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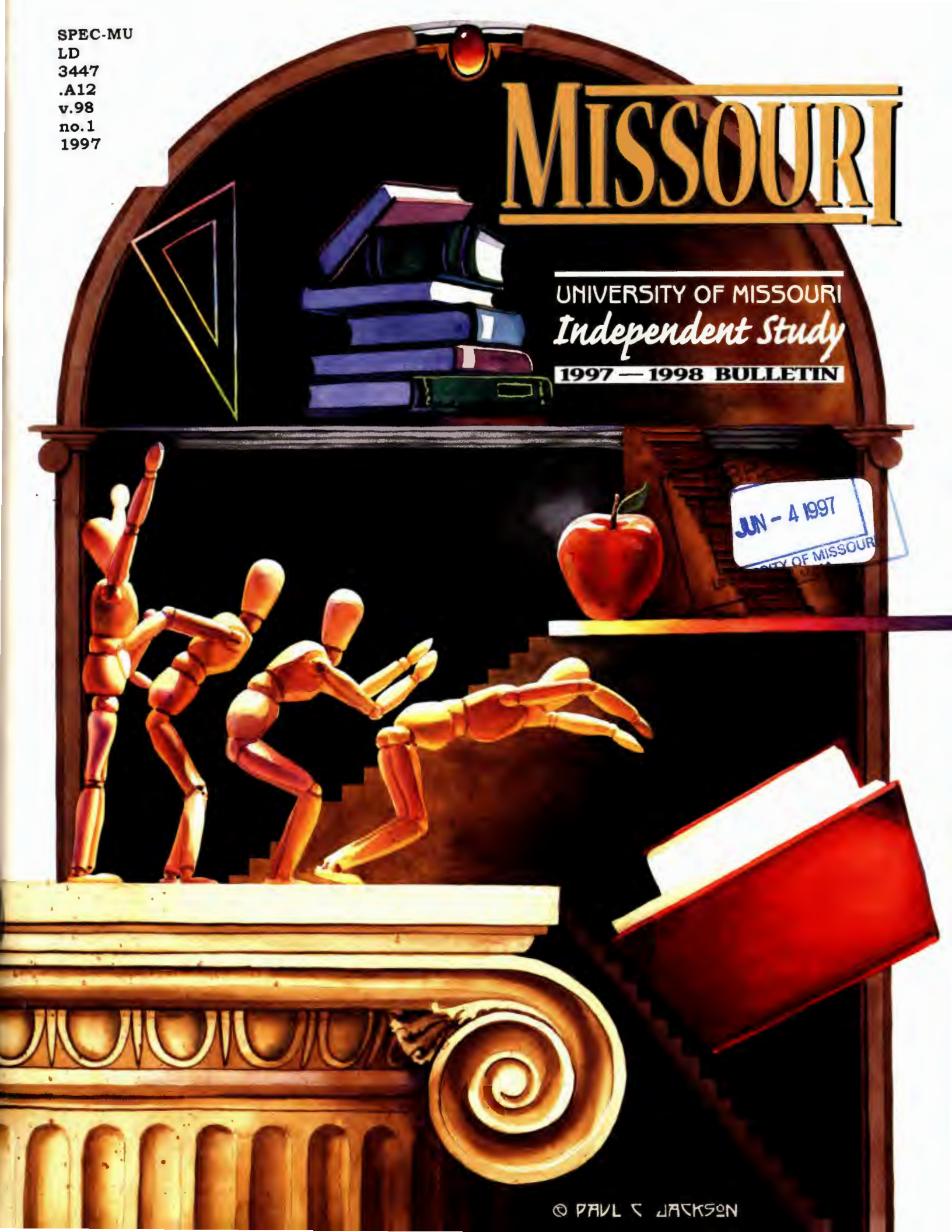
MISSOURI

