) UMC**

**210 Calculus I (4) UMKC**

**8 Calculus with Analytic Geometry I (5) UMR**

**80 Analytic Geometry and Calculus I (5) UMSL** 16 lessons, 16 submitted. 2 exams—2 hours each. Prerequisite: *UMC-C in 14 or equivalent; UMKC-four units of high school math including trigonometry, or 120, or 110 and 125; UMR-Math/Stat. 6 and either Math/Stat. 2 or 4*. Introduction to the differentiation and integration of algebra functions, elementary analytic geometry, functions, limits, continuity, derivatives, antiderivatives and definite integrals.

Texts: LARSON & HOFSTETLER, *Calculus*, Alternate 3rd ed., 1986. Price: \$53.10. NOTE: This textbook is also used for Calculus II and Calculus III.

**175 Calculus II (5) UMC**

**220 Calculus II (4) UMKC**

**21 Calculus with Analytic Geometry II (5) UMR**

**175 Analytic Geometry with Calculus II (5) UMSL** 14 lessons, 14 submitted. 2 exams—Midterm, 2 hours; Final, 3 hours. Prerequisites: *UMC-a grade of C or better in 80 or equivalent; UMKC-210; UMR-Math/Stat. 8 and Math/Stat. 6; UMSL-80*. Antiderivatives of functions; logarithmic, exponential, and trigonometric functions; infinite series; polar coordinate system.

Texts: LARSON & HOFSTETLER, *Calculus*, Alternate 3rd ed., 1986. Price: \$53.10. *Study and Solutions Guide, (optional)* 1986. Price: \$13.15. NOTE: This textbook is also used for Calculus I and III. The guide is required for Calculus III.

**201 Calculus III (3) UMC**

**250 Calculus III (4) UMKC**

**22 Calculus with Analytic Geometry III (4) UMR**

**180 Analytic Geometry with Calculus III (5) UMSL** 10 lessons, 10 submitted. 2 exams—2½ hours each. Prerequisite: *UMC—C or better in 175 or equivalent; UMKC—220; UMR—Math/Stat 21; UMSL—175*. Vectors, solid analytic geometry, calculus of several variables.

Texts: LARSON & HOFSTETLER, *Calculus*, Alternate 3rd ed., 1986. Price: \$53.10. *Study and Solutions Guide*, 1986. Price: \$13.15. NOTE: This textbook is also used for Calculus I and II. The guide is optional for Calculus II.

## MUSIC

**2 Introduction to Symphonic Music (3) UMSL (VIDEO)** 31 audio lessons; 2 exams—Midterm, 1 hour; Final, 2 hours. Orchestral music from the Baroque period to the present time. Concerto grosso and suite, program music, and the symphony. *Access to an audiocassette player is required for this course.* This course will not apply toward requirements for a music major.

Text: STEDMAN, *The Symphony*, 1979. (Recommended but not required.) Price: \$39.55. Audio Tape Set. Price: \$52.70.

Home Use Deposit: Not Available; Audio Course Only

## PARKS, RECREATION, AND TOURISM

**10 Introduction to Leisure Studies (3) UMC (Partly CALS\*)** 10 lessons, 4 submitted; one special assignment. 2 exams—2 hours each. History of recreation and leisure movement, theories and philosophies of play, recreation, and leisure, and developmental stages of leisure services to contemporary status. Text: MACLEAN, PETERSON, & MARTIN, *Recreation and Leisure: The Changing Scene*, 4th ed., 1985. Price: \$36.25.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**300 Problems (1-3) UMC** It will be necessary for the student to consult with a faculty member in the department at UMC for the design of the problem to be investigated and designation of the appropriate credit. If you are *not* a UMC student, send your application form with the fee for the number of hours for which you are applying. Also, on a separate sheet, write a concise statement describing (1) why you wish to take this course; (2) your particular objective, area of interest, or other information that will assist the professor in assigning the work to be done; and (3) your previous courses or experience in the area of your interest. For more information about problems courses, see page 4.

**327 Operation of Therapeutic Recreation: Procedures and Principles (3) UMC (Partly CALS\*)** 8 lessons, 8 submitted. 2 exams—1 1/2 hours each. Covers theories and principles of leadership and programming as they apply to recreation services for the ill, handicapped, and aged.

Text: PETERSON & GUNN, *Therapeutic Recreation Program Design: Policies and Procedures*, 2nd ed., 1984. Price: \$32.80.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

## PHILOSOPHY

**1 General Introduction to Philosophy (3) UMC (CALS\*)**

**210 Foundations of Philosophy (3) UMKC (CALS\*)**

**5 Introduction to Philosophy (3) UMR (CALS\*)**

**50 Major Questions in Philosophy (3) UMSL (CALS\*)** 20 lessons, none submitted. 3 exams—1½ hours each. Prerequisite: *UMKC-sophomore standing*. Introduction to traditional philosophical problems and methods of philosophical inquiry. Consideration given to different philosophical theories on nature of

## University Courses

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reality, man, nature and God; knowledge and how it is acquired; values and social issues. Revised version of this course will open in Fall 1990.

Texts: DESCARTES, *Discourse on Method and Meditations*, 1960. Price: \$5.10. EDWARDS, *A Modern Introduction to Philosophy*, 3rd ed., 1973. Price: \$27.95.

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**10 Introduction to Logic (3) UMC (CALS)**

**222 Foundations of Logic and Scientific Method (3) UMKC (CALS)**

**15 Introduction to Logic (3) UMR (CALS)**

**60 Logic and Language (3) UMSL (CALS)** 11 lessons, 11 submitted. 3 exams—1½ hours each. Prerequisite: *UMKC-sophomore standing*. A study of the basic rules of both informal and symbolic logic, including types of argumentation, methods of reasoning, valid reasoning, inductive and deductive reasoning as used in the sciences and communication in general.

Text: COPI, *Introduction to Logic*, 5th ed., 1978. Price: (used only) \$14.25.

## PHYSICS AND ASTRONOMY

### Physics

**275 The Mechanical Universe (3) UMC (VIDEO)** 26 half-hour video lessons; 25 written assignments. 3 exams—2 hours each. Prerequisite: *College Algebra or Precalculus required (Trigonometry or Basic Calculus recommended)*. Includes the basic elements of differential and integral calculus. Emphasis on astronomical applications and on historical development.

Texts: OLENICK, *The Mechanical Universe*, 1st ed., 1985. Price: \$28.00. APOSTOL, *Trigonometry Primer and Study Guide*, 1st ed., 1986. Price: \$18.70.

Home Use Deposit: \$110.00

## POLITICAL SCIENCE

**1 American Government (3) UMC (Partly CALS\*)** 17 lessons, 17 submitted. 2 exams—2 hours each. Topics covered include the Constitution, federalism, civil liberties, political attitudes, interest groups, political parties, nominations, elections and campaigns, voting behavior, Congress, the Presidency, and the judiciary. Meets state law requirement.

Text: WATSON, *Promise and Performance of American Democracy*, National Edition, 5th ed., 1985. Price: \$41.25.

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**11 Introduction to Political Science (3) UMC (CALS)** 10 lessons, 10 submitted. 2 exams—1½ hours each. Introduces scope and content of politics: theory and operation of democratic and nondemocratic governments. Meets state law constitutional requirement. *Students taking this course may not take 1, and vice versa.*

Text: WINTER & BELLOWS, *People and Politics*, 3rd ed., 1985. Price: \$49.05.

**55 International Relations (3) UMC (CALS)** 8 lessons, 8 submitted. 2 exams—2 hours each. Contemporary international affairs, including family of nations, control of national foreign policies, competition and cooperation in legal, political, economic, social fields.

Texts: HOLSTI, *International Politics: A Framework of Analysis*, 1988. Price: \$32.50. SPERO, *The Politics of International Economic Relations*, 1985. Price: \$19.50.

**310 Introduction to Public Administration (3) UMC (CALS)** 10 lessons, 10 submitted. 2 exams—1 hour each. Surveys recurring themes, conceptual problems, and substantive findings in the literature of public administration, with particular attention to U.S. public bureaucracies.

Texts: MEIER, *Politics of the Bureaucracy: Policymaking in the Fourth Branch of Government*, 2nd ed., 1987. Price: \$18.00. SHAFRITZ & HYDE, *Classics of Public Administration*, 2nd ed., 1987. Price: \$22.20.

**320 The American Constitution (3) UMC (VIDEO)** 13 one-hour video lessons; 1 written assignment. 1 exam—1½ hours. Prerequisites: *1 or 11 and junior standing*. Leading American constitutional principles as they have evolved through important decisions of the United States Supreme Court. Video lessons use the Annenberg/CPB Project *The Constitution: That Delicate Balance*.

Text: MC KENNA, *A Guide to the Constitution*, 1984. Price: \$10.00.

Home Use Deposit: \$75.00

**325 Science, Technology, and Politics (3) UMR (CALS)** 9 lessons, 7 submitted. 2 exams—2 hours each. Prerequisites: 90 or Hist. 112 or 175 or 176. The interactions and influences of science and technology upon politics and of politics upon science and technology. The social impact of technology and the potential for the democratic management of technological growth.

Texts: MORONE & WOODHOUSE, *Averting Catastrophe: Strategies for Regulating Risky Technologies*, 1986. Price: \$10.95. TEICH, *Technology and Man's Future*, 4th ed., 1986. Price: \$15.00. KRAFT & VIG, *Technology and Politics*, 1988. Price: \$22.45. BARKE, *Science, Technology, and Public Policy*, 1986. Price: \$12.95. GOLDEN, *Science and Technology Advice to the President, Congress, and Judiciary*, 1988. Price: \$24.95.

**335 U.S. Defense Policy Making (3) UMR (CALS)** 8 lessons, 6 submitted. 2 exams—2 hours each. Prerequisite: 90. The evolution of United States defense policy making since World War II, with special emphasis upon strategic policies, weapons systems, and the political processes through which they are selected and implemented.

Texts: SMOKE, *National Security and the Nuclear Dilemma: An Introduction to the American Experience*, 2nd ed., 1987. Price: \$14.50. KEGLEY & WITTKOPF, *The Nuclear Reader: Strategy, Weapons, War*, 1985. Price: \$13.15. BUNDY, *The Nuclear Controversy: A Foreign Affairs Reader*, 1985. Price: \$9.95.

**350 The Politics of the Third World (3) UMR (CALS)** 8 lessons, 8 submitted. 2 exams—2 hours each. Prerequisites: 90 or Hist. 112 or 175 or 176. The processes and problems of the developing nations of the world; it examines the internal political processes of Third World nations, as well as the position of the Third World in international affairs.

Texts: LAFEBER, *Inevitable Revolutions: The United States in Central America*, 1984. Price: \$5.80. CLARK, *Power and Policy in the Third World*, 3rd ed., 1986. Price: \$23.45. ANDERSON, SEIBERT & WAGNER, *Politics and Change in the Middle East*, 2nd ed., 1987. Price: \$26.90.

**360 American Political Thought (3) UMC (CALS)**

**342 American Political Thought (3) UMKC (CALS)** 7 lessons, 6 submitted. 2 exams—1 hour each. A study of American political ideas with emphasis on current problems and conflicts and intellectual responses to social change.

Texts: LEVY, *Political Thought in America*, 1988. Price: \$31.25. TAYLOR, *America as Art*, 1979. Price: \$19.95.

**316 Congress and Legislative Policy (3) UMC (VIDEO) (Partly CALS\*)**

**407 Congressional Politics (3) UMKC (VIDEO) (Partly CALS\*)**

**231 Congressional Politics (3) UMSL (VIDEO) (Partly CALS\*)** 26 half-hour video lessons; 6 progress evaluations; 1 paper. 3 exams—1 hour each. Prerequisites: UMC-1 or 11; UMSL-11. A study of legislative institutions, procedures, and behavior; emphasizes the role of the U.S. Congress in the context of theories of political representation. Video lessons are from the Annenberg/CPB production *Congress: We the People*.

Texts: DAVIDSON, *Congress and Its Members*, 2nd ed., 1985. Price: \$17.00. KERNELL, *Congress: We the People*, 1984. Price: \$12.45.

Home Use Deposit: \$110.00

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

## PSYCHOLOGY

**1 General Psychology (3) UMC (CALS)**

**210 General Psychology (3) UMKC (CALS)**

**50 General Psychology I (3) UMR (CALS)**

**3 General Psychology (3) UMSL (CALS)** 8 lessons, 8 submitted. 2 exams—2 hours each. Historical background of psychology and principles of human behavior. Introduction to human growth and development, intelligence, motivation, psychological measurement, emotions, personality development and adjustment, and related research methods.

Text: ZIMBARDO, *Psychology and Life*, 11th ed., 1985. Price: \$33.80.

**101 Topics (Brain, Mind, and Behavior) (3) UMC (VIDEO)** 8 one-hour video lessons. 3 exams—2 hours each. Prerequisite: *Introductory psychology or equivalent*. Explains what science knows—and does not know—about the human brain to date. Grounded in psychology and neurobiology and structured in terms of human brain function, the course draws on important research and a selection of international case studies to present the most current findings, theories, and applications of brain science. This course is a production of the Annenberg/CPB Project.

Texts: BLOOM, *Brain, Mind, Behavior*, 1st ed., 1985. Price: \$29.20. TEYLER, *Telecourse Study Guide to Brain, Mind, Behavior*, 1985. Price: \$11.20.

Home Use Deposit: \$65.00

## University Courses

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**170 Child Psychology (3) UMC (CALS)** 12 lessons, 12 submitted. 2 exams—2 hours each. Prerequisite: 1 or 2. Origins and development of child behavior with emphasis on basic processes, theory, and research rather than on application or guidance.

Text: McCANDLESS, *Children: Behavior and Development*, 3rd ed., 1977. Price: \$32.20.

**212 Human Learning (3) UMC (CALS)** 3 lessons, 6 submitted. 2 exams, 1½ hours each. Prerequisite: 1 or 2. Factors affecting human learning, retention; basic principles of learning, forgetting.

Text: HOUSTON, *Fundamentals of Learning and Memory*, 3rd ed., 1986. Price: \$37.50.

**212 Industrial Psychology (3) UMR (CALS)** 9 lessons, 9 submitted. 2 exams—1 hour each. Prerequisite: 50. An examination of the principles involved in the interaction of the employee with the social and physical events in his industrial work environment.

Text: SCHULTZ, *Psychology and Industry Today*, 4th ed., 1986. Price: \$29.55.

**245 Abnormal Psychology (3) UMSL (Partly CALS\*)** 8 lessons, 8 submitted (including term paper). 2 exams—2 hours each. Prerequisite: 3. Introduction to major symptom complexes, theories of etiology, and treatment of behavior disorders.

Text: MEYER & SALMON, *Abnormal Psychology*, 2nd ed., 1988. Price \$44.10.

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**Course expected to be open for enrollment: October 1990.**

**260 Social Psychology (3) UMC (CALS)** 10 lessons, 6 submitted. 2 exams—2 hours each. Prerequisite: 1 or 2 or Sociology 1. Social bases of behavior and behavior of individuals in social situations. (Same as Sociology 260.)

Text: MYERS, *Social Psychology*, 3rd ed., 1990. Price: \$39.95.

**Course expected to be open for enrollment: September 1990.**

**271 Adolescent Psychology (3) UMSL (CALS)** 13 lessons, 5 submitted. 2 exams—1½ hours each. Prerequisite: 3. Principles of biological, behavioral, and personality development from puberty to maturity.

Text: STEVENS-LONG & COBB, *Adolescence and Early Adulthood*, 1983. Price: \$33.60.

**311 Human Factors (3) UMR (CALS)** 9 lessons, 6 submitted. 2 exams—2 hours each. Prerequisite: 50. A study of problems and processes involved in optimizing a complex man-machine interface. Particular emphasis will be given to the human component, its capabilities and its limitations. The type of machines considered range from complex interactive systems to relatively simple devices and tools used in human work.

Text: McCORMICK, *Human Factors in Engineering and Design*, 5th ed., 1982. Price: \$49.00.