UNIVERSITY OF MISSOURI

Independent Study

1997—1998 BULLETIN



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CITY OF MISSOUR

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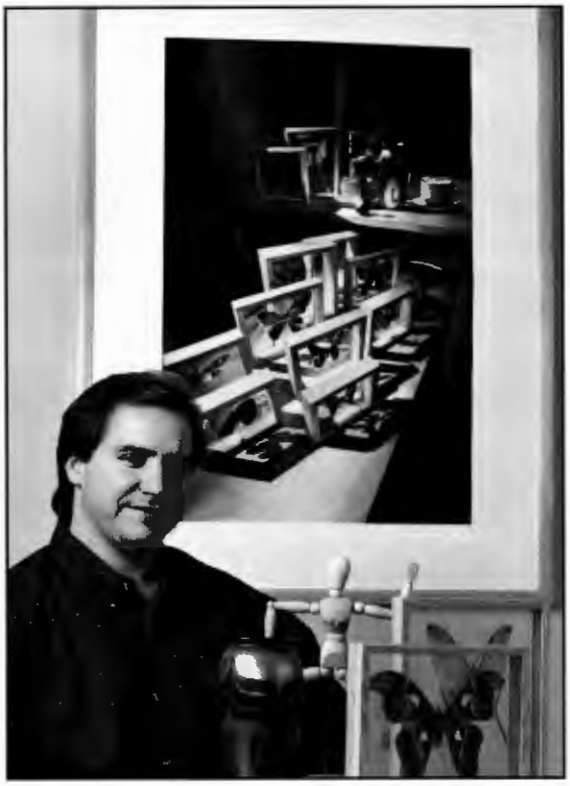


Bulletin Cover Art and Artist

Leap, the painting featured on the cover of this Center for Independent Study Bulletin, was created by widely acclaimed Missouri watercolorist Paul Jackson. In this painting, Woody is leaping headfirst into an academic adventure designed to expand his knowledge and enrich his life. By enrolling in an independent study course, students from around the world experience this same kind of adventure. Independent study is, after all, a ***Leap Into Learning***, as the cover art so vividly portrays. In addition to his star role on the cover, Woody appears on pages throughout this book — thanks to Paul — playfully relating his thoughts about learning through independent study.

The Center for Independent Study is proud and pleased to once again feature a Jackson painting on the cover of its annual bulletin. Paul Jackson, who at the age of 28 is one of the greatest of contemporary watercolorists, began selling his artwork at street fairs during his late teens; to date, he has completed more than 2,000 paintings. In all of his pieces, which include incredibly detailed still lifes, portraits, and architectural renderings, the subject matter is the same — sunlight. What changes, Paul says, are the objects he chooses to reflect sunlight. "Without sunlight, there is no color — nothing," he says. "Sunlight is drama."

Besides painting, Paul loves to travel, and he divides his time between travel and work at either his Columbia, Missouri studio or a second studio in Pensacola, Florida. His pieces hang in private and corporate collections throughout the world, and for years his talent has been recognized in numerous competitions and publications. During the past year alone, his paintings have received top awards from the Rocky Mountain National Water Media Exhibition, Kansas Watercolor Society, National Watercolor Oklahoma, Adirondacks National Exhibition of American Watercolors, Midwest Watercolor Society, and Red River Watercolor Society. And his work is included in *Splash 4: The Splendor of Light*, a recent book that highlights America's best watercolorists.

Paul received his MFA from the University of Missouri-Columbia. Currently, he and his wife, Dina, reside in "The Avalanche Ranch," their hillside studio located in Columbia. Inquiries about his work should be directed to Jackson's Studios by phone at 573-875-2846 or by e-mail at wowrealart@aol.com.

MISSOURI

UNIVERSITY OF MISSOURI
Independent Study

1997 — 1998 BULLETIN

ADDRESS:

136 Clark Hall — Columbia, Missouri 65211

TELEPHONE:

1-800-609-3727 OR **573-882-2491**

FAX:

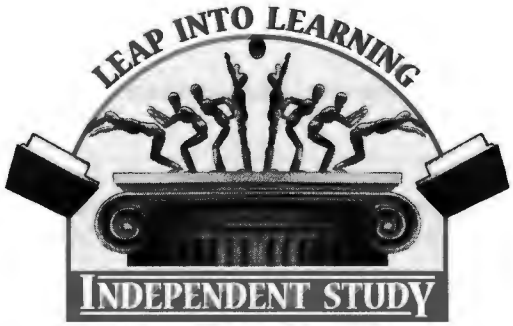
573-882-6808

E-MAIL:

independ@ext.missouri.edu

WORLD WIDE WEB:

http://indepstudy.ext.missouri.edu



University Extension
UNIVERSITY OF MISSOURI
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UNIVERSITY OF MISSOURI INDEPENDENT STUDY PROGRAM

The Center for Independent Study provides an educational program of the University of Missouri System. 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.

UNIVERSITY OF MISSOURI INDEPENDENT STUDY 1997-1998 BULLETIN — GENERAL 1997 SERIES: NUMBER 1
Kathy Boeckmann, *Bulletin Editor*

All statements in this publication, the University of Missouri Independent Study Bulletin, concerning requirements, prerequisites, conditions, or other matters are for informational purposes only and are subject to change without prior notice. They are not to be regarded as offers to contract.