**312 Practicum in Human Services Psychology (Environmental Psychology) (3) UMR (CALS)** 10 lessons, 10 submitted. 2 exams—1 hour each. Prerequisites: 50 and 362, 364, 368, or 356. Study of the psychological effects of different environmental and socially relevant problems. Topics covered include: environmental perception, attitudes toward the environment, effects of the environment on work performance, environmental stressors, crowding, and the effects of urban environments on interpersonal relations.

Text: HOLAHAN, *Environmental Psychology*, 1st edition, 1982. Price: \$39.95.

## ROMANCE LANGUAGES

### French

*Students with one or fewer high school units of French should take 1. Those with two high school units of French may take 1 or 2. Students with three high school units of French may take 1, 2, or 3.*

**1 Elementary French I (5) UMC** 13 lessons, 13 submitted. 4 exams—First, Second, and Third, 1½ hours each; Final, 2½ hours. Introduction to French grammar and composition. Practice in hearing and speaking French through the use of audiocassette tapes.

Texts: VALDMAN, *Langue et culture*, 1975. Price: \$43.00. VALDMAN, *Workbook for Langue et culture*, 1975. Price: \$17.80. NOTE: These textbooks are also used for 2 ELEMENTARY FRENCH II. Rental charge for audiocassettes for this course is \$10.00, of which \$5.00 will be refunded when the material is returned in satisfactory condition. Include the \$10.00 charge for the tapes with the course fees. Access to a cassette tape recorder is required.

**2 Elementary French II (5) UMC** 19 lessons, 19 submitted. 4 exams—First, Second, and Third, 1½ hours each; Final, 2½ hours. Prerequisite: *C or better in 1 or equivalent*. A continuation of French grammar and composition. Practice in hearing and speaking French through the use of audiocassette tapes. Texts: VALDMAN, *Langue et culture*, 1975. Price: \$43.00. VALDMAN, *Workbook for Langue et culture*, 1975. Price: \$17.80. NOTE: These textbooks are also used for 1 ELEMENTARY FRENCH I. Rental charge for audiocassettes for this course is \$10.00, of which \$5.00 will be refunded when the material is returned in satisfactory condition. Include the \$10.00 charge for the tapes with the course fees. *Access to a cassette tape recorder is required.*

**3 Elementary French III (3) UMC (Partly CALS\*)** 11 lessons, 11 submitted. 2 exams—Midterm, 1 hour; Final, 2 hours. Prerequisite: *French 2 or equivalent*. A multiskill course following French II, centering on cultural/literary readings, and including a grammar review, practice in the spoken language, as well as some practice in written expression. Practice in hearing and speaking French through the use of audiocassette tapes.

Texts: COMEAU, BUSTIN, & LAMOUREUX, *Ensemble Grammaire*, 1986. Price: \$20.65. COMEAU, BUSTIN, & LAMOUREUX, *Cahier de Laboratoire Ensemble Grammaire*, 1986. Price: \$14.10. VALETTE, *Nouvelles Lectures Libres*, 1982. Price: \$16.25. NOTE: Rental charge for audiocassettes for this course is \$10.00, of which \$5.00 will be refunded when the material is returned in satisfactory condition. Include a \$10.00 charge for the tapes with the course fees. *Access to a cassette tape recorder is required.*

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

## Spanish

*Students with no high school units in Spanish should take 1. Those with one high school unit in Spanish may take 1 or 2. Students with two high school units in Spanish should take 2. Students with three high school units in Spanish may take 2 or 3.*

**1 Elementary Spanish I (5) UMC (Partly CALS\*)** 12 lessons, 11 submitted. 3 exams—First and Second, 1 hour each; Third, 1½ hours. Practice in hearing and speaking Spanish through the use of audiocassette tapes.

Texts: ALLEN, *Habla español*, 1985. Price: \$32.00. MORGENSTERN, *Manual de Laboratorio*, 1985. Price: \$17.50. ANDERSON, *Cuaderno de Ejercicios*, 1985. Price: \$17.50. Cassettes to accompany *Manual de Laboratorio*, 1985. Price: \$46.00. Two cassette tapes prepared by the authors. Price: \$6.25. NOTE: The ALLEN, MORGENSTERN, and ANDERSON texts are also used in 2 ELEMENTARY SPANISH II. *Access to a cassette tape recorder is required.*

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**2 Elementary Spanish II (5) UMC (Partly CALS\*)** 15 lessons, 14 submitted. 3 exams—First and Second, 1 hour each; Third, 1½ hours. Prerequisite: *C or better in 1 or equivalent*. Continuation of Spanish 1. Practice in hearing and speaking Spanish through the use of audiocassette tapes.

Texts: ALLEN, *Habla español*, 1985. Price: \$32.00. MORGENSTERN, *Manual de Laboratorio*, 1985. Price: \$17.50. ANDERSON, *Cuaderno de Ejercicios*, 1985. Price: \$17.50. VALDES: *Lecturas Básicas*, 1985. Price: \$13.25. Four cassette tapes prepared by the authors. Price: \$12.25. Cassettes to accompany *Manual de Laboratorio*, 1985. Price: \$24.50. NOTE: The ALLEN, MORGENSTERN, and ANDERSON texts are also used in 1 ELEMENTARY SPANISH I. *Access to a cassette tape recorder is required.*

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**3 Elementary Spanish III (3) UMC (Partly CALS\*)** 14 lessons, 8 submitted. 2 exams—2 hours each. Prerequisite: *2 or equivalent*. A multi-skill course following Spanish II, centering on cultural/literary readings, and including a grammar review, practice in the spoken language, as well as some practice in written expression.

Texts: MULLEN & GARANIGO, *El cuento hispánico*, 2nd ed. New York: Random House, 1984. Price: \$12.50. SOLÉ & SOLÉ, *Español: Ampliación y repaso*. New York: Charles Scribner's Sons, 1982. Price: \$21.25. GLASS, *El político honesto: Workbook*. San Diego: The Campanile Press (San Diego State University), 1981. Price: \$12.00. Three audiocassette tapes (2 recorded, 1 blank). Price: \$5.00. *El político honesto*, Six-Part Video Tape Program. Price: \$40.00. (Students who live in the Columbia area may view the tapes at the Learning Center in the Arts and Science Building rather than purchase them.) *Access to both an audiocassette and videocassette recorder is necessary for this course.* These can be rented from commercial rental establishments.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

## RURAL SOCIOLOGY

**1 Rural Sociology (3) UMC (Partly CALS\*)** 16 lessons, 8 submitted. 2 exams—2 hours each. Introduction to the sociology of rural society. Examines the functioning, trends, and interrelationships with larger society. Credit given for Rural Sociology 1 or Sociology 1, not for both.

Texts: LANDIS, *Sociology, Concepts and Characteristics*, 6th ed., 1986. Price: \$32.00. HASSINGER, *The Rural Component of American Society*, 1978. Price: \$16.00. DILLMAN & HOBBS, *Rural Sociology in the U.S.: Issues for the 1980's*, 1982. Price: \$25.00.

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**216 Urban Sociology (3) UMC (CALS)** 12 lessons, 9 submitted. 2 exams—2 hours each. Prerequisites: *Sociology 1 or 4, or Rural Sociology 1, or equivalent*. Urbanism as world phenomenon; ecological, demographic characteristics of cities; organization of urban society including status systems, occupational structure, formal and informal associations, racial and cultural relations, forms of communication, housing, city planning. (Same as Sociology 216).

Texts: HASSINGER & PINKERTON, *The Human Community*, 1986. Price: \$36.55. SUTTLES, *The Social Order of the Slum: Ethnicity and Territory in the Inner City*, 1968. Price: \$10.15.

## SOCIAL WORK

**125 Social Welfare and Social Work (3) UMC (CALS)** 10 lessons, 5 submitted. 2 exams—2 hours each. Examines the nature of social welfare institutions, social work, and the relationship between them. Focuses on policy issues with special reference to poverty, racism, and sexism. Required for sophomores and juniors earning a Bachelor of Social Work degree.

Text: ZASTROW, *Introduction to Social Welfare Institutions*, 3rd ed., 1986. Price: \$46.40.

**303 Social Justice and Social Policy (3) UMC (Undergraduate) (CALS)** 11 lessons, 6 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. Based on the concepts of human need and social justice, a historical and analytical approach to social welfare policies and programs.

Text: DI NITTO & DYE, *Social Welfare: Politics and Public Policy*, 2nd ed., 1987. Price: \$37.30.

**303 Social Justice and Social Policy (3) UMC (Graduate) (CALS)** 14 lessons, 8 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. Based on the concepts of human need and social justice, a historical and analytical approach to social welfare policies and programs.

Texts: DI NITTO & DYE, *Social Welfare: Politics and Public Policy*, 2nd ed., 1987. Price: \$37.30. GALPER, *The Politics of Social Services*, 1975. Price: \$28.90.

## SOCIOLOGY

Twelve hours credit in undergraduate work in sociology is a prerequisite to courses in sociology for graduate credit.

**1 Introduction to Sociology (3) UMC (Partly CALS\*)** 10 lessons, 9 submitted. 2 exams—Midterm, 1½ hours, Final, 2 hours. Nature of organization and activities of human groupings—family, community, crowd, social class, etc.; structure, function of institutions; social influences, shaping personality, behavior, social change. Credit given for Sociology 1 or Rural Sociology 1, not for both.

Text: GOODE, *Sociology*, 1984. Price: \$24.95 (used only).

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**211 Criminology (3) UMC (VIDEO)** 13 half-hour video lessons. 3 exams—First and Second, 1 hour each; Third, 2 hours. Sociology of law; constitutional, psychological, sociological theories of criminal behavior; process of criminal justice; treatment of corrections; control of crime.

Texts: GALLIHER, *Criminology; Human Rights, Criminal Law and Crime*, 1989. Price: \$32.50. GALLIHER, *Morals Legislation Without Morality, The Case of Nevada*, 1983. Price: \$12.50.

Home Use Deposit: \$86.00

**216 Urban Sociology (3) UMC (CALS)** 12 lessons, 9 submitted. 2 exams—2 hours each. Prerequisites: *Sociology 1 or 4, or Rural Sociology 1, or equivalent*. Urbanism as world phenomenon; ecological,



demographic characteristics of cities; organization of urban society including status systems, occupational structure, formal and informal associations, racial and cultural relations, forms of communication, housing, city planning. (Same as Rural Sociology 216).

Texts: HASSINGER & PINKERTON, *The Human Community*, 1986. Price: \$36.55. SUTTLES, *The Social Order of the Slum: Ethnicity and Territory in the Inner City*, 1968. Price: \$10.15.

**260 Social Psychology (3) UMC (CALS)** 10 lessons, 6 submitted. 2 exams—2 hours each. Prerequisite: 1 or 2 or Sociology 1. Social bases of behavior and behavior of individuals in social situations. (Same as Psychology 260.)

Text: MYERS, *Social Psychology*, 3rd ed., 1990. Price: \$39.95.

**Course expected to be open for enrollment: September 1990.**

### **322 Sociology of Aging (3) UMC**

**410R Aging in Contemporary Society (3) UMKC** 11 lessons, 8 submitted. 2 exams—2 hours each. Prerequisites: UMC—6 hours of sociology and junior standing. UMKC—9 hours of social science. (Departmental approval required to take course for graduate credit at UMKC.) Attitudes and stereotypes; the status of the aged in American society; the social psychology of the aging process; the response of social institutions such as the family and political system to the aging of the population as a whole.

Texts: ATCHLEY, *Aging: Continuity and Change*, 1983, Wadsworth. Price: \$15.00. QUADAGNO, *Aging, the Individual and Society: Readings in Social Gerontology*, 1980, St. Martin's Press. Price: \$17.00. National Public Radio Cassette Tape, *Media Attitudes Toward Older People*, part 12 of a 13-part series. Price: \$12.50.

**322 Sociology of Aging (3) UMC (VIDEO) (Partly CALS\*)** 10 half-hour video lessons; 5 progress evaluations; 1 paper. 2 exams—2 hours each. Prerequisites: 6 hours of sociology and junior standing. This course reviews the demography, sociology, biology, and psychology of aging. The encounter between society and the aged leads to exploration of numerous public policy issues: mental health and drug use, income maintenance, health and social services, institutional care, lifelong education, leisure, and the contribution of the humanities to our understanding of aging.

Texts: WOODRUFF, *Aging: Scientific Perspectives and Social Issues*, 2nd ed., 1983. Price: \$36.75. OLSEN, *Tell Me a Riddle*, 1989. Price: \$7.95. VAUGHAN, *Missouri's Aging Population: A Demographic Analysis*, 1983. Price: \$2.50.

Home Use Deposit: Not Available

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

## STATISTICS

**31 Elementary Statistics (3) UMC (CALS\*)** 10 lessons, 10 submitted. 3 exams—First and Second, 1½ hours each; Third, 2 hours. Prerequisite: Math 10. Collection, presentation of data; averages, dispersion; introduction to statistical inference, estimation, hypothesis testing, correlation.

Text: FREUND, *Modern Elementary Statistics*, 7th ed., 1988. Price: \$45.60

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

Also see R370 EDUCATIONAL STATISTICS I, page 20.

## WOMEN STUDIES

**101 Topics (Women's Experiences in Modern Fiction) (3) UMC (CALS)** 14 lessons, 11 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. A survey of modern fiction by and about women. Includes related essays, many of which were written by the women whose fiction is studied.

Texts: CAHILL, ed., *Women and Fiction: Short Stories By and About Women*, 1975. Price: \$4.95. CHOPIN, *The Awakening*, Norton Critical Ed., 1976. Price: \$5.95. WEBBER, *Woman as Writer*, 1978. Price: \$24.35.

**201 Women in Popular Culture (3) UMC (CALS)** 10 lessons, 10 submitted. 2 exams—2 hours each. A historical and interdisciplinary survey of the images and experiences of women in popular culture, including film, television, literature, and the fashion industry.

Texts: BERNARD, *The Female World*, 1981. Price: \$14.95. HASKELL, *From Reverence to Rape*, 1987. Price: \$16.80. WILSON, *Adorned in Dreams*, 1987. Price: \$9.95.

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# HIGH SCHOOL COURSES

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## ***Check these important points before enrolling in a high school course through Independent Study!***



CALS is an acronym for Computer Assisted Lesson Service. Lesson questions are multiple-choice or true/false. You indicate your responses on an answer sheet provided with the study guide. Instructional comments based on your answers will be returned to you by means of a computer printout. "Partly CALS" means that some of the lessons are computer-processed and some are evaluated by an instructor. See pages 14-15 for a more detailed description of CALS and a listing of CALS courses that cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS.



**10th Grade English** (*Partly CALS\**) First Half Unit: 12 lessons, 12 submitted, 2 exams—3 hours each. Course Fee: \$51.00. The study of composition is continued from the ninth grade courses. The reading assignments are designed to enhance the student's understanding and appreciation of literature; the writing assignments are designed to familiarize the student with a variety of expressive techniques. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment. Text: ANDERSON, *Scholastic Composition, Level 4*, 1980. Price \$14.95. CARLSEN, *Encounters*, 3rd ed., 1979. Price: \$31.75.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*



**UNIT DESIGNATIONS:** "One Half Unit" equals one high school semester credit. You will note that some of the courses have a second half unit as well as a first half unit. Other courses are only one half unit. When you fill in your application form, after the course title check the box designated "1st" for all high school courses, unless you are enrolling in the second half unit. In that case, check the box designated "2nd."



**PREREQUISITES:** Some high school courses have prerequisites. They are listed in the course description. Most courses designated one half unit have no prerequisites. Courses designated second half unit require credit in the first half unit (taken through Independent Study or in a high school).

***The Center for Independent Study reserves the right to change instructors, to discontinue courses, to revise courses and change textbooks, and to adjust fees listed in this catalog as circumstances warrant.***

## AGRICULTURE

**Introductory Agriculture (CALs)** First Half Unit: 12 lessons, 12 submitted. 2 exams—2 hours each. Course Fee: \$51.00. A general introduction to American agriculture, with a focus on Missouri. The first half unit includes a survey of livestock production.

Text: DONAHUE & CHRISTIANSEN, *Exploring Agriculture*, 6th ed., 1984. Price: \$38.55. NOTE: This textbook is also used for INTRODUCTORY AGRICULTURE, Second Half Unit.