NOTICE OF NONDISCRIMINATION

The University of Missouri-Columbia 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. Any person having inquiries concerning the University of Missouri-Columbia's compliance with implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, or other civil rights laws should contact the Assistant Vice Chancellor, Human Resource Services, University of Missouri-Columbia, 130 Heinkel Building, Columbia, MO 65211, (573) 882-4256, or the Assistant Secretary for Civil Rights, U.S. Department of Education.

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OFFICE HOURS

Office Hours: 8:00 a.m. — 5:00 p.m.
Summer Hours: 7:30 a.m. — 4:00 p.m.
MONDAY THROUGH FRIDAY

TELEPHONE INFORMATION

If you have a question relating to the enrollment process, payment, books, exams, refunds, or the repurchase of texts, please use the GENERAL INFORMATION number.

If you need help choosing a course to meet your specific needs, if you have a question regarding course lessons and assignments, or if you would like suggestions on how to improve your study skills, please use the INSTRUCTIONAL SERVICES INFORMATION number.

GENERAL INFORMATION: 573-882-2491 (Columbia area) OR
1-800-609-3727 (outside Columbia)

INSTRUCTIONAL SERVICES INFORMATION: 573-882-2039 (Columbia area) OR
1-800-858-6413 (outside Columbia)

FAX INFORMATION

The Center has FAX service available 24 hours a day, seven days a week. We can accept course applications, examination requests, lessons from many FLS (Faculty Lesson Service) courses (see page 12), and other written communications by FAX. In most courses, the Center can return your graded lesson report by FAX, if you pay the FAX FEE (see page 7). OUR FAX NUMBER IS 573-882-6808.

LOCATION

A detailed map that gives the exact location of the UNIVERSITY OF MISSOURI CENTER FOR INDEPENDENT STUDY is included on the inside back cover of this bulletin.

CENTER FOR INDEPENDENT STUDY PERSONNEL

Center for Independent Study Administration:

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C. Alex Phillips, Assistant Director: Operations, Instructional and Student Services
Susanne Darcy, Assistant Director: Curriculum and Course Development
Gera Burton, Assistant to the Director

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Field Representatives: **Leon Chilton**; **Kent Kurtz**; **Jack Miles**; **Terry Turlington**

An Option, Not an Alternative

Sometimes those of us who work in the field of independent study overstress the idea that it is a useful means of taking courses and learning when other formats — notably the conventional classroom — are either highly inconvenient or simply not available. While this is of course true, such a view is too narrow.

The correspondence format is more than an alternate means of taking a course when nothing else works out. It is an effective means of learning, no less valid than the classroom, television, or any other medium of educational communication. Since World War II, scholars have conducted more than 200 studies that have compared the effectiveness of one teaching medium against another, in all sorts of combinations — correspondence vs. classroom, classroom vs. television, and so forth. The overwhelming consensus is that in terms of measurable educational outcomes, there is no significant difference. In fact, so many of these studies have been done, with essentially the same result, that the Department of Adult Education at Penn State no longer permits such studies as dissertation research. There is nothing left to prove.

While no teaching-learning format is superior to the others, each has its advantages. Besides providing flexibility for the student who has scheduling problems, independent study demands self-direction and self-discipline. Upon successful completion of a course via independent study, a person has mastered not only the material, but himself or herself as well.

Most colleges and universities limit the number of courses a student can take via independent study, for a variety of reasons. One is the belief that students benefit from intense face-to-face contact. And this is true. However, I would like to suggest that it would benefit all high school and college students if they were required to take at least one course by independent study. The mastery of self should be a component of everyone's education.

There are a number of equally effective means to teach, and to learn. None are superior. Thus, a student has a number of useful, effective options. Independent study can be one choice, standing on par with all the others.

While no teaching-learning format is superior to the others, each has its advantages. Besides providing flexibility for the student who has scheduling problems, independent study demands self-direction and self-discipline. Upon successful completion of a course via independent study, a person has mastered not only the material, but himself or herself as well.

Von Pittman, *Director*

C. Alex Phillips

Assistant Director:
Operations, Instructional and Student Services

Susanne Darcy

Assistant Director:
Curriculum and Course Development

Gera Burton

Assistant to the Director

THE UNIVERSITY OF MISSOURI

The University of Missouri is one university with four campuses — Columbia, Kansas City, Rolla, and St. Louis. Established at Columbia in 1839, it is the first state university west of the Mississippi. Designated a land-grant university in 1870, UM conducts teaching and research programs on campuses and extends benefits throughout Missouri.