**Introductory Agriculture (CALs)** Second Half Unit: 12 lessons, 12 submitted. 2 exams—2 hours each. Course Fee: \$51.00. A general introduction to American agriculture with a focus on Missouri. The second half unit focuses on crop production, soil-and-water conservation, and forest management.

Text: DONAHUE & CHRISTIANSEN, *Exploring Agriculture*, 6th ed., 1984. Price: \$38.55. NOTE: This textbook is also used for INTRODUCTORY AGRICULTURE, First Half Unit.

**Introductory Horticulture (CALs)** First Half Unit: 12 lessons, 11 submitted. 2 exams—2 hours each. Course Fee: \$51.00. The course is designed to introduce the student to the science of horticulture and its practical applications for home and industry.

Text: REILEY & SHRY, *Introductory Horticulture*, 2nd ed., 1983. Price: \$29.00. NOTE: This textbook is also used for INTRODUCTORY HORTICULTURE, Second Half Unit.

**Introductory Horticulture (CALs)** Second Half Unit: 12 lessons, 11 submitted. 2 exams—2 hours each. Course Fee: \$51.00. The second half unit of this course is designed to introduce you further to the science of horticulture and its practical applications to home and industry.

Text: REILEY & SHRY, *Introductory Horticulture*, 2nd ed., 1983. Price: \$29.00. NOTE: This textbook is also used for INTRODUCTORY HORTICULTURE, First Half Unit.

## ART

**Art I (Partly CALs\*)** One Half Unit: 12 lessons, 7 submitted. 2 exams—2 hours each. Course Fee: \$51.00. Art I is designed for the beginning student in art. The course covers the basic principles of design and the elements of art (line, color, shape, texture and form). Emphasis will be placed both on the quality of art work and understanding of art; i.e., vocabulary, art appreciation, and application.

Text: GATTO, PORTER, & SELLECK, *Exploring Visual Design*, 1987. Price: \$24.35. Art Reprint Packet. Price: \$3.90.

\*Because of technical limitations, this course cannot be taken using CALs On-Line, CALs 800 Number Service, or PC-Based CALs. This is a CALs Mail-In course only.

## BUSINESS EDUCATION

**Bookkeeping (CALs)** First Half Unit: 16 lessons, 10 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. An introduction to accounting that includes starting an accounting system and working through an accounting cycle in its simplest form. Sale proprietorships, partnerships, combination journals, and subsidiary ledgers are also covered.

Texts: SWANSON et al., *Century 21 Accounting, First Year Course*, 3rd ed., 1982. Price: \$22.40. *Working Papers and Study Guides, Chapters 1-30*, 3rd ed., 1982. Price: \$11.40. NOTE: These textbooks are also used for BOOKKEEPING, Second Half Unit.

**Bookkeeping (CALs)** Second Half Unit: 10 lessons, 10 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. Covers accounting for purchases and sales, payroll systems, bad debts, depreciation, notes and interest, accrued revenue and expense, and the financial statements of a corporation.

Texts: SWANSON et al., *Century 21 Accounting, First-Year Course*, 3rd ed., 1982. Price: \$22.40. *Working Papers and Study Guides, Chapters 1-30*, 3rd ed., 1982. Price \$11.40. NOTE: These textbooks are also used for BOOKKEEPING, First Half Unit.

**Business and Personal Law (CALs)** One Half Unit: 13 lessons, 9 submitted. 2 exams—Midterm, 1½ hours; Final, 1 hour. Course Fee: \$51.00. This course is concerned with practical aspects of the law, focusing on the kinds of situations involving legal questions that students are most likely to encounter. The first section of the course surveys the American legal system; the second section gives detailed attention to contracts.

Text: BROWN, *Understanding Business and Personal Law*, 8th ed., 1988. Price: \$24.95.

**Clerical Practice (CALs)** One Half Unit: 19 lessons, 9 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. This course introduces the student to a variety of clerical practices such as setting up and typing several kinds of business letters, using word-processing equipment, and preparing and typing financial

## High School Courses

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reports and legal papers. Approximately half the course is devoted to the basic kinds of filing procedures. Texts: PASEWORK, *Clerical Office Procedures*, 6th ed., 1978. Price: \$16.50. PASEWORK, *Clerical Office Procedures: Supplies Inventory*, 6th ed., 1978. Price: \$7.30.

**Computer Literacy (CALs)** One Half Unit: 8 lessons, 8 submitted. 2 exams—1 hour each. Course Fee: \$51.00. A beginning computer course acquainting students with computer vocabulary, the historical background of computers, how computers work, the social implication of computers, computer application, and career opportunities in computers.  
Text: no text required. Does not require student to have access to a computer.

**Consumer Economics: The Economic Environment (CALs)** One Half Unit: 17 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. Demonstrates how economic principles influence the daily lives of Americans. Consumer spending, borrowing, saving, and investing are explored.  
Text: WARMKE, *Consumer Economics*, 10th ed., 1983. Price: \$22.25.

**Economics: Making Decisions (CALs)** One Half Unit: 16 lessons, 16 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. The study of how individuals and societies make decisions about the use of natural resources, labor, time, and money. The student is introduced to economic terminology and to the everyday application of basic economic principles.  
Text: OLSEN, *Economics: Principles and Applications*, 10th ed., 1985. Price: \$21.05.

**Introduction to Business (CALs)** First Half Unit: 10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. An introduction to basic economic theories and principles, with an emphasis on the individual's role as wage earner, consumer, and citizen.  
Text: BROWN & CLOW, *Our Business and Economic World*, 2nd ed., 1987. Price: \$22.30. NOTE: This textbook is also used for INTRODUCTION TO BUSINESS, Second Half Unit.

**Introduction to Business (CALs)** Second Half Unit: 10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. A continuation of the first half unit. Wide use of credit, insurance, investments, communication, transportation, the government's role in our economy, labor, world trade, career planning, and job seeking are explored.  
Texts: BROWN & CLOW, *Our Business and Economic World*, 2nd ed., 1987. Price: \$22.30. NOTE: This textbook is also used for INTRODUCTION TO BUSINESS, First Half Unit.

**Keyboarding/Typewriting (Partly CALs\*)** First Half Unit: 14 lessons, 14 submitted. 2 exams—1 hour, 50 minutes each. Course Fee: \$51.00. This introductory course teaches correct typing techniques that promote accuracy and speed, proofreading notation, standard formats used in business and professional documents, and reports and tables.  
Text: CRAWFORD et al. *Century 21 Keyboarding*, 4th ed., 1987. Price: \$35.90. NOTE: This textbook is also used for KEYBOARDING/TYPEWRITING, Second Half Unit.  
\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**Keyboarding/Typewriting (Partly CALs\*)** Second Half Unit: 14 lessons, 14 submitted. 2 exams—1 hour, 50 minutes each. Course Fee: \$51.00. This course teaches more complex forms of the basic materials covered in the First Half Unit and emphasizes improved typing proficiency—techniques, speed and accuracy.  
Texts: CRAWFORD et al. *Century 21 Keyboarding*, 4th ed., 1987. Price: \$25.90. CRAWFORD et al. *Century 21 Laboratory Materials 2*, 4th ed., 1987. Price: \$5.65. NOTE: *Century 21 Keyboarding* is also used for KEYBOARDING/TYPEWRITING, First Half Unit.  
\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**Retailing (CALs)** One Half Unit: 10 lessons, 7 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. This course is designed to help the student investigate the field of retailing and develop competencies and insights into operating a retail enterprise. Topics covered in this course include the development of a store design, layout, and location; information on personnel supervision and organization; and the methods of buying, price-setting, and merchandise control.  
Text: HARTLEY, *Retailing: Challenge and Opportunity*, 3rd ed., 1984. Price: \$43.00.

**Sales Fundamentals (CALs)** First Half Unit: 12 lessons, 12 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course is designed to prepare students for careers in selling. Included are lessons on marketing, types of selling jobs, product knowledge, and preparing for the sales presentation.  
Text: ERNEST, *Selling Principles & Practice*, 5th ed., 1980. Price: \$21.80. NOTE: This textbook is also used for SALES FUNDAMENTALS, Second Half Unit.

**Sales Fundamentals (CALS)** Second Half Unit: 12 lessons, 12 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course continues the study of selling. Included are lessons on closing the sale, special selling problems, time, territory management, and law and ethics in selling.  
Text: ERNEST: *Selling Principles & Practice*, 5th ed., 1980. Price: \$21.80. NOTE: This textbook is also used for SALES FUNDAMENTALS, First Half Unit.

**Word/Information Processing (Partly CALS\*)** One Half Unit: 9 lessons, 9 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course introduces the student to the marketable skill of word/information processing. Many aspects of word/information processing are discussed in addition to practical applications for valuable hands-on experience.

Text: CASADY, *Word/Information Processing Concepts With Applications*, 3rd ed., 1988. Price: \$8.75.

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**You and the World of Work (CALS)** One Half Unit: 9 lessons, 9 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. This course introduces the student to the work world. It addresses career choices, job applications, safety on the job, money management, and occupational advancement.

Text: KIMBRELL, *Succeeding in the World of Work*, 3rd ed., 1981. Price: \$26.65.

## CONSUMER HOMEMAKING

**Fundamentals of Nutrition (CALS)** One Half Unit: 20 lessons, 6 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. The course provides an overview of the importance of a balanced diet to one's physical and emotional health. The role of each nutrient is fully described, and the student is guided in developing a personal nutrition program. Lessons are also included on the proper techniques for buying, preparing, storing, and serving foods.

Text: KOWTALUK, *Discovering Nutrition*, 1980 or 1986. Price: \$18.70.

**Housing Decisions (CALS)** One Half Unit: 12 lessons, 6 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course introduces the student to the decisions involved in choosing a home. Subject matter covered ranges from deciding whether to rent or purchase a home to decorating and accessorizing the home.

Text: LEWIS, *Housing Decisions*, 4th ed., 1987. Price: \$20.25.

**Parenting and Child Development (CALS)** One Half Unit: 10 lessons, 5 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course looks at the realities of parenthood and its responsibilities. It also focuses on the development of the child from the prenatal period to adolescence.

Text: HILDEBRAND, *Parenting and Teaching Young Children*, 1985. Price: \$26.65.

**Personal Adjustment, Dating and Marriage (CALS)** One Half Unit: 10 lessons, 6 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course examines contemporary health and lifestyle issues and options. Personality development, communication skills, and decision-making processes are stressed.

Text: RYDER, *Contemporary Living*, 1987 or 1990. Price: \$20.65.

## DRIVER EDUCATION

**Driver Education (CALS)** One Half Unit: 8 lessons, 6 submitted. 2 exams—3 hours each. Course Fee: \$51.00. *Students should check with their principal for approval before enrolling in this course.* Topics covered include natural and applied laws, strategies, and driving maneuvers. Designed to promote a positive attitude toward safety, the course does *not* provide behind-the-wheel instruction; it does, however, prepare the student to acquire practical skills. Students who plan to obtain a driver's license from a state other than Missouri should obtain the driver's guide for that state.

Text: JOHNSON, *Tomorrow's Drivers*, 1975. Price: \$14.50. Audiocassette tape. Price: \$1.75.

## ENGLISH

**9th Grade English (Partly CALS\*)** First Half Unit: 8 lessons, 8 submitted. 2 exams—2 hours each. Price: \$51.00. A thorough examination of the elements of English grammar with an emphasis on the development of writing skills. Literature sections in each lesson introduce and discuss literary genres including poetry, the short story and its sub-genres, and Shakespearean drama in *Romeo and Juliet*. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment. Texts: FORLINI, *Grammar and Composition, Grade 9*, 1987. Price: \$26.20. FARREL et al., *Patterns in*

## High School Courses

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*Literature*, 1989. Price: \$30.65. NOTE: These textbooks are also used in 9TH GRADE ENGLISH, Second Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**9th Grade English (Partly CALS\*)** Second Half Unit: 8 lessons, 8 submitted. 2 exams—2 hours each. Course Fee: \$51.00. Continues the examination of the elements of English grammar, with emphasis on composition. Literature sections introduce and discuss the western and fantasy short story sub-genres; prose essays; and Charles Dickens' *Great Expectations*.

Texts: FORLINI, *Grammar and Composition, Grade 9*, 1987. Price: \$26.20. FARREL et al., *Patterns in Literature*, 1989. Price: \$30.65. NOTE: These textbooks are also used in 9TH GRADE ENGLISH, First Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**10th Grade English (Partly CALS\*)** First Half Unit: 12 lessons, 12 submitted. 2 exams—3 hours each. Course Fee: \$51.00. The study of composition is continued from the ninth-grade courses. The reading assignments are designed to enhance the student's understanding and appreciation of literature; the writing assignments are designed to familiarize the student with a variety of expressive techniques. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment. Texts: ANDERSON, *Scholastic Composition, Level 4*, 1980. Price: \$14.95. CARLSEN, *Encounters*, 3rd ed., 1979. Price: \$31.75. NOTE: These textbooks are also used for 10th GRADE ENGLISH, Second Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**10th Grade English (Partly CALS\*)** Second Half Unit: 12 lessons, 12 submitted. 2 exams—3 hours each. Course Fee: \$51.00. A continuation of the study of composition and literature, with continued emphasis on developing the student's writing skills. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment.

Texts: ANDERSON, *Scholastic Composition, Level 4*, 1980. Price: \$14.95. CARLSEN, *Encounters*, 3rd ed., 1979. Price: \$31.75. NOTE: These textbooks are also used for 10th GRADE ENGLISH, First Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**11th Grade English (Partly CALS\*)** First Half Unit: 12 lessons, 12 submitted. 2 exams—3 hours each. Course Fee: \$51.00. This course is divided into two sections: the first deals with humor in American literature, and the second deals with the theme of the independent spirit. A few lessons on composition and grammar are included. Students will write essays and stories. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment.

Texts: CARLSEN, *American Literature: Themes and Writers*, 1973. Price: \$26.65. WARRINER, *English Grammar and Composition, Fifth Course*, 1973. Price: \$19.50. NOTE: These textbooks are also used for 11th GRADE ENGLISH, Second Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**11th Grade English (Partly CALS\*)** Second Half Unit: 12 lessons, 11 submitted. 2 exams—3 hours each. Course Fee: \$51.00. This course is divided into two sections: the first investigates the theme of justice, and the second deals with the search for values in literature. A few lessons on composition and grammar are included. Students will write stories about their own experiences and short essays in response to the literature. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment.

Texts: CARLSEN, *American Literature: Themes and Writers*, 1973. Price: \$26.65. WARRINER, *English Grammar and Composition, Fifth Course*, 1973. Price: \$19.50. NOTE: These textbooks are also used for 11th GRADE ENGLISH, First Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**12th Grade English (Partly CALS\*)** First Half Unit: 12 lessons, 12 submitted. 2 exams—2 hours each. Course Fee: \$51.00. In addition to presenting a thorough review of general writing skills, this course surveys selections from the Anglo-Saxon, medieval, and Elizabethan periods and from the 17th and 18th centuries. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment.

Texts: PFORDRESHER, VEIDEMANIS & MCDONNELL, *England in Literature*, Macbeth edition, 1989. Price: \$36.20. FORLINI, *Grammar and Composition, Grade 12*, 3rd ed., 1987. Price: \$27.45. (The Second Half Unit of this course which uses these texts is under production and will be open for enrollments in the fall of 1990.)

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**12th Grade English (Partly CALS\*)** Second Half Unit: 10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course surveys selections from the Romantic and Victorian Ages and gives students the opportunity to express themselves in writing by responding to the reading selections. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment. A revised version of this course will open in Fall 1990.

Texts: FEINSTEIN, *Programmed Writing Skills*, 1976. Price: \$21.25. McCORMICK, *Adventures in English Literature* (Classic Edition), 1973. Price: \$32.05.

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**Afro-American Literature: The Early Years (CALS)** One Half Unit: 9 lessons, 9 submitted. 3 exams—2 hours each. Course Fee: \$51.00. This course is a chronological survey of literature about the black experience beginning with the uprooting of blacks from Africa and continuing through slavery, the Civil War, Reconstruction, and the early 20th century. It concludes with the great creative upsurge known as the Harlem Renaissance. Sources include narrative and autobiographical accounts as well as poetry, essays, short stories, and novels.

Texts: CHAPMAN, *Black Voices*, 1968. Price: \$4.95. FRANKLIN, *Three Negro Classics: Up from Slavery, The Souls of Black Folk, The Autobiography of an Ex-Colored Man*, 1966. Price: \$4.95. WALKER, *Jubilee*. Price: \$4.95.

**Contemporary Afro-American Prose (CALS)** One Half Unit: 6 lessons, 6 submitted. 3 exams—2 hours each. Course Fee: \$51.00. This course describes black experiences of the 20th century in the rural South, the Midwest, and New York City. It presents an overview of today's important black American prose writers. Sources include autobiographies, essays, articles, short stories, and two novels.

Texts: ADAMS, *Afro-American Literature: Fiction*, 1970. Price: \$6.00. ADAMS, *Afro-American Literature: Nonfiction*, 1970. Price: \$7.00. ANGELOU, *I Know Why the Caged Bird Sings*. Price: \$2.95. BALDWIN, *Go Tell It on the Mountain*. Price: \$4.95. PARKS, *The Learning Tree*. Price: \$3.70. WRIGHT, *Black Boy*. Price: \$2.95.

**English Literature Through Shakespeare (CALS)** One Half Unit: 9 lessons, 7 submitted. 2 exams—3 hours each. Course Fee: \$51.00. This course follows the development of English literature from its earliest known epic, *Beowulf*, through the *Canterbury Tales*, to Shakespeare's tragedy *Macbeth*. A brief exploration of how English developed and some historical background are included for study. A revised version of this course will open in Winter 1990.

Texts: MILLER, JONES & MCDONNELL, *England in Literature (Taming of the Shrew ed.)*, 1976. Price: \$27.20. SHAKESPEARE, *The Tragedy of Macbeth* (Folger Library, General Reader's Edition), 1974 printing. Price: \$2.25.

**Grammar, Spelling, and Vocabulary (CALS)** One Half Unit: 10 lessons, 10 submitted. 2 exams—1 hour each. Course Fee: \$51.00. This course is especially designed for students who need to learn or review the basic elements of grammar: parts of speech, types of clauses and phrases, and usage. Punctuation, capitalization, spelling, and vocabulary are also included.

Texts: BERGMAN, *Heath Grammar and Composition/Complete Course*, 1986. Price: \$24.40. *Heath Grammar and Composition Workbook*, 1986. Price: \$7.50.

**Improving Reading and Study Skills (CALS)** One Half Unit: 9 lessons, 7 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. This course is especially designed for students having difficulty with reading. It stresses reading for speed and accuracy, locating information, and acquiring memory skills and test-taking skills.

Text: POTTER, *A Better Reading Workshop, Books 1-4*, 1984. Price: \$19.95.

**Introduction to Journalism (CALS)** One Half Unit: 10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course covers the fundamentals of modern journalism, both writing and production. Students will learn about writing style for specific types of articles, copy editing and proofreading, typography, page makeup, photojournalism, advertising, and journalism ethics.

Text: ENGLISH, *Scholastic Journalism*, 7th ed., 1984. Price: \$16.95.

**Man and Myth (CALS)** One Half Unit: 11 lessons, 11 submitted. 2 exams—2 hours each. Course Fee: \$51.00. A study of Greek, Norse, and medieval mythology starting with the Greek view of creation and ending with King Arthur and Merlin the magician.

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Texts: HAMILTON, *Mythology*, (Signet Edition), 1969. Price: \$4.95. STEWART, *The Crystal Cave* (Fawcett Edition). Price: \$4.95. SULLIVAN, *The Golden Echo*, 1969. Price: \$3.20. SULLIVAN, *Readings for the Golden Echo*, 1969. Price: \$7.00. NOTE: The two Sullivan texts can only be obtained through the Center.

**Readings in the American Novel (CALs)** One Half Unit: 9 lessons, 9 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. An introduction to the work of four major American authors of the 20th century. The focal points of the course are the main characters of the novels and the authors' methods of characterization.

Texts: DICKENSON, *A Guide to Literary Study*, 1959. Price: \$13.00. FITZGERALD, *The Great Gatsby*. Price: \$4.95. LEWIS, *Babbitt*. Price: \$4.95. STEINBECK, *Of Mice and Men*. Price: \$2.50. ROTH, *Goodbye, Columbus*. Price: \$4.50.

**Readings in Science Fiction (CALs)** One Half Unit: 14 lessons, 14 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course defines science fiction as a literary genre, identifying and exploring common themes and motifs in four classic science fiction novels and examining how those themes relate to people and politics in the real world.

Texts: BRADBURY, *The Martian Chronicles*, 1985. Price: \$3.95. ASIMOV *Foundation*, 1987. Price: \$3.95. CLARKE, *Childhood's End*, 1987. Price: \$3.95. HEINLEIN, *Stranger in a Strange Land*, 1987. Price: \$4.95.

**Readings in the Short Story (CALs)** One Half Unit: 10 lessons, 10 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. An introduction to the short story. The first half of the course explores elements of fiction such as plot, theme, and irony. The historical development of the American short story is the focus of the second half of the course.

Texts: GOLD, *Point of Departure*, 1967. Price: \$2.45. LITZINGER & OATES, *Story: Fictions Past and Present*, 1985. Price: \$21.90.

**Search for Identity Through Literature (CALs)** One Half Unit: 7 lessons, 7 submitted. 4 exams—2 hours each. Course Fee: \$51.00. This course considers two aspects of the search for identity: the relationships of individuals with others, and their confrontations with themselves. It explores relationships of people with their peers, their families, and society as a whole. It probes the struggles of individuals with their consciences and with the obstacles that prevent them from realizing their potential.

Texts: CERF, *Four Contemporary American Plays*, 1961. Price: \$4.95. HINTON, *The Outsiders*. Price: \$3.25. LAWRENCE & LEE, *Inherit the Wind*. Price: \$2.95. LEE, *To Kill a Mockingbird*. Price: \$3.95. STEINBECK, *The Grapes of Wrath*. Price: \$4.95. TWAIN, *The Adventures of Huckleberry Finn* (Riverside Edition), 1958. Price: \$6.35.

**Short Stories for Reluctant Readers (CALs)** One Half Unit: 11 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. An introductory course for students who do not usually enjoy reading. By reading and analyzing short, high-interest stories, students will learn to recognize the major elements of fiction, including plot, characterization and theme.

Text: SAFIER, *Impact: Fifty Short Stories*, 1986. Price: \$15.25.

**Thinking Clearly: Making Sense (CALs)** One Half Unit: 8 lessons, 8 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. This course shows how thinking and life-style can be influenced by "word magic." Students learn how to evaluate what they read and hear by applying logic to language.

Text: POTTER, *Making Sense*, 2nd ed., 1978. Price: \$11.20.

## FAMILY RELATIONS

See **SOCIAL STUDIES**

## GEOGRAPHY

See **SOCIAL STUDIES**

## GOVERNMENT

See **SOCIAL STUDIES**



## HEALTH AND PHYSICAL EDUCATION

**Health (CALS)** One Half Unit: 9 lessons, 6 submitted. 2 exams—2 hours each. Course Fee: \$51.00. An overview of health that emphasizes the effect that life-style can have on one's overall wellness and the ways in which people can maximize their physical, emotional, and social health through positive life-style choices.

Text: KANE, BLAKE, & FRYE, *Understanding Health*, 1982. Price: \$26.65.

**Fitness for Well-Being (CALS)** One Half Unit: 12 lessons, 6 submitted. 2 exams—2 hours each. Course Fee: \$51.00. An overview of the relationship between exercise and well-being (good nutrition, physical health, and emotional balance) that provides a blueprint for a self-made aerobic-fitness plan.

Text: COOPER, *The Aerobics Program for Total Well-Being*, 1983 or 1986. Price: \$12.95.

## HISTORY

See **SOCIAL STUDIES**

## INDUSTRIAL ARTS

**General Drafting** First Half Unit: 17 lessons, 17 submitted. 2 exams—3 hours each. Course Fee: \$51.00. The course acquaints the student with drafting instruments and equipment needed to express ideas graphically. Activities include interpretation of drawings, planning, and designing. The vocational choices related to drafting are also presented.

Text: SPENCER, *Basic Technical Drawing*, 3rd revised ed., 1974 or 1980. Price: \$39.75. The student will need to obtain drafting equipment, including a drawing instrument set. This can be rented from the Center for \$24.00, of which \$18.00 will be refunded when the material is returned in satisfactory condition. Do not send the rental fee with your application. Information on how to obtain rental materials is included in the course study guide. NOTE: The Spencer textbook is also used for GENERAL DRAFTING, Second Half Unit.

**General Drafting** Second Half Unit: 15 lessons, 15 submitted. 2 exams—3 hours each. Course Fee: \$51.00. The course continues to guide the student in manipulation of drafting instruments. Tasks are developed to encourage self-confidence and industry, which promote efficiency in drafting projects.

Text: SPENCER, *Basic Technical Drawing*, 3rd revised ed., 1974 or 1980. Price: \$39.75. The student will need to obtain drafting equipment, including a drawing instrument set. This can be rented from the Center for \$24.00, of which \$18.00 will be refunded when the material is returned in satisfactory condition. Do not send the rental fee with your application. Information on how to obtain rental materials is included in the course study guide. NOTE: The Spencer textbook is also used for GENERAL DRAFTING, First Half Unit.

**Technical Drafting** One Half Unit: 10 lessons, 10 submitted. 2 exams—3 hours each. Course Fee: \$51.00. This course is an advanced course for students who have successfully completed an introductory course in drafting. The course provides depth in selected drafting practices. It is designed to improve skills in manipulating drafting instruments and equipment, and in expressing ideas graphically. It also teaches how to read and interpret advanced drawings correctly.

Text: GIESECKE, *Technical Drawing*, 7th ed., 1980. Price: \$30.00.

## LANGUAGE

**French I** First Half Unit: 12 lessons, 12 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course is an introduction to the principles of French grammar and composition. Audiocassette tapes are used throughout the course. *Access to a cassette tape recorder is required.*

Texts: VALETTE & VALETTE, *French for Mastery: Salut, les amis!*, 1988. Price: \$29.95. VALETTE & VALETTE, *French for Mastery: Salut, les amis! Workbook*, 1988. Price: \$8.70. Cassette tape program to accompany texts. The cassette fee for the course is \$15.00, \$10.00 of which will be refunded when the materials are returned in good condition. Include the \$15.00 charge for tapes with the course fee. (NOTE: The Second Half Unit of French I using these texts and tapes is in production and will be opened for enrollments in 1991.)

**French I** Second Half Unit: 7 lessons, 3 submitted. 3 exams—First and Second, 1 hour; Third, 1½ hours. Course Fee: \$51.00. In addition to continuing with the principles of French grammar and composition introduced in the First Half Unit, this course focuses on family life and culture in France. Audiocassette tapes are again used throughout the course. *Access to a cassette tape recorder is required.*

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Texts: LENARD, *Jeunes voix, jeunes visages. Premier Niveau*. 1976. Price: \$23.80. LENARD, *Jeunes voix, jeunes visages: Cahier de Travail*, 1976. Price: \$7.45. LENARD, *Jeunes voix, jeunes visages: Tape Program*, 1976. The cassette fee is \$15.00, \$10.00 of which will be refunded when the materials are returned in good condition. Include the \$15.00 charge for tapes with the course fee.

**German I (Partly CALS\*)** First Half Unit: 10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course introduces the basics of German grammar and composition and discusses some aspects of German life and culture. Audio cassette tapes are used throughout the course. *Access to a cassette tape recorder is required.*

Texts: KRAFT, *Deutsch: Aktuell 1*, 2nd ed., 1985. Price: \$23.70. KRAFT, *Deutsch: Aktuell 1, Workbook*, 2nd ed., 1985. Price: \$7.20. Tape program to accompany texts. The cassette tape fee is \$15.00, \$10.00 of which will be refunded when the materials are returned in good condition. Include the \$15.00 charge for tapes with the course fee.

\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.

**Course expected to be open for enrollment: November 1990.**

**Spanish I** First Half Unit: 14 lessons, 14 submitted. 2 exams—2 hours each. Course Fee: \$51.00. Introduction to the principles of Spanish grammar and structure, practice in building simple sentences, and learning common idioms. The culture, religious practices, and family traditions of Spanish-speaking peoples are also introduced. Audiocassette tapes are used throughout the course. *Access to a cassette tape recorder is required.*

Texts: GRIFFITH & BRIGGS, *Churros y Chocolate*, 1987. Price: \$29.95. GRIFFITH & BRIGGS, *Churros y Chocolate Workbook*, 1987. Price: \$8.70. Tape program to accompany texts. The cassette fee is \$10.00, \$5.00 of which will be refunded when the materials are returned in good condition. Include the \$10.00 charge for tapes with the course fee.

**Spanish I** Second Half Unit: 16 lessons, 16 submitted. 2 exams—2 hours each. Course Fee: \$51.00. A continuation of the study of the principles of Spanish grammar and structure as well as the cultural, religious, and family traditions of Spanish-speaking peoples. Audiocassette tapes are used throughout the course. *Access to a cassette tape recorder is required.*

Texts: GRIFFITH & BRIGGS, *Churros y Chocolate*, 1987. Price: \$29.95. GRIFFITH & BRIGGS, *Churros y Chocolate Workbook*, 1987. Price: \$8.70. Tape program to accompany texts. The cassette tape fee is \$10.00, \$5.00 of which will be refunded when the materials are returned in good condition. Include the \$10.00 charge for tapes with the course fee.

**Spanish I (VIDEO)** First Half Unit: 8 lessons, 8 submitted; 8 half-hour video lessons. 2 exams—2 hours each. *Access to an audio cassette player is required for the exams.* Course Fee: \$51.00. Introduction to the principles of Spanish grammar and structure, practice in building simple sentences, and learning common idioms. The culture, religious practices, and family traditions of Spanish-speaking peoples are also introduced. Video lessons are from the series *España Viva*.

Texts: UTLEY, *España Viva*, 1988. Price: \$12.45. LEAL & HAMILTON, *Beginning Spanish by Easy Steps*, 1975. Price: \$15.65. NOTE: These textbooks are also used for SPANISH I, Second Half Unit (Video Course). Home Use Deposit: \$54.00

**Spanish I (VIDEO)** Second Half Unit: 7 lessons, 7 submitted; 7 half-hour video lessons. 2 exams—2 hours each. *Access to an audio cassette player is required for the exams.* Course Fee: \$51.00. A continuation of the study of the principles of Spanish grammar and structure as well as the cultural, religious, and family traditions of Spanish-speaking people. Video lessons are from the series *España Viva*. Texts: UTLEY, *España Viva*, 1988. Price: \$12.45. LEAL & HAMILTON, *Beginning Spanish by Easy Steps*, 1975. Price: \$15.65. NOTE: These textbooks are also used for SPANISH I, First Half Unit (Video Course). Home Use Deposit: \$54.00.

## MATHEMATICS

**Business Mathematics (CALC\*)** One Half Unit: 8 lessons, 8 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course covers the various aspects of consumer-oriented business practices including keeping financial records; figuring pay-rates, benefits and commission; understanding metric measures; and borrowing, saving, and investing money. Practice problems promote proficiency in dealing with everyday mathematical situations.

Text: FAIRBANK, SCHULTHEIS, & KACZMARSKI, *Applied Business Mathematics*, 12th ed., 1985. Price: \$23.90.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Computer Literacy (CALS)** One Half Unit: 8 lessons, 8 submitted. 2 exams—1 hour each. Course Fee: \$51.00. A beginning computer course acquainting students with computer vocabulary, the historical background of computers, how computers work, the social implication of computers, computer application, and career opportunities in computers.

Text: no text required. Does not require student to have access to a computer.