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

INDEPENDENT STUDY PROGRAM

The University of Missouri Center for Independent Study was established in 1911. Today, we are one of the largest independent study programs in the nation, with more than 15,000 new enrollments each year. Our students come from every county in Missouri, every state in the nation, and more than a dozen foreign countries.

ASSOCIATION MEMBERSHIPS

The Center for Independent Study has institutional and professional memberships in the University Continuing Education Association (UCEA) and subscribes to UCEA's Standards and Criteria for Independent Study. In addition, many of the Center's staff are members of the American Association for Collegiate Independent Study (AACIS), a professional association for those engaged in, or interested in, collegiate independent study. The primary focus of AACIS is the professional development of its membership for purposes of encouraging high quality courses and exemplary services to students.

HOW TO ENROLL

You may enroll in a Center for Independent Study course at any time. Enrollment in a Center for Independent Study course does not constitute admission to the University of Missouri.

Mary Borman

Administrative Associate: Operations

1. SELECT COURSE

It is your responsibility to determine whether a particular course will apply toward your diploma, degree, certification, or other educational goals.

2. COMPLETE APPLICATION AND TEXTBOOK ORDER FORM

Use a separate application form for each course you want to take. Generally we recommend that you enroll in no more than two independent study courses at one time. Also, if you are ordering textbooks from the Center, a textbook order form is required for each course. Course applications and textbook order forms are included in the back of this bulletin; you may obtain additional forms from us or from University of Missouri Extension Centers. For a list of Extension Centers in Missouri, see page 62.

3. INCLUDE YOUR SOCIAL SECURITY NUMBER (SSN)

Our records are maintained on computer. Your SSN is used to identify your records and 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 a SSN, you will be assigned a nine-digit number to use in its place.

4. ENROLL BY MAIL - IN PERSON - BY PHONE - OR BY FAX

Send completed application and textbook order form, along with a check, money order, or credit card information, to the:

CENTER FOR INDEPENDENT STUDY
136 Clark Hall — Columbia, Missouri 65211
TELEPHONE: 573-882-2491 OR 1-800-609-3727 — FAX: 573-882-6808

TUITION AND OTHER ENROLLMENT COSTS

Each enrollment requires a tuition and a nonrefundable handling fee; in many cases, textbooks, an airmail fee, an audio-visual materials rental/deposit fee, and sales tax may also be included. If a course in which you have enrolled has been discontinued, your payment will be returned.

1. TUITION

To avoid a possible delay in the enrollment process, take special care in calculating your tuition.

TUITION RATES

HIGH SCHOOL	$84.00 PER HALF UNIT
UNIVERSITY: UNDERGRADUATE LEVEL	$124.80 PER CREDIT HOUR
UNIVERSITY: GRADUATE LEVEL	$157.90 PER CREDIT HOUR
CONTINUING EDUCATION	SEE COURSE LISTING

Tuition for out-of-state students is the same as that for Missouri residents.

2. HANDLING FEE

Every course enrollment requires a nonrefundable handling fee. Check the application for the handling fee charge, and include payment for this fee with your application.

3. TEXTBOOKS

Required textbooks and supplementary course materials are available and may be ordered through the Center. Check the course listing for prices; add sales tax if materials are mailed to a Missouri address.

4. UPS OVERNIGHT FEE - DOMESTIC DELIVERY ONLY (OPTIONAL)

For an additional fee, the Center offers overnight delivery of textbooks and other course materials to addresses served by UPS. See SHIPPING OF COURSE MATERIALS: page 9. Check the application for overnight delivery charge; payment for this service must accompany application. This service does not apply to the return of lessons submitted or mailing of exams to exam supervisors.

5. AIRMAIL FEE

If you do not have a U.S. ZIP code address, you must pay an airmail fee in addition to the standard tuition. This fee provides airmail service for the study guide, return lesson service, and regular correspondence that we send you. An additional airmail fee is listed for each textbook ordered. See the application for specific details. If your address is Canada or Mexico, the airmail fee is optional.

6. AUDIO-VISUAL MATERIALS RENTAL/DEPOSIT FEE

Some courses are supplemented by audio-visual materials that can be either rented or purchased through the Center. Check the course description for details, and include the rental/deposit fee with your application.