**General Mathematics (CALS\*)** First Half Unit: 12 lessons, 10 submitted. 2 exams—Midterm, 2½ hours; Final, 3 hours. Course Fee: \$51.00. The basic needs for mathematics in everyday life are introduced. The course helps the student to understand mathematical concepts. Computational skills are reviewed using whole numbers and decimals. Graphing, simple algebra, ratio proportion, and percentages are taught.

Text: WELLS, *Mathematics for Daily Use*, 1984. Price: \$27.50. NOTE: This textbook is also used for GENERAL MATHEMATICS, Second Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**General Mathematics (CALS\*)** Second Half Unit: 11 lessons, 11 submitted. 2 exams—Midterm, 2 hours; Final, 2½ hours. Course Fee: \$51.00. The second half includes a review of computation with fractions, the metric system, geometry, probability and estimation. These exercises are designed to improve the student's ability to read, analyze, and work useful problems.

Text: WELLS, *Mathematics for Daily Use*, 1984. Price: \$27.50. NOTE: This textbook is also used for GENERAL MATHEMATICS, First Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**General Mathematics II (CALS\*)** First Half Unit: 10 lessons, 10 submitted. 2 exams—Midterm, 2½ hours; Final, 3 hours. Course Fee: \$51.00. Prerequisite: *General Math I or equivalent*. This course covers basic topics in algebra, geometry, and "consumer math." Students who enroll in this course should have a good understanding of arithmetic.

Text: BUMBY, *Mathematics: A Topical Approach/Course One*, 1982. Price: \$22.90. NOTE: This textbook is also used for GENERAL MATHEMATICS II, Second Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**General Mathematics II (CALS\*)** Second Half Unit: 10 lessons, 10 submitted. 2 exams—Midterm, 2½ hours; Final, 3 hours. Course Fee: \$51.00. Prerequisite: *General Math I or equivalent*. This course offers an advanced study in algebra, geometry, and business mathematics, concentrating primarily on geometry and business math. Students who enroll in this course should thoroughly understand the fundamentals of algebra and the basics of geometry.

Text: BUMBY, *Mathematics: A Topical Approach/Course One*, 1982. Price: \$22.90. NOTE: This textbook is also used for GENERAL MATHEMATICS II, First Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Algebra I (CALS\*)** First Half Unit: 6 lessons, 6 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. The essential skills of arithmetic are reviewed as they relate to the study of algebra. The first half unit begins with real numbers and their properties, and how these can be used to solve equations. The course concludes with problems related to inequalities and linear functions and graphing linear inequalities.

Text: DOLCIANI et al., *Algebra 1*, rev. ed., 1983. Price: \$28.15. NOTE: This textbook is also used for ALGEBRA I, Second Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Algebra I (CALS\*)** Second Half Unit: 5 lessons, 5 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. Building on mathematical operations taught in the first half unit, the course begins with linear systems in two variables and continues through factoring polynomials and solving open sentences involving rational expressions. The course concludes with the introduction of square roots, the study of rational and irrational numbers, and radicals.

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Text: DOLCIANI et al., *Algebra 1*, rev. ed., 1983. Price: \$28.15. NOTE: This textbook is also used for ALGEBRA I, First Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Algebra II (CALS\*)** First Half Unit: 6 lessons, 6 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. Prerequisite: *one unit of elementary algebra*. After a review of the essentials of algebra, the course presents linear functions, graphing and solving linear equations and inequalities, and linear equations in three variables. It concludes with a review of the factoring of polynomials and the solution of quadratic equations.

Text: DOLCIANI, *Algebra II and Trigonometry*, revised ed., 1980. Price: \$29.65. NOTE: This textbook is also used for ALGEBRA II, Second Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Algebra II (CALS\*)** Second Half Unit: 5 lessons, 5 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. Prerequisite: *Algebra II-First Half Unit*. Building on the operations presented in the first half unit, the course presents sequences and series, radicals and irrational numbers, complex numbers and polynomial functions. It concludes with quadratic relations and systems, and exponents and logarithms.

Text: DOLCIANI, *Algebra II and Trigonometry*, revised ed., 1980. Price: \$29.65. NOTE: This textbook is also used for ALGEBRA II, First Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Fundamentals of Statistics and Probability (CALS\*)** One Half Unit: 10 lessons, 9 submitted. 2 exams—2 hours each. Course Fee: \$51.00. Provides a solid background in probability and statistics as the basis for data analysis and decision-making. A valuable course for all college-bound students, particularly those planning careers in science, mathematics, and engineering.

Text: BLAKESLEE & CHINN, *Introductory Statistics and Probability*, 1975. Price: \$17.50.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Geometry (CALS\*)** First Half Unit: 6 lessons, 6 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. Prerequisites: *one unit of elementary algebra*. This course begins with an in-depth treatment of basic terminology (point, line, plane), and develops, with significant examples of useful applications, the numerous postulates and theorems relating to the concepts of congruency and inequality; similarity of figure (ratio and proportion); and geometric mean, radicals, and trigonometry (sine, cosine, tangent) of right triangles. Lessons require completion of many exercises, and the student's knowledge of algebra is expanded with continual applications to geometry.

Text: JURGENSON, BROWN, & JURGENSON, *Geometry*, 1988. Price: \$28.05. NOTE: This textbook is also used for GEOMETRY, Second Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Geometry (CALS\*)** Second Half Unit: 6 lessons, 6 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. Prerequisite: *one unit of algebra and Geometry-First Half Unit or equivalent*. This is a continuation of Geometry-First Half Unit and covers the concepts for understanding circles and their relations (tangents, radii, arcs, chords and central angles, secants); basic constructions and locus; concepts and formulas to determine area of plane figures, and area and volume of solid figures (with descriptions for the source of these formulas); coordinate geometry; and the concepts and properties of transformational geometry (mapping, translation, reflection, rotation, dilations, and similarity ratios).

Text: JURGENSON, BROWN, & JURGENSON, *Geometry*, 1988. Price: \$28.05. NOTE: This textbook is also used for GEOMETRY, First Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Precalculus (CALS\*)** First Half Unit: 7 lessons, 7 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. Course covers coordinate geometry, polynomials, inequalities, function of graphs, exponents, logarithms, trigonometric functions, and triangle trigonometry.

Text: BROWN & ROBBINS, *Advanced Mathematics: A Precalculus Course*, rev. ed., 1987. Price: \$32.80. NOTE: This textbook is also used for PRECALCULUS, Second Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Precalculus (CALS\*)** Second Half Unit: 9 lessons, 9 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. A continuation of Precalculus-First Half Unit. This course covers graphing, trigonometric formulas,

polar coordinates and complex numbers, conic sections, vectors, matrices and determinants, sequences and series, an introduction to calculus, and rules of differentiation.

Text: BROWN & ROBBINS, *Advanced Mathematics: A Precalculus Course*, rev. ed., 1987. Price: \$32.80.

NOTE: This textbook is also used for PRECALCULUS, First Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Trigonometry (CALS\*)** One Half Unit: 8 lessons, 8 submitted. 2 exams—2 hours each. Course Fee: \$51.00. Prerequisites: *Algebra I and Algebra II*. This course covers trigonometric functions and their graphs; trigonometric identities; trigonometry and triangles; inverse functions and equations; circular functions and applications; complex numbers; sequences and series. A valuable course for all college-bound students.

Text: COXFORD, *Trigonometry*, 1987. Price: \$24.75.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

## PERSONAL DEVELOPMENT

See **SOCIAL STUDIES**

## PSYCHOLOGY

See **SOCIAL STUDIES**

## SCIENCE

**Aerospace: Crossing The Space Frontier (CALS)** One Half Unit. 9 lessons, 5 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. This course provides an explanation of many of the scientific principles of space technology and a history of how those technologies developed out of the political turmoil of the 20th century.

Text: no text required.

**A Survey of the Living World (CALS)** One Half Unit: 14 lessons, 9 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. An introduction to biology, with an emphasis on the interdependence of all living things. This course provides general information on plants and animals, from one-celled organisms to the most developed forms.

Text: SLESNICK, BALZER, McCORMACK, NEWTON, & RASMUSSEN, *Biology*, 1985. Price: \$34.75.

NOTE: This textbook is also used for SPECIAL TOPICS IN LIFE SCIENCE.

**Chemistry (CALS\*)** First Half Unit: 10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. Prerequisites: *one year of geometry and one year of algebra. A second year of algebra would be helpful*. An introduction to the science of chemistry. Topics include the mole, chemical formulas and equations, atomic structure and behavior, periodicity, bonding, molecular structure, and kinetic energy. A revised version of this course will open in Fall 1990.

Text: SMOOT, PRICE, & SMITH, *Chemistry: A Modern Course*, 1987. Price: \$32.85. Organichem Model Set. Price: \$3.75. NOTE: This textbook is also used for CHEMISTRY, Second Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Chemistry (CALS\*)** Second Half Unit: 10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. Prerequisites: *one year of geometry and one year of algebra. A second year of algebra would be helpful*. A continuation of the First Half Unit. Chemical bonding, energy transference in a chemical reaction, reaction rates, acidity and basicity, and electron-transfer through oxidation-reduction are among the topics covered. A revised version of this course will open Winter 1991.

Text: SMOOT, PRICE, & SMITH, *Chemistry: A Modern Course*, 1987. Price: \$32.85. Organichem Model Set. Price: \$3.75. NOTE: This textbook is also used for CHEMISTRY, First Half Unit.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Conservation of Natural Resources (CALS)** One Half Unit: 10 lessons, 10 submitted. 2 exams—1 hour each. Course Fee: \$51.00. This survey course examines the nature of our environment, discusses environmental problems, and explains the principles of conservation.

Texts: KIRCHER, *Our Natural Resources and Their Conservation*, 6th ed., 1988. Price: \$23.00.

## High School Courses

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**Physics (CALC\*)** First Half Unit: 15 lessons, 15 submitted. 2 exams—2 hours each. Course Fee: \$51.00. Prerequisite: *at least two years of high school math, including one year of algebra. Some trigonometry is useful but not required.* A presentation of the basic concepts of physics. Measurement, motion, vectors, dynamics, gravitation, energy, heat, kinetic theory, and gas laws are covered in the First Half Unit. Text: MURPHY, *Physics: Principles and Problems*, 1977. Price: \$19.75. NOTE: This textbook is also used for PHYSICS, Second Half Unit. Additional materials for the First Half Unit: science packet (thermometer, two centicubes). Price: \$1.50.

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Physics (CALC\*)** Second Half Unit: 16 lessons, 16 submitted. 2 exams—2 hours each. Course Fee: \$51.00. Prerequisite: *at least two years of high school math including one year of algebra. Some trigonometry is useful but not required.* A continuation of the First Half Unit. Light and sound, electricity, magnetism, atomic and nuclear physics are studied in this half unit.

Text: MURPHY, *Physics: Principles and Problems*, 1977. Price: \$19.75. NOTE: This textbook is also used for PHYSICS, First Half Unit. (Science packet not needed).

*\*Because of technical limitations, this course cannot be taken using CALS On-Line, CALS 800 Number Service, or PC-Based CALS. This is a CALS Mail-In course only.*

**Special Topics in Geology (CALC)** One Half Unit: 10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. An introduction to the science of geology with special emphasis on the mutual effects of geologic processes and human life.

Text: TARBUCK, *The Earth: An Introduction to Physical Geology*, 2nd ed., 1987. Price: \$41.60.

**Special Topics in Life Science (CALC)** One Half Unit: 12 lessons, 12 submitted. 2 exams—2 hours each. Course Fee: \$51.00. Four specialized areas of biology are studied: human anatomy and physiology (human structures and functions), genetics (transmission of characteristics from one generation to another), evolution (theories of development of life on earth), and ecology (interrelationships of living things and the environment).

Text: SLESNICK, BALZER, McCORMACK, NEWTON, & RASMUSSEN, *Biology*, 1985. Price: \$34.75. NOTE: This textbook is also used for A SURVEY OF THE LIVING WORLD.

**The Underground World of Caves (CALC)** One Half Unit: 10 lessons, 4 submitted. 2 exams—Midterm, 1 hour; Final, 2 hours. Course Fee: \$51.00. A theoretical and practical approach to caves, describing the geology and ecology of these formations as well as safe methods of cave exploration.

Texts: ANDERSON, *Cave Exploring*, 1974. Price: \$6.00. MOORE, *Speleology: The Study of Caves*, 1978. Price: \$7.00. Reprint packet. Price: \$1.60.

## SOCIAL STUDIES

### Anthropology

**Anthropology (CALC)** One Half Unit: 12 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course focuses on the cultural aspects of social groups. Included in this study are such topics as language, food-getting, economics, social stratification, sex, marriage, family, religion and the arts. Examples from various specific societies are used to illustrate the discussion of these topics.

Text: EMBER/EMBER, *Anthropology*, 4th ed., 1985. Price: \$30.00.

**Indians of Missouri (CALC)** One Half Unit: 13 lessons, 12 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. This course traces the history of the American Indians in the area that is now Missouri. Ancient as well as recent Indian cultures are investigated. Modern archaeological methods are described, and the importance of Indian culture is discussed.

Text: CHAPMAN, *Indians and Archaeology of Missouri*, 1983. Price: \$9.95.

### Civics

**Civics: Government and Citizenship (CALC)** 10 lessons, 6 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course describes organization and function of our government at the local, state, and national levels. It also covers the rights and responsibilities of citizenship. Instruction and evaluation on both United States and Missouri Constitutions are included. *Missouri residents: Successful completion of this course will meet state requirements that you pass a test on the Missouri Constitution. You must complete the lesson covering the Missouri Constitution even if you are not a resident of Missouri. This course meets core competency skill requirements in civics for the State of Missouri.*

Text: Fraenkel, *Civics: Government and Citizenship*, 1990. Price: \$32.10. Missouri Constitution provided free of charge.

**You and the Law (CALS)** One Half Unit: 6 lessons, 6 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. This course surveys criminal law, consumer law, housing law, and family law. Individual rights are also examined.

Text: ARBETMAN, McMAHON, & O'BRIEN, *Street Law*, 3rd ed., 1986. Price: \$19.35.

## Contemporary Issues

**The Contemporary World (CALS)** One Half Unit: 10 lessons, 10 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. Topics studied are crime and criminals in American society, the role of women in American society, the effects of population changes, and death and dying.

Texts: FRAENKEL, *Crime and Criminals: What Should We Do About Them?*, 1977. Price: \$12.80. GOULD, *American Women Today*, 1977. Price: \$6.40. KUBLER-ROSS, *On Death and Dying*, 1970. Price: \$4.95. NELSON, *Population and Progress: Is There a Conflict?*, 1977. Price: \$11.85.

## Economics

**Economics: Making Decisions (CALS)** One Half Unit: 16 lessons, 16 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. The study of how individuals and societies make decisions about the use of natural resources, labor, time, and money. The student is introduced to economic terminology and to the everyday application of basic economic principles.

Text: OLSEN, *Economics: Principles and Applications*, 10th ed., 1985. Price: \$19.70.

## Geography

**World Geography: Europe, Middle East, Africa (CALS)** One Half Unit: 8 lessons, 8 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course examines the relationship of human beings to their geographic environment, emphasizing the influence of climate and geographic features on human activities. Special attention is also given to the basic concepts of geography, including map-reading skills. Texts: HELGREN et al., *World Geography Today*, 1985. Price: \$36.00. POWELL, *World Geography Today Workbook*, 1985. Price: \$10.60. NOTE: These textbooks is also used for WORLD GEOGRAPHY: ASIA, THE PACIFIC, NORTH AMERICA, SOUTH AMERICA.

**World Geography: Asia, the Pacific, North America, South America (CALS)** One Half Unit: 8 lessons, 8 submitted. Course Fee: \$51.00. This course examines the relationship of human beings to their geographic environment, emphasizing the influence of climate and geographic features on human activity and describing the various climatic and geographic regions of the world. Special emphasis is placed on the five basic concepts of Geography.

Texts: HELGREN et al., *World Geography Today*, 1985. Price: \$36.00. POWELL, *World Geography Today Workbook*, 1985. Price: \$10.60. NOTE: These textbooks are also used for WORLD GEOGRAPHY: EUROPE, MIDDLE EAST, AFRICA.