7. LESSON RETURN FAX FEE (OPTIONAL)

For most courses, the Center will return your graded lesson report to you by FAX. (Check the course description for restrictions.) The fee for this service is listed on the application. Please provide your FAX number on your application. Your FAX service must be available between the hours of 8 AM and 4 PM, USA Central Time Zone, on Monday through Friday. The Center will attempt three transmissions. If these attempts are unsuccessful, we will return your lesson(s), along with an explanation of the problem(s) we encountered, by mail.

8. ENROLLMENT PAYMENT

Make your check or money order payable to the **University of Missouri** and mail or bring it to the Center along with the application form. Tuition and other enrollment fees may also be paid by credit card. The Center accepts VISA, MasterCard, and Discover. 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.

ROTHETTA COONCE

Administrative Associate: Administration

FINANCIAL AID

Scholarships and other forms of financial aid are not available through the Center for Independent Study. 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. Some business firms and organizations encourage employees to continue their education by paying part or all of their tuition and fees. Please consult your employer to see if funding for independent study is available. For information on financial assistance for veterans, please see VETERANS: page 11.

REFUNDS

If you want to withdraw from a course, requests must be made in writing. A request-to-withdraw postcard is provided in the back of each study guide; the postmark date will be used to determine your tuition refund amount.

REFUND SCHEDULE

Requests postmarked within first month after enrolling..... 70% REFUND
Requests postmarked within second month after enrolling.. 50% REFUND
Requests made after second month of enrolling..... NO REFUND
PLEASE NOTE: THE ENROLLMENT HANDLING FEE IS NOT REFUNDABLE.

Refunds are not given to students who have submitted one half or more of a course, and refunds are not made due to incorrect advisement. If you enroll in a course that has been discontinued, your fees will be refunded.

Refunds are mailed approximately four weeks after we receive your request. 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 $5.00 for each lesson and exam that you submitted for evaluation before withdrawing. We do not refund amounts of less than $1.00.

COURSE MATERIALS

KARI BETHEL

Senior Editor

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.

1. STUDY GUIDE

Everyone who enrolls in 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 us a request stating the course name, along with a check for $15.00 made payable to the University of Missouri. Include tax, if applicable.

2. STUDENT HANDBOOK

Everyone who enrolls in an independent study course receives a *Student Handbook*. This booklet describes the independent study process, and it explains the Center's policies and procedures.

3. 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 because texts may be unavailable at a later date. If you do not want to purchase your texts from the Center, you should wait for your study guide to arrive. This will allow you to check exact titles and copyright dates of required texts, just in case the course has been revised.

In accordance with University policy, we can sell our textbooks only to persons enrolled in independent study courses.

COURSE MATERIALS

Ordering Textbooks

To order texts, fill in the textbook order form located in the back of this bulletin. 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.

Price Changes

The prices listed for the textbooks were current when this bulletin was printed, but they may change without notice. If a text price has increased, we will send a bill for the difference. If the text price has decreased, we will refund overpayments that exceed $1.00.

Textbook Changes

If a course has been revised since the publishing of this bulletin, a change in texts is likely. When this occurs, we will send the revised course and applicable texts. See the above paragraph for our textbook billing/refunding policy.

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, which lists the conditions of repurchase, will be mailed to you along with your textbooks. Do not mail your old texts until you have received permission to return them. Repurchase price is one half of the price that you originally paid for the text. We may be able to repurchase workbooks, if they have not been marked in and if they have all pages intact. We cannot repurchase course study guides.

4. SUPPLEMENTARY COURSE MATERIALS

Some courses require supplementary reference books and equipment that are available from the Center. Some of these are sold; others require a rental fee or a refundable deposit. Audio-visual materials such as audiocassette tapes or videotapes are either rented or purchased. Check the course listing for details.

Return of Rented Materials

Materials rented from the Center must be returned in good condition before we will report your course grade and credit to the Director of Admissions. You are responsible for returning all materials in good condition.

5. SHIPPING OF COURSE MATERIALS

Course materials are usually sent the day after applications are received. Course materials, including texts, are sent by United Parcel Service or U.S. Postal Service first class, depending upon your address.

United Parcel Service Delivery

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 packages 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. The Center offers UPS domestic overnight delivery of texts and other required course materials. Requirements that apply to UPS delivery also apply to the overnight service. See UPS OVERNIGHT FEE: page 7.

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. See the application form for delivery rates. *APO/FPO packages will be sent P.A.L. when the additional postage is included in your remittance.