## Government

**American Government I: National and State Government (CALS)** One Half Unit: 10 lessons, 6 submitted. 2 exams—2 hours each. Course Fee: \$51.00. A study of basic principles of American government. The organization, processes, and functions of the national and state governments are covered. *Missouri residents: Successful completion of this course will meet state requirements that you pass a test on the Missouri Constitution. You must complete the lesson covering the Missouri Constitution even if you are not a resident of Missouri. This course meets core competency skill requirements in history for the State of Missouri.*

Text: HARDY, *Government in America*, 1988. Price: \$35.60. Missouri Constitution provided free of charge.

**American Government II: Political Policies and Processes (CALS)** One half unit: 10 lessons, 6 submitted. 2 exams—2 hours each. Course Fee: \$51.00. A study of the basic principles, structure, and operation of national, state, and local governments. An introduction to government as well as participation in the political system, policymaking, and contrasting economic and political systems are covered. *Missouri residents: Successful completion of this course will meet state requirements that you pass a test on the Missouri Constitution. You must complete the lesson covering the Missouri Constitution even if*

## High School Courses

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you are not a resident of Missouri. This course meets core competency skill requirements in history for the State of Missouri.

Text: HARDY, *Government in America*, 1988. Price: \$35.60. Missouri constitution provided free of charge.

**International Relations (CALS)** One Half Unit 10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course studies how nations interact in war and peace. It focuses on how force is used when negotiations fail in the time period of 1870 to the present.

Text: ZIEGLER, *War, Peace, and International Politics*, 4th ed., 1987. Price: \$17.60.

## History

**American History Through Reconstruction (CALS)** One Half Unit: 10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course presents the values, ideals, and attitudes of Americans and significant themes in American history. Major topics include Colonial settlement, the Revolutionary War, the new government, the rise of sectionalism, the Civil War, and Reconstruction. *This course meets core competency skill requirements in history for the State of Missouri.*

Texts: TODD & CURTI, *Triumph of the American Nation*, 1986. Price: \$35.05. NOTE: This textbook is also used for AMERICAN HISTORY SINCE RECONSTRUCTION.

**American History Since Reconstruction (CALS)** One Half Unit: 10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course begins immediately after Reconstruction and ends with the mid-1980s. Topics include industrialization, the reform movement, the First World War, Franklin Roosevelt, the Second World War, and contemporary international and domestic developments. *This course meets core competency skill requirements in history for the State of Missouri.*

Texts: TODD & CURTI, *Triumph of the American Nation*, 1986. Price: \$35.05.

NOTE: This textbook is also used for AMERICAN HISTORY THROUGH RECONSTRUCTION.

**Medieval History (CALS)** One Half Unit: 14 lessons, 8 submitted. 2 exams—1 hour each. Course Fee: \$51.00. Surveys the development of Western civilization from the fall of the Roman Empire in the West to the end of the Middle Ages (A.D. 450-1500).

Text: CHAMBERS et al., *The Western Experience*, 3rd ed., Vol. 1, *Antiquity to the Middle Ages*, 1983. Price: \$13.15 (used only).

**Missouri History (CALS)** One Half Unit: 10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course provides a survey history of the state of Missouri. Students in this course should gain a knowledge of the contributions of Missouri and Missourians to the total history of the United States.

Text: MEYER, *Heritage of Missouri*, 1986. Price: \$33.15.

**World History to the American Revolution (CALS)** One Half Unit: 16 lessons, 8 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course traces the beginning of civilization, the West in the Middle Ages, traditional civilizations beyond Europe from their earliest times to the American Revolution, the Renaissance and Reformation, the Age of Exploration, the growth of European states, the Scientific Revolution, and the Age of Enlightenment.

Texts: PERRY, *A History of the World*, 1985. Price: \$35.75. PERRY, *Workbook: A History of the World*, 1985. Price: \$8.00. NOTE: These textbooks are also used for WORLD HISTORY SINCE THE AMERICAN REVOLUTION.

**World History Since the American Revolution (CALS)** One Half Unit: 20 lessons, 8 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course covers the important events in world history from the American and French Revolutions to the present.

Texts: PERRY, *A History of the World*, 1985. Price: \$35.75. PERRY, *Workbook: A History of the World*, 1985. Price: \$8.00. NOTE: These textbooks are also used for WORLD HISTORY TO THE AMERICAN REVOLUTION.

## Personal Development

**Career Planning: Charting Your Future** One Half Unit: 10 lessons, 10 submitted. 1 exam—1 hour. Course Fee: \$51.00. Students will identify their own interests, values, assets, skills, and goals. They will then choose some careers they wish to explore, and investigate those careers. Because of the investigative nature of the assignments, no letter grades are given. This course uses a Satisfactory/Unsatisfactory grading system.



Text: CAMPBELL, *If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else*, 1974. Price: \$5.95. Career Planning Packet. Price: \$4.00.

**Parenting and Child Development (CALS)** One Half Unit: 10 lessons, 5 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course looks at the realities of parenthood and its responsibilities. It also focuses on the development of the child from the prenatal period to adolescence.  
Text: HILDEBRAND, *Parenting and Teaching Young Children*, 1985. Price: \$26.65.

**Personal Adjustment, Dating and Marriage (CALS)** One Half Unit: 10 lessons, 6 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This course examines contemporary health and lifestyle issues and options. Personality development, communication skills and decision-making processes are stressed.  
Text: RYDER, *Contemporary Living*, 1987 or 1990. Price: \$22.45.

**Planning for College (CALS)** One Half Unit: 11 lessons, 5 submitted. 2 exams—1 hour each. Course Fee: \$51.00. The major purpose of this course is to assist students who are planning to attend college by teaching them basic college "survival" skills: how to plan a curriculum, college rules and regulations, where to look for financial aid, how to adjust to social life on campus, and how to find a job after college.  
Texts: PIVAR, *The Whole Earth Textbook—A Survival Manual for Students*, 1978. Price: \$10.00. MEILAND, *College Thinking: How to Get the Best Out of College*, 1981. Price: \$4.95.

**Project Self-Discovery** One Half Unit: 10 lessons, 10 submitted. No exams. Course Fee: \$51.00. The author describes this course as "a do-it-yourself kit which will help you to increase your knowledge of what people are like, to advance your general education, and to improve your powers of self-understanding and self-expression." Because of the personal nature of the assignments, no letter grades are given. Those who successfully complete this course will receive a grade of "Satisfactory." If the course is not completed, the grade will be "Incomplete," and no credit will be given.  
Text: no text required.

**You and the World of Work (CALS)** One Half Unit: 9 lessons, 9 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. This course introduces the student to the work world. It addresses career choices, job applications, safety on the job, money management, and occupational advancement.  
Text: KIMBRELL, *Succeeding in the World of Work*, 3rd ed., 1981. Price: \$26.65.

## Psychology

**Psychology: Foundations of Human Behavior (CALS)** One Half Unit: 11 lessons, 6 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This general psychology course is designed to introduce the basic concepts of psychology. Topics covered include a general discussion of what psychology is; how psychologists arrive at psychological principles; biological, environmental, and hereditary influences on behavior; personality; learning; thinking; and measurements of personality and intellectual ability.  
Text: ENGLE & SNELLGROVE, *Psychology: Its Principles and Applications*, 8th ed., 1984. Price: \$28.60.  
NOTE: This textbook is also used for INTRODUCTION TO PERSONAL AND SOCIAL PSYCHOLOGY.

**Introduction to Personal and Social Psychology (CALS)** One Half Unit: 9 lessons, 6 submitted. 2 exams—2 hours each. Course Fee: \$51.00. This general psychology course concentrates on the "why" of human behavior. It examines sensation, perception, emotions, motivation, and frustration as they affect human behavior. Social influences on individual and group behavior are also considered. Finally, techniques used in the treatment of personality disorders are presented.  
Text: ENGLE & SNELLGROVE, *Psychology: Its Principles and Applications*, 8th ed., 1984. Price: \$28.60.  
NOTE: This textbook is also used for PSYCHOLOGY: FOUNDATIONS OF HUMAN BEHAVIOR.

**Psychology and Everyday Topics (CALS)** One Half Unit: 18 lessons, 4 submitted. 2 exams—2 hours. Course Fee: \$51.00. This practical psychology course gives a general background of psychological concepts, which are then applied to everyday topics: love, death, women's liberation, crime, drug abuse, and prejudice.  
Text: GORDON, *Psychology for You*, rev. ed., 1983. Price: \$18.95.

## Religion

**World Religions (CALS)** One Half Unit: 9 lessons, 9 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. This course provides a detailed survey of the major religions of the world—their histories, origins, and contemporary status. Shintoism, Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, and Christianity are examined.  
Text: SMITH, *The Religions of Man*, 1965. Price: \$5.95.

**Sociology**

**Sociology (CALS)** One Half Unit: 10 lessons, 10 submitted. 2 exams—1½ hours each. Course Fee: \$51.00. An introduction to the field of sociology. This course explains sociological concepts, describes the process of socialization, illustrates social interactions, describes social structure and organizations, investigates the nature of social change, explores social institutions such as the family, and discusses the problems of modern society. Revised version of this course will open in Fall 1990.  
Text: LANDIS, *Sociology*, 1980. Price: \$38.75.

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# CONTINUING EDUCATION COURSES

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## Continuing Education Unit (CEU)

The University of Missouri is a member of the National University Continuing Education Association. Member schools of the Division of Independent Study in this national organization strive for systematic recording of continuing education opportunities. The CEU (continuing education unit) is the nationally recognized measure for noncredit learning experiences. Individuals may use CEUs to:

1. Upgrade professional skills.
2. Document qualifications for licensure, certification, or registration.
3. Give evidence of personal and vocational growth to meet career needs.
4. Prepare for a new career by personal preference or to keep pace with technology.
5. Demonstrate conscious and persistent effort toward personal development.

Anyone enrolled in a continuing education course can receive one CEU for the equivalent of each 10 contact hours of study. Each course listed has a given number of CEUs. If you want a CEU report, be sure to include your Social Security Number (SSN) on your application.

## Enrollment

Anyone may apply for enrollment in an Independent Study continuing education course by submitting an application form with the course fee. Be certain that you have provided complete information on the application form bound in the back of this catalog. Additional application forms may be obtained by contacting the Center for Independent Study or your local University of Missouri Extension Center. Please use a separate application form for each course in which you enroll. Enrollment is open year-round.

## Course Fees

Fees are listed with each course description. Checks and money orders should be made payable to the University of Missouri. Fees, including texts and supplies, may also be paid by VISA or MasterCard; see the application form.

## Textbooks

If you are required to purchase textbooks for the course, the cost of the textbooks will be listed with the course description.

## Examinations

Most continuing education courses require examinations. Unless stated otherwise, exams will be supervised. Check the course description, and follow the examination procedures on page 11.

## Time Limits

The time limit to complete a course is nine (9) months.

## Airmail

Materials mailed to addresses without U.S. ZIP Codes will be sent surface mail, unless you include an airmail fee with the application fee.

## COURSE DESCRIPTIONS

### NURSING/HEALTH CARE

*The following courses are worth 0.5 CEUs. Each has an open-book exam that is sent to the Center for grading.*

**Advances in the Recognition and Treatment of Anxiety Disorders** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. Differential diagnosis of anxiety disorders, epidemiology, classification and clinical presentation, pathophysiology, therapeutic management of generalized anxiety disorder, management of panic disorder with agoraphobia, and miscellaneous anxiety disorders are discussed. Text: no text required.

**Alternatives to Conventional Medical Care** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. This course gives an overview of body awareness and self-regulation therapies, manipulation, psychotherapy, plant use, paranormal healing, and other modalities. Text: no text required.

**Arthritis and Drug Therapy** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. Different types of therapy are discussed, in addition to arthritic conditions and assessment of the arthritic patient. Text: no text required.

**Cancer Chemotherapy and Nursing Interventions** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. The principles of chemotherapy are reviewed in this course, with an examination of cancer-treating drugs and their administration and adverse effects. Nursing interventions are also discussed. Text: no text required.

**Clinical Laboratory Tests: Interpretation and Interactions** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. Urinalysis, hematology, serum proteins, renal function, serum enzymes, and other topics are studied in this course. Text: no text required.

**Concepts and Principles of Effective Nursing Management** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. The nurse as manager is the focus of this course dealing with the levels and philosophy of management. The actual management process of planning, organizing, acting, and evaluating is studied. Text: no text required.

**Drugs Used in the Eye** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. This course presents the principles of ocular drug use in addition to the study of glaucoma, ocular infections, complications of diagnostic procedures, systematic therapies, and patient compliance. Text: no text required.

**The Elderly Person, A Holistic Approach: Considerations in the Care of the Whole Person** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. In addition to examining the concepts, views, and definitions of what is "elderly," this course focuses on holistic care, changing environments, and satisfying human relationships for the elderly. Text: no text required.

**Enteral and Parenteral Nutritional Support: Important Patient Care Considerations and Nursing Interventions** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. The topics covered in this course are nutritional assessment, laboratory tests, calculations of caloric/protein requirements, enteral nutritional support, total parenteral nutrition, potential complications, and nursing care considerations. Text: no text required.

**Handling Drug Interactions in the Clinical Setting: The Nurse's Role in Detecting and Preventing Potential Interactions** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. This course examines the clinical significance of interactions, mechanisms of drug interactions, alcohol/food-drug interactions, and interactions in the elderly. Also covered are the legal aspects and the nursing process of minimizing the occurrence of drug interactions. Text: no text required.

**Hypertension and the Treatment of the Hypertensive Patient, Part I: Hypertension** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. This course discusses physiological control of blood pressure,

pathophysiology of hypertension, consequences of untreated disease and assessment of the hypertensive patient.

Text: no text required.

**Hypertension and the Treatment of the Hypertensive Patient, Part II: Treatment of Hypertension** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. Part II discusses antihypertensive drugs, combination therapy, side effects and drug interactions, treatment strategies: non-pharmacological approaches, special hypertensive situations, patient compliance, and the management of side effects.

Text: no text required.

**Ischemic Coronary Artery Disease: The Management of Angina Pectoris with Nitrates, Beta-Blockers, and Calcium Channel-Blockers** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. This course covers the myocardial oxygen supply/demand with an overview of angina, drug use, and patient assessment and strategies.

Text: no text required.

**The Management of Peptic Ulcer Disease and Gastroesophageal Reflux** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. This course examines the etiology and treatment of these two common gastrointestinal disorders. The advantages and disadvantages of various drug regimens are discussed.

Text: no text required.

**The Nurses Guide to Immunizations** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. Descriptions of vaccines and types of immunity are included in this course, along with the practical considerations of storage, administration, contraindications and side effects.

Text: no text required.

**Poisonings and the Management of the Poisoned Patient, Part I** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. This course examines the basic management of poisonings (supportive therapy, assessment of toxicity, prevention of absorption, useful antidotes) in addition to the toxicity of alcohol and OTC products.

Text: no text required.

**Poisonings and the Management of the Poisoned Patient, Part II** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. This course discusses drug and pesticide toxicity; poisonous snakes, plants, spiders, and marine life; medical/legal implications of poison treatment; and preventions of accidental poisonings.

Text: no text required.

**A Practical Look at Substance Abuse: Focus on Chemicals and Drugs** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. The purpose of this course is to increase awareness of the nature of the substance and chemical abuse problem in the United States. Topics covered include current federal regulations, common terminology, categories of abusable agents, routes of administration, toxicology, and characteristics of the abuser.

Text: no text required.

**Psychotherapeutic Drugs: Recognition and Treatment of Depressive Illness** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. The types of depressive illness, suicide risk evaluation, etiology of depression, clinical indications, treatment with antidepressants, adverse drug reactions, and new antidepressants are covered in this course.

Text: no text required.

**The Rational Use of Diuretics** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. This course discusses the anatomy, physiology, and functions of the kidney; how diuretics work; factors in selecting diuretics; therapeutic indications; and action/drug interactions.

Text: no text required.

**Special Health Care Needs of Older Women** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. This course deals with three medical conditions that have considerable impact on postmenopausal women: osteoporosis, hypertension, and cancer of the breast and genital organs.

Text: no text required.

**Using Communication Skills in Nursing Management** (0.5 CEUs) Unsupervised exam. Course Fee: \$29.00. Communication as a management technique is discussed, along with the styles and patterns of

## Continuing Education Courses

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communication. Also covered are legal implications and conflict-solving communication skills.  
Text: no text required.

## POLITICAL SCIENCE

**City and County Planning and Plan Implementation** (2 CEUs) 10 lessons, 10 submitted. Course Fee: \$26.00. This course was developed in an effort to make governmental officials, planning commissioners, and the public aware of the importance of comprehensive planning as a function of local government. The course covers such subjects as the legal foundation of planning, zoning and the subdividing of land, planning techniques, capital improvement programming, and plan implementation. Each person completing this course will receive a certificate signed by the Chancellor of the University of Missouri.

Text: no text required.

## PUBLIC AND COMMUNITY SERVICES

**Criminal Investigation (CALS)** (4 CEUs) 10 lessons, 10 submitted. 1 exam—3 hours. Course Fee: \$52.00. This course presents the important elements of criminal investigation to officers who have completed their 120 hours of basic police training.

Texts: O'HARA, *Fundamentals of Criminal Investigation*, 5th ed., 1980. Price: \$31.50. *Missouri Child Abuse Investigator's Manual*, 1981. Price: \$5.00.

**Hazardous Materials (CALS)** (4 CEUs) 8 lessons, 8 submitted. 1 exam—3 hours. Course Fee: \$52.00. This course is designed primarily to acquaint emergency-response personnel with ways of handling situations that threaten public safety. Beginning with a review of some relevant fundamentals of chemistry, the course goes on to present materials, following the United Nations' system of classification. It shows how to identify compounds in each class and offers tactical suggestions for handling accidents, using specific examples and visual aids.

Text: *Emergency Response Guide*, U.S. Government, 1984. Price: \$3.50.

**Law Enforcement Patrol Procedures (CALS)** (4 CEUs) 10 lessons, 10 submitted. 1 exam—3 hours. Course Fee: \$52.00. This course is designed to provide a review and update of basic patrol procedures. Some of the topics covered include techniques of arrest, fingerprint evidence, the laws of search and seizure, and officer survival. The course is intended to supplement the State of Missouri Minimum Standard, 120 hour Law Enforcement Training Program.

Text: PAYTON, *Patrol Procedures*, 1982 ed. Price: \$20.00.

**Narcotics and Crime Control** (4 CEUs) (CALS) 9 lessons, 9 submitted. 1 exam—2 hours. Course Fee: \$52.00. This course covers the interworkings of the illegal drug trade including the history of drug use, history of legal controls, drug familiarization, law enforcement roles, criminal profiles, smuggling techniques and many other facets of the illicit drug business.

Text: LYMAN, *Narcotics and Crime Control*, 1987. Price: \$29.75.

**So You're a Park Board Member** (1.3 CEUs) 6 lessons, 6 submitted. Course Fee: \$17.30. The student will learn the responsibility and activities of a park board member. The course discusses financial management of local park boards.

Text: no text required.

**Wildland/Urban Interface Fire Protection: A National Problem With Local Solutions (CALS)** (2 CEUs) 1 open-book exam. Course fee: \$55.00. This course is designed to help fire service personnel and related professionals assess their local wildland/urban interface fire problems, recognize the protection strategies that have proven effective, and implement these solutions in their own communities and wildlands.

Text: *Wildland/Urban Interface Fire Protection: A National Problem with Local Solutions*. Price: \$10.50. Video Tape \$9.50.

## RELIGIOUS STUDIES

*The following noncredit Religious Studies Courses do not offer CEUs.*

**Introduction to the Old Testament (CALS)** 12 lessons, 12 submitted. Course Fee: \$52.00. Introduces the literature, history, and thought of the Old Testament and scholarly theories necessary for academic

study of the Bible. Covers the traditions of creation, election, covenant, monarchy, prophecy, and post-exilic Judaism.

Texts: ANDERSON, *Understanding the Old Testament*, 3rd ed., 1975. Price: \$28.00. *The Bible* (any edition—not available from the Center).

**Major World Religions (CALS)** 16 lessons, 8 submitted. Course Fee: \$52.00. A study of the differing ways in which the great world religions interpret life and reality. A survey of the basic ideas in Confucianism, Taoism, Shintoism, Hinduism, Jainism, Buddhism, Judaism, Zoroastrianism, Christianity, Sikhism, and others.

Text: NOSS, *Man's Religions*, 5th ed., 1974. Price: \$22.00.

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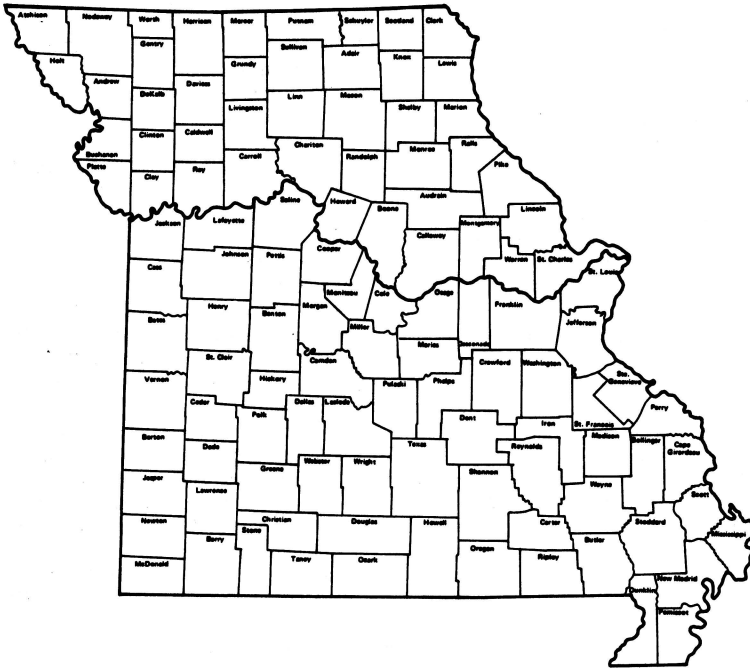
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Phone: 314-438-2671

**WAYNE**

Courthouse  
Greenville, MO 63944  
Phone: 314-224-3221

**WEBSTER**

South Highway A  
Marshfield, MO 65706  
Phone: 417-468-2044

**WORTH**

Courthouse  
Grant City, MO 64456  
Phone: 816-564-3363

**WRIGHT**

P.O. Box G  
Harville, MO 65667  
Phone: 417-741-6134

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## UNIVERSITY OF MISSOURI VIDEO VIEWING CENTERS

Video course tapes may be viewed at any one of the following places. See the VIDEO section of this catalog (p. 10-11) for additional information.

**Mid-Missouri Area**

Camden County Extension Center  
204 Court Circle P.O. Box 1405  
Camdenton, MO 65020  
314-346-4440 Ext. 44

Columbia Public Library  
100 West Broadway  
Columbia, MO 65201  
314-443-3161

Mexico-Audrain County Library  
305 West Jackson  
Mexico, MO 65265  
314-581-4939

Nichols Career Center  
609 Union  
Jefferson City, MO 65101  
314-636-7171 Ext. 249

Saline County Career Center  
900 West Vest  
Marshall, MO 65340  
816-886-6958

University of Missouri-Columbia  
Arts and Science Building, Room 36  
Columbia, MO 65211  
314-882-2857

**Northeastern Missouri Area**

Marion County Extension Center  
400 South Main  
Rm. 21, Courthouse (Top Floor)  
Palmyra, MO 63461  
314-769-2177

**Northwestern Missouri Area**

Rolling Hills Consolidated Library  
1904 North Belt Highway  
St. Joseph, MO 64506  
816-232-5479

University of Missouri  
Livingston County Extension Center  
450 Locust  
Chillicothe, MO 64601  
816-646-0811

**Southern Missouri Area**

Department of the Army  
Truman Education Center  
Building 499  
Fort Leonard Wood, MO 65473

Joplin Public Library  
300 Main  
Joplin, MO 64801  
417-623-7953

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Springfield-Greene County Library  
and Mobile Learning Van  
397 E. Central  
Springfield, MO 65802  
417-869-4621

University of Missouri  
Extension Center  
Room 3, Courthouse  
West Plains, MO 65775  
417-256-2391

University of Missouri  
Delta Center  
P.O. Box 160  
Portageville, MO 63873  
314-379-5431

University of Missouri-Rolla  
Library, Main Office  
Rolla, MO 65401

### **Kansas City Area**

Blue Springs Board of Education  
1801 West Vesper  
Blue Springs, MO 64015  
816-229-9131  
*Available only to Blue Springs  
School District personnel*

Kansas City Area Hospital Association  
Educational Television Network  
Hospital Channel  
Kansas City, MO

Mid-Continent Library  
Grandview Branch  
12930 Booth Lane  
Grandview, MO 64030  
816-763-0550

Mid-Continent Library  
North Oak Branch  
8700 North Oak Trafficway  
Kansas City, MO 64118

Trinity Lutheran Hospital  
Medical Library  
3030 Baltimore  
Kansas City, MO 64108  
816-753-4600

University of Missouri  
Jackson County Extension Center  
2820 S. Highway 291  
Independence, MO 64057  
816-373-5500

University of Missouri-Kansas City  
Truman Campus Library  
600 Mechanic  
Independence, MO 64050  
816-276-1271

### **St. Louis Area**

St. Charles City-County Library  
425 Spencer Road  
St. Peters, MO 63376  
314-446-2320

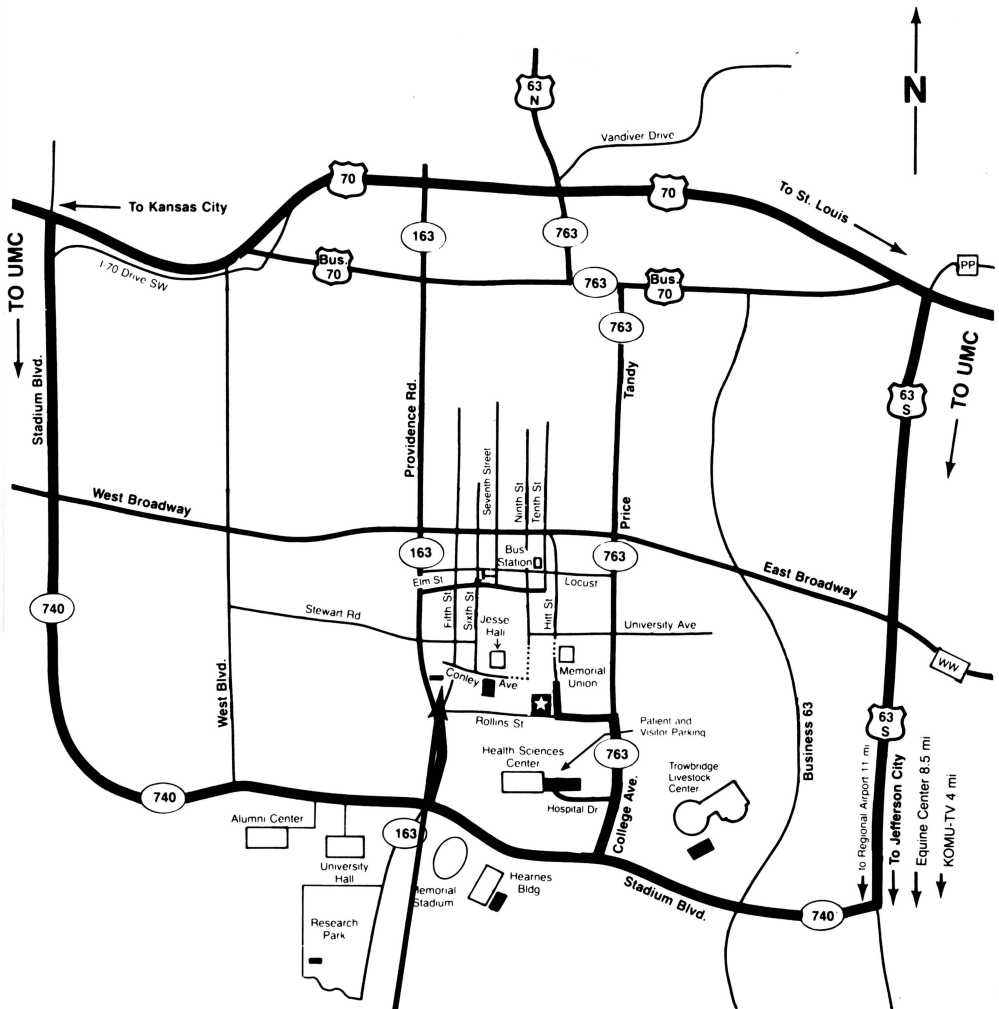
St. Louis County Library  
Daniel Boone Branch  
300 Clarkson Road  
St. Louis, MO 63011  
314-843-0560

St. Louis County Library  
Tesson Ferry Branch  
9920 Lin-Ferry Drive  
St. Louis, MO 63123  
314-843-0560

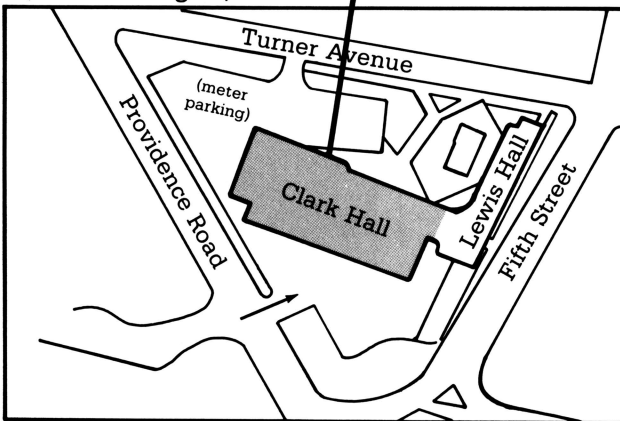
University of Missouri  
Extension Center  
121 South Meramec  
Clayton, MO 63105  
314-889-7613

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*Due to distributor/producer licensure requirements, availability of videotapes for some courses is limited. Call the Center for Independent Study office to verify viewing options.*



(Area enlarged)



**Our location:**  
 136 Clark Hall, off  
 of Providence Road  
 near the junction  
 of Providence and  
 south Fifth Street.

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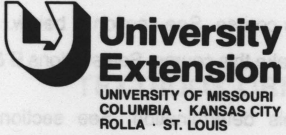
# NOTES

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Date \_\_\_\_\_

I have read the section referred to above. Student's Signature \_\_\_\_\_

6/9



# Center for Independent Study Course Application

Mail or  
deliver to:  
314/882-2491  
FAX 314/882-6808

Center for Independent Study  
136 Clark Hall  
University of Missouri  
Columbia, MO 65211

Please print or type all information

1. Student's Name \_\_\_\_\_  
Last First Initial (Maiden Name) Social Security Number

2. C/O \_\_\_\_\_  
If your last name is different from the person at your address who is listed with the Post Office to receive mail, print that person's name on this line.

3. Address \_\_\_\_\_

complete the Video Form in the catalog.

It is understood that the University of Missouri Center for Independent Study is authorized to report grade information on this course to student's principal, registrar, or employer (if employer pays course fee).

Course \_\_\_\_\_  
Date \_\_\_\_\_ Course grade \_\_\_\_\_ Hours credit \_\_\_\_\_  
Undergraduate fee \_\_\_\_\_ Graduate fee \_\_\_\_\_  
Signature \_\_\_\_\_

b. University Courses:

- Lower-Division Students (Freshmen & Sophomore); \$60.00/sem. hr. X \_\_\_\_\_ Number hours.....
- (Students with 59 or less semester hours completed.)
- Upper-Division Students (Junior & Senior); \$66.30/sem. hr. X \_\_\_\_\_ Number hours.....
- (Students with 60 or more semester hours completed.)
- Graduate Students: \$80.30/sem. hr. X \_\_\_\_\_ Number hours .....

ENROLLMENT FEE	
\$	1.

c. Continuing Education Courses; (See course listing for cost) .....