BRENDA ORF

Instructional Editor

ACADEMIC HONESTY

Students enrolled in independent study courses are expected to do their own work. Education is a cooperative enterprise between student and teacher, and it is important that all students have an opportunity to be evaluated fairly on the basis of their own performance. Incidents of academic dishonesty will be dealt with according to University policy.

ENROLLMENT POLICIES

For more specific information, see HOW TO ENROLL: page 6. Enrollment in a Center for Independent Study course does not constitute admission to the University of Missouri.

Americans With Disabilities Act (ADA): If you have any special needs as addressed by the ADA, please contact the Center for Independent Study. Reasonable efforts will be made to accommodate your needs.

LAURI CALDWELL

Student Services: Senior Clerk

HIGH SCHOOL

You may enroll in a Center for Independent Study course at any time. To be eligible to enroll in a high school independent study course, it is recommended that you have completed the eighth grade.

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.

1. UNIVERSITY COURSES FOR HIGH SCHOOL STUDENTS

Students who have completed the eleventh grade and are in the top fourth of their class 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.

2. GROUP ENROLLMENTS 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, contact the Center for Independent Study.

UNIVERSITY

The Center for Independent Study does not award diplomas or degrees, and it is not authorized to advise on a course. You may enroll in a Center for Independent Study course at any time. 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.

1. SEMINARS

Some graduate-level university courses require a seminar. For video courses in which group enrollments have been arranged, a seminar, if required, may also be arranged at the location of the group enrollment. Seminar arrangements and guidelines for group enrollments outside Missouri depend on instructor availability and on travel distance required.

2. VETERANS

University courses listed in this bulletin are approved for veterans and other persons eligible under the provisions of the GI Bill. 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 stating that you are eligible and intend to apply for VA benefits.

ENROLLMENT POLICIES

COURSE INFORMATION

Although the actual length of time you require to complete a course depends on the course and the number of hours you can devote to study, the average completion time for a half-unit high school course is four months. The average completion time for a three-hour university course is six months.

HIGH SCHOOL

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 credit given, these courses are equivalent to those offered in accredited public high schools.

UNIVERSITY

All university courses offered through the Center for Independent Study are developed by 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.

1. 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. 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.

2. VIDEO COURSES

Some university-level courses use videotapes, television cable, or broadcast programming to accompany the printed course materials; these video courses are identified in the course descriptions: VIDEO. Video courses carry University of Missouri resident credit. Students enrolling in video courses must indicate on the application form how they want to view tapes. Because distributorship/producer licensure requirements vary, viewing options for students will not be the same for all courses.

VIDEO VIEWING OPTIONS:

Video Viewing Center: Videotapes may be viewed at locations called Video Viewing Centers. (For a list of Video Viewing Centers, see page 65.)

Broadcast: Videotapes are sometimes available over cable or broadcast television. Students who plan to view courses on television should enroll three weeks prior to the first broadcast so they are able to receive texts and other course materials on time.

Home Use: In most cases, videotapes may be borrowed for home use. Tapes are available on ½-inch VHS format only. Home use requires a deposit that will be partially refunded (70 percent) when the tapes are returned in good condition. Specific deposits are listed in each course description.

Group Enrollment: If 10 or more students register for a course together, a complete set of videotapes will be assigned free of charge, when/if available, for one semester to an approved location in the community.

KAREN KOEBEL

High School Instructor

COURSE INFORMATION

3. MULTICAMPUS COURSES

If departments of two or more campuses of the University of Missouri cooperate in developing a course, it is called a multicampus course. For further information, see GUIDE TO UNIVERSITY COURSE DESCRIPTIONS: page 20.

4. 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. You may contact the Center to request a Problems approval form. After you complete this form, you should return it, along with your completed enrollment application, to the Center for processing.

5. INDEPENDENT STUDY COURSES FROM OTHER UNIVERSITIES

The Center for Independent Study is a member of the University Continuing Education Association (UCEA), which publishes ***The Independent Study Catalog***. This publication, widely known as ***Peterson's Guide***, lists courses offered by accredited colleges and universities that are members of UCEA. You may find a copy of ***Peterson's Guide*** in each University of Missouri Extension Center, or you can purchase one for $16.95 from the **UCEA Book Order Department, Box 2123, Princeton, New Jersey 08543-2123.**

LESSONS

1. LESSON SUBMISSION: POLICIES

To receive the maximum educational benefit from a course, we recommend that you submit only one lesson at a time and that you wait until it has been evaluated and returned before you submit the next lesson. For some courses, the study guide may state the maximum rate of lesson submissions, or it may direct that certain lessons 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, lessons submitted in addition to the maximum will be returned to you ungraded, and you will be required to resubmit them.

Lessons must be submitted in numerical order. All lessons preceding an exam must be received by the Center at least five working 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.

When the lessons are received, they are either processed by computer, usually on the same day that they are received, or they are forwarded to a faculty member for evaluation, which generally takes from three to ten days. Because the Center is open throughout the year, except for national holidays, you can expect to receive your computer-processed lesson reports without interruption; faculty-evaluated lessons, however, may be returned more slowly during those times of the year when University classes are not in session. In addition to the lesson assignments, most courses require a midterm and a final exam.

MARY DANIEL

Administrative Assistant: Testing

2. LESSON SUBMISSION: METHODS

In CALS (Computer-Assisted Lesson Service) courses, lessons may be submitted by mail; lessons may also be submitted by computer in many CALS courses. For more information, see COMPUTER-ASSISTED LESSON SERVICE: page 18.

In FLS (Faculty Lesson Service) courses, lessons may be submitted by mail, via the Internet, or by FAX, depending upon the nature of the assignments. Check the study guide for a description of the course assignments.

It is now possible to complete many independent study courses via the World Wide Web. For more information, see THE INTERNET: page 18.

EXAMINATIONS

The number of examinations is stated in each course description; the maximum time limit for exams varies from 1 hour to 4 hours. Course study guides contain more detailed information regarding examinations. Before you are given an exam, all required lessons must have been received and returned by the Center. Exams must be taken in sequence, and there must be at least a one-week interval between each exam in a course.

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

The Center reserves the right to approve or reject a proposed examination supervisor. Relatives may not proctor an examination, regardless of their academic qualifications. No proctor fees are authorized.

HIGH SCHOOL

You may take examinations under the supervision of a high school principal, counselor, or superintendent of schools. In addition, exams may be taken at any of the sites listed in the University section below.

UNIVERSITY / PROFESSIONAL CONTINUING EDUCATION

University and Continuing Education Courses: Missouri Residents

You are expected to take examinations under the direct supervision of a staff member at a University of Missouri County Extension Center. In addition, examinations 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 facilities located on the Columbia campus. See pages 62-64 for the addresses and phone numbers of these locations.

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 and should be scheduled at least one day in advance.

A student who has serious difficulty in scheduling examinations at one of the above locations may request an exception. If this request is approved, the student will be allowed to take the examinations under the supervision of a faculty member at an accredited university or college, or a superintendent or principal at a fully accredited school district. Exceptions may be granted upon the recommendation of the Regional Extension Directors to the Center for Independent Study.

University and Continuing Education Courses: 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 a superintendent or principal in a fully accredited school district. The independent study departments of institutions that are members of the University Continuing Education Association also may supervise examinations.

Military Personnel

You may follow the above procedures, or you may take examinations under the supervision of your commanding officer or an officer appointed by your commanding officer.

DONNA BADAL

Student Services: Senior Receptionist

GRADES

Because 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.

UNIVERSITY

Plus/Minus Grading System

A plus/minus system of grading is generally used for all courses except those originating from the University of Missouri-Rolla, which uses a straight A, B, C, D, F scale. Also, University of Missouri-Columbia students who pay graduate fees will be graded on the straight A, B, C, D, F scale, not the plus/minus scale, according to UMC policy.

Satisfactory/Unsatisfactory

Some university courses may be taken on an S/U basis. A grade of S is reported for A, B, and C grades. A grade of U is reported for D and F grades. Requests should be made in writing. Students who choose to take a course on the S/U basis must get their advisor's approval before they enroll. 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.

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 in fees.

TRANSCRIPTS

TERRIE NAGEL

Research Assistant: Instructional Services

The Center for Independent Study will not release final grades or award credit until outstanding accounts, if any, are paid in full and all rented/borrowed materials are returned.

HIGH SCHOOL

When you have completed a course and returned all borrowed 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 the University of Missouri-Columbia will send your high school a transcript of secondary work.

UNIVERSITY

UM Students: After you complete an independent study course, the UMC registrar will automatically send a transcript to the registrar at your University of Missouri campus, if you have provided us with your UM student number. Your record will be updated if you are currently enrolled on that 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, send the request card to the Director of Admissions at UMC; 130 Jesse Hall; Columbia, MO 65211, indicating the college or university to which the transcript should be sent.

COURSE WORK

If you want to use independent study credit toward graduation or certification requirements, plan ahead so that you can complete and submit all course work, including examinations, at least three weeks before you must have the report of credit.