2. AIR MAIL FEE (Required for all students without U.S. ZIP CODE addresses; optional for Canada & Mexico). Air mail fees provide AIR MAIL service for course study guide, return lesson service and regular correspondence. An additional fee is listed for each textbook ordered; add to base fee.

- Canada & Mexico; \$9.00, + \$4.50, for each text ordered .....
- Central America, \$16.50, + \$7.00, for each text ordered .....
- South America, Western Europe & Northern Africa, \$20.00, + \$11.00, for each text ordered .....
- All other countries; \$24.00, + \$15.00, for each text ordered .....

AIR MAIL FEE	
\$	2.

3. TEXTBOOKS Please order texts now while correct edition is available. Use the TEXTBOOK ORDER FORM in catalog; add 6.475% sales tax to the cost of the texts mailed to a Missouri address.

TEXTBOOKS	
\$	3.
Tax	

4. IF YOU DO NOT PLAN TO PURCHASE TEXTS FROM THE CENTER, CHECK THIS BOX .

5. RENTAL/DEPOSIT FEE/VIDEO HOME USE FEE (use the VIDEO FORM in catalog); ..... add 6.475% sales tax to tapes sent to a Missouri address.

RENTAL/DEPOSIT	
\$	5.
Tax	

6. Enclose check or money order payable in U.S. dollars to University of Missouri. DO NOT SEND CASH. You may use your credit card by completing the information below.

GRAND TOTAL	
\$	6.



\_\_\_\_\_ Card Number (Please be accurate) \_\_\_\_\_ Exp. Date



\_\_\_\_\_ (Print name as shown on card)

\_\_\_\_\_ (Signature of card holder)

**ALL WORK, INCLUDING EXAMS, MUST BE RECEIVED BY THE CENTER THREE WEEKS PRIOR TO YOUR DEADLINE FOR GRADE REPORT. I HAVE READ AND UNDERSTAND THE POLICIES STATED IN THE INDEPENDENT STUDY CATALOG.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_



C 1990  
CATALOG  
1991 G

Second Class Postage Paid  
in Columbia, MO 65201

(USPS 651-82000)

**Center for Independent Study**

136 Clark Hall  
University of Missouri  
Columbia, MO 65211  
314/882-2491

CURRENT RESIDENT OR

DA K  
IBRARY

 **University  
Extension**  
UNIVERSITY OF MISSOURI  
COLUMBIA • KANSAS CITY • ROLLA • ST. LOUIS

Enrollment forms enclosed





# Center for Independent Study Course Application

**Mail or deliver to:** Center for Independent Study  
136 Clark Hall  
University of Missouri  
Columbia, MO 65211

314/882-2491  
FAX 314/882-6808

Please print or type all information

1. Student's Name \_\_\_\_\_  
Last First Initial (Maiden Name) Social Security Number

2. C/O \_\_\_\_\_  
*If your last name is different from the person at your address who is listed with the Post Office to receive mail, print that person's name on this line.*

3. Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Daytime telephone number Evening telephone number

4. Permanent address if different from 3. \_\_\_\_\_

5. If you have a University of Missouri Student Number from any campus, indicate it/them in appropriate space. \_\_\_\_\_  
UMC UMKC UMR UMSL

6. If currently enrolled in residence at MU, give Campus \_\_\_\_\_, School/College \_\_\_\_\_, Department \_\_\_\_\_  
*(See section B or C on other side)*

7. If you have been enrolled at the University of Missouri under a name other than name in 1, above, give this name.  
 Last \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

### FILL OUT A SEPARATE APPLICATION FOR EACH COURSE

8. Course
- a. High School Course Title \_\_\_\_\_ Which half unit?  1st  2nd  
(see section A on other side)
- b. University Course Title \_\_\_\_\_ Course No. \_\_\_\_\_ Credit Hrs. \_\_\_\_\_  
(see section B, C or D on other side)
- c. Video Credit Course Title \_\_\_\_\_ Course No. \_\_\_\_\_ Credit Hrs. \_\_\_\_\_  
(see section B, C or D on other side)
- d. Continuing Education Course Title \_\_\_\_\_

9. 

Month	Day	Year

 Your Date of Birth\*  M Male\*  F Female\*

10. Please check your highest grade/year completed.

8	9	10	11	12
High School				

13	14	15	16	17
College		Bac.	Mas.	

How many credit hours have you completed to date? \_\_\_\_\_

11. Ethnic Origin Code\*  
 (Check (✓) appropriate space) American Indian 1 \_\_\_\_\_ Asian or Pacific Islander 2 \_\_\_\_\_ Black Non-Hispanic 3 \_\_\_\_\_ Hispanic 4 \_\_\_\_\_ White Non-Hispanic 5 \_\_\_\_\_ Non-Resident Alien 6 \_\_\_\_\_

\* This information is optional and requested for purposes of reporting to Federal Compliance Agencies only and will not be used in determining admission status.

### PLEASE NOTE

If you are enrolling in a Video Credit Course, please also complete the Video Form in the catalog.

It is understood that the University of Missouri Center for Independent Study is authorized to report grade information on this course to student's principal, registrar, or employer (if employer pays course fee).

### FOR OFFICE USE ONLY

Course \_\_\_\_\_

Date \_\_\_\_\_ Course grade \_\_\_\_\_ Hours credit \_\_\_\_\_

Undergraduate fee \_\_\_\_\_ Graduate fee \_\_\_\_\_

Signature \_\_\_\_\_



**TEXTBOOK ORDER FORM**

<p><b>Mail or deliver to:</b> 314/882-2491 FAX 314/882-6808</p>	<p>Center for Independent Study 136 Clark Hall University of Missouri Columbia, MO 65211</p>
---	--

<b>OFFICE USE ONLY</b>	
<input type="checkbox"/> M	<input type="checkbox"/> W

Please send the books and materials listed below for the Independent Study course: \_\_\_\_\_  
 (Name of Course) (Number) If high school course which 1/2 unit?  1st  2nd

Social Security Number \_\_\_\_\_

Name: \_\_\_\_\_ Phone No. (\_\_\_\_\_) \_\_\_\_\_  
 Area Code

Address \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

I wish to receive used books if available. NOTE: If new books are desired, but are not available, used books will be sent and a refund made.

AUTHOR	TITLE	PRICE	DO NOT USE
Total for books			
Books shipped to Missouri Addresses-Add sales tax 6.475%			
Total*			

\*If this order form accompanies course application, enter this total in the "Textbook" block on the reverse side of the application form. You may write one check for the total amount of course fees and texts.

\_\_\_\_\_ (VISA or MASTERCARD No.) \_\_\_\_\_ (Card Expiration Date)  Check or money order payable to University of Missouri

(Print name as shown on card)

(Sign name here)

Cut here

**VIDEO FORM**

**Complete this form if you are enrolling in a Video Credit Course**

<p><b>Mail or deliver to:</b> 314/882-2491 FAX 314/882-6808</p>	<p>Center for Independent Study 136 Clark Hall University of Missouri Columbia, MO 65211</p>
---	--

<b>OFFICE USE ONLY</b>	
<input type="checkbox"/> M	<input type="checkbox"/> W

Name of course \_\_\_\_\_ Course number \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Phone No. (\_\_\_\_\_) \_\_\_\_\_  
 area code

I plan to view the video lessons (please check appropriate box and fill in the blank if indicated):

At the nearest Viewing Center \_\_\_\_\_  
 (see catalog for listing)

Via home use (please enter amount of home use deposit here and on registration form) \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_ (VISA or MASTERCARD No.) \_\_\_\_\_ (Card Expiration Date)  Check or money order payable to University of Missouri

(Print name as shown on card)

(Sign name here)

**This form must accompany course application. If you will be viewing the videotapes via home use, enter the amount of home use deposit in block #5 on the reverse side of the application form. You may write one check for the total amount of course fees, textbooks, and rental fees.**





# Center for Independent Study Course Application

**Mail or deliver to:** Center for Independent Study  
 136 Clark Hall  
 University of Missouri  
 Columbia, MO 65211  
 314/882-2491  
 FAX 314/882-6808

Please print or type all information

1. Student's Name \_\_\_\_\_  
Last First Initial (Maiden Name) Social Security Number
2. C/O \_\_\_\_\_  
If your last name is different from the person at your address who is listed with the Post Office to receive mail, print that person's name on this line.
3. Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Daytime telephone number Evening telephone number
4. Permanent address if different from 3. \_\_\_\_\_
5. If you have a University of Missouri Student Number from any campus, indicate it/them in appropriate space. \_\_\_\_\_  
UMC UMKC UMR UMSL
6. If currently enrolled in residence at MU, give Campus \_\_\_\_\_, School/College \_\_\_\_\_, Department \_\_\_\_\_  
(See section B or C on other side)
7. If you have been enrolled at the University of Missouri under a name other than name in 1, above, give this name.  
Last \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

### FILL OUT A SEPARATE APPLICATION FOR EACH COURSE

8. Course
  - a. High School Course Title \_\_\_\_\_ Which half unit?  1st  2nd  
(see section A on other side)
  - b. University Course Title \_\_\_\_\_ Course No. \_\_\_\_\_ Credit Hrs. \_\_\_\_\_  
(see section B, C or D on other side)
  - c. Video Credit Course Title \_\_\_\_\_ Course No. \_\_\_\_\_ Credit Hrs. \_\_\_\_\_  
(see section B, C or D on other side)
  - d. Continuing Education Course Title \_\_\_\_\_

9. 

Month	Day	Year

M	
---	--

 Male\*
 

F	
---	--

 Female\*
   
 Your Date of Birth\*

10. Please check your highest grade/year completed.

8	9	10	11	12
High School				

13	14	15	16	17
College		Bac.	Mas.	

 How many credit hours have you completed to date? \_\_\_\_\_

11. Ethnic Origin Code\*  
 (Check (✓) appropriate space) American Indian 1 \_\_\_\_\_ Asian or Pacific Islander 2 \_\_\_\_\_ Black Non-Hispanic 3 \_\_\_\_\_ Hispanic 4 \_\_\_\_\_ White Non-Hispanic 5 \_\_\_\_\_ Non-Resident Alien 6 \_\_\_\_\_

\* This information is optional and requested for purposes of reporting to Federal Compliance Agencies only and will not be used in determining admission status.

### PLEASE NOTE

If you are enrolling in a Video Credit Course, please also complete the Video Form in the catalog.

It is understood that the University of Missouri Center for Independent Study is authorized to report grade information on this course to student's principal, registrar, or employer (if employer pays course fee).

### FOR OFFICE USE ONLY

Course \_\_\_\_\_

Date \_\_\_\_\_ Course grade \_\_\_\_\_ Hours credit \_\_\_\_\_

Undergraduate fee \_\_\_\_\_ Graduate fee \_\_\_\_\_

Signature \_\_\_\_\_

HIGH SCHOOL STUDENTS: You must have the signature of your high school principal or counselor indicating approval for you to take this course. See section A below.

UNIVERSITY OF MISSOURI STUDENTS: Your application must have the signature of the appropriate official(s) indicating approval for you to take this course. See sections B & C below.

OTHER UNIVERSITY STUDENTS: You may need your school's approval to take this course. It is your responsibility to make this determination. See sections B & D below.

GRADUATE STUDENTS: If you have been accepted by a university graduate school, you pay the University Graduate fees for all courses. See sections C or D below.

**The Center assumes no responsibility for determining the appropriateness of a course toward specific degree/diploma requirements, AND cannot make refunds based on incorrect advisement.**

**A) HIGH SCHOOL STUDENTS** *To be completed by high school official.* This student has permission to take this course by Independent Study.

High School Principal's or Counselor's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ Area Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

Name of School \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**B) UNDERGRADUATE STUDENTS** *To be signed by adviser and approved by dean, if required.* This student has permission to take this course by Independent Study.

Adviser's Signature \_\_\_\_\_ Dean (if required) \_\_\_\_\_ Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

**C) UNIVERSITY OF MISSOURI GRADUATE STUDENTS** *PLEASE READ THE SECTION "GRADUATE CREDIT" IN OUR CURRENT CATALOG.* *To be completed by the Graduate School Office.* This student has my permission to take this course by Independent Study.

Graduate Dean's Signature \_\_\_\_\_ Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

**D) NON-UNIVERSITY OF MISSOURI GRADUATE STUDENTS** *PLEASE READ THE SECTION "GRADUATE CREDIT" IN OUR CURRENT CATALOG.*

I have read the section referred to above. Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**1. ENROLLMENT FEE SCHEDULE**

- a. High School: \$51.00 per 1/2 unit .....
- b. University Courses:
  - Lower-Division Students (Freshmen & Sophomore); \$60.00/sem. hr. X \_\_\_\_\_ Number hours .....
  - (Students with 59 or less semester hours completed.)
  - Upper-Division Students (Junior & Senior); \$66.30/sem. hr. X \_\_\_\_\_ Number hours .....
  - (Students with 60 or more semester hours completed.)
  - Graduate Students: \$80.30/sem. hr. X \_\_\_\_\_ Number hours .....
- c. Continuing Education Courses; (See course listing for cost) .....

ENROLLMENT FEE  
\$ \_\_\_\_\_ 1.

**2. AIR MAIL FEE** (Required for all students without U.S. ZIP CODE addresses; optional for Canada & Mexico). Air mail fees provide AIR MAIL service for course study guide, return lesson service and regular correspondence. An additional fee is listed for each textbook ordered; add to base fee.

- Canada & Mexico; \$9.00, + \$4.50, for each text ordered .....
- Central America, \$16.50, + \$7.00, for each text ordered .....
- South America, Western Europe & Northern Africa, \$20.00, + \$11.00, for each text ordered .....
- All other countries; \$24.00, + \$15.00, for each text ordered .....

AIR MAIL FEE  
\$ \_\_\_\_\_ 2.

**3. TEXTBOOKS** Please order texts now while correct edition is available. Use the TEXTBOOK ORDER FORM in catalog; add 6.475% sales tax to the cost of the texts mailed to a Missouri address.

TEXTBOOKS  
\$ \_\_\_\_\_ 3.  
Tax \_\_\_\_\_

**4. IF YOU DO NOT PLAN TO PURCHASE TEXTS FROM THE CENTER, CHECK THIS BOX .**

**5. RENTAL/DEPOSIT FEE/VIDEO HOME USE FEE** (use the VIDEO FORM in catalog); ..... add 6.475% sales tax to tapes sent to a Missouri address.

RENTAL/DEPOSIT  
\$ \_\_\_\_\_ 5.  
Tax \_\_\_\_\_

**6. Enclose check or money order payable in U.S. dollars to University of Missouri. DO NOT SEND CASH.** You may use your credit card by completing the information below.

GRAND TOTAL  
\$ \_\_\_\_\_ 6.

**OFFICE USE ONLY**



Card Number (Please be accurate) \_\_\_\_\_ Exp. Date \_\_\_\_\_



(Print name as shown on card) \_\_\_\_\_

(Signature of card holder) \_\_\_\_\_

**ALL WORK, INCLUDING EXAMS, MUST BE RECEIVED BY THE CENTER THREE WEEKS PRIOR TO YOUR DEADLINE FOR GRADE REPORT. I HAVE READ AND UNDERSTAND THE POLICIES STATED IN THE INDEPENDENT STUDY CATALOG.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

University of Missouri - Columbia



010-502479588

University Libraries  
University of Missouri

## Digitization Information Page

### Local identifier

### Source information

Format	Book
Content type	Text with images
Source ID	010-502479588
Notes	Illustrations in the book (except covers) were printed in B/W originally; Includes course application and textbook order form in the end of the catalog in foldout format.

### Capture information

Date captured	July 2020
Scanner manufacturer	Plustek OpticBook
Scanner model	A300 Plus
Scanning system software	Book Pavilion
Optical resolution	600 dpi
Color settings	24 bit color for covers; 8 bit grayscale for the rest
File types	tiff
Notes	

### Derivatives - Access copy

Compression	Tiff: LZW compression
Editing software	Adobe Photoshop CC
Resolution	600 dpi
Color	24 bit color for covers; 8 bit grayscale for the rest
File types	pdf created from tiffs
Notes	Images cropped, straightened, brightened Canvas size: 6 x 9 in Full-size foldouts can be found after the back cover.