1. 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 the extension fee before the original enrollment period expires.

EXTENSION FEES

HIGH SCHOOL COURSE	$15.00
UNIVERSITY COURSE	$35.00
NONCREDIT COURSE	$15.00

2. WITHDRAWING FROM A COURSE

If you want to withdraw from a course, you must request to do so in writing. A request-to-withdraw postcard is provided in the back of each study guide. In order to receive a refund, you must withdraw within the first two months of enrollment and you must have submitted less than half of the course. See REFUNDS: page 8.

3. REPEATING A COURSE

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.

4. TRANSFERRING TO A DIFFERENT COURSE

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 $30.00, plus $5.00 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. For an explanation of our refund policy, see REFUNDS: page 8.

5. TRANSFER OF CREDIT

You may transfer credit for independent study courses to most educational institutions in the United States. If you are unsure whether or not a particular course will apply, check with the institution where you plan to transfer credit.

ELLEN WYLLIE

Instructional Services Advisor

INSTRUCTIONAL SERVICES 1-800-858-6413

The Center for Independent Study maintains an Instructional Services office with a toll-free number for students needing independent study curriculum information. This office was created to help high school and university students achieve a positive learning experience by assisting them in ways such as:

— recommending a course to meet their specific needs,
— answering general questions regarding lessons and assignments, and
— offering suggestions on how to succeed at independent study.

UNIVERSITY CREDIT AND DEGREES

KATHY BOECKMANN

Marketing Communication Specialist

1. UNDERGRADUATE CREDIT

You cannot earn a degree from the University of Missouri entirely through independent study. With the approval of your advisor, you may earn at least 30 semester hours of credit through independent study that can 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 accredition 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. For additional information, write to the Director of Admissions at the campus concerned.

UMC - 130 Jesse Hall - Columbia, MO 65211
UMKC - 111 Student Services Bldg. - 4825 Troost - Kansas City, MO 64110
UMR - 102 Parker Hall - Rolla, MO 65409
UMSL - 144 Woods Hall - St. Louis, MO 63121

2. GRADUATE CREDIT

Graduate-level credit refers to the number of a course. (See the UNIVERSITY OF MISSOURI COURSE NUMBERING SYSTEM: page 21.) Whether a course is accepted as graduate credit depends upon the student's eligibility to receive graduate credit, and the student's eligibility 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.

3. CREDIT VALUE

The University of Missouri operates on the semester-hour system. The credit value in semester hours is indicated in the course listings. The table below shows the relative values of semester and quarter hours.

SEMESTER HOURS	QUARTER HOURS
1	1 1/2
2	3
3	4 1/2
4	6
5	7 1/2

4. CONTINUING EDUCATION CREDIT

For information about continuing education units (CEUs), see PROFESSIONAL CONTINUING EDUCATION COURSES: page 58.

UNIVERSITY CREDIT AND DEGREES

5. EXTERNAL DEGREE CREDIT

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 Regents College, The University of the State of New York. A national, nontraditional college with 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 its programs are registered by the New York State Education Department. For information, call 518-464-8500, or write: REGENTS COLLEGE, THE UNIVERSITY OF THE STATE OF NEW YORK — 7 Columbia Circle — Albany, NY 12203-5159.

Another institution that offers external degree programs is Thomas Edison State College in Trenton, New Jersey. Founded in 1972 exclusively to serve the adult learner, the College has developed programs, policies, and support services for adult students. Associate and baccalaureate degrees are offered in liberal arts disciplines; business areas; applied science/technology areas; human services areas; and nursing. A master of science in management is also offered. Thomas Edison State College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, and its programs are approved by the State of New Jersey Board of Higher Education. For information, call 609-984-1150, or write: THOMAS EDISON STATE COLLEGE — Admissions Office — 101 West State Street — Trenton, NJ 08608-1176.

A third external degree program is offered by the Center for Distance Learning of Empire State College of the State University of New York. The Center accepts credits from the University of Missouri Center for Independent Study toward its degrees in business and management, human services, social sciences, and humanities. SUNY Empire State College is fully accredited by the Middle States Association of Colleges and Schools. For information, call 518-587-2100, EXT. 300, or write: CENTER FOR DISTANCE LEARNING: SUNY EMPIRE STATE COLLEGE — Saratoga Springs, NY 12866.

Another option exists for students to complete a degree with Columbia College, founded in 1851 in Columbia, Missouri, and accredited by the North Central Association of Colleges and Schools. In addition to the home campus with a traditional day program and an evening college option, Columbia College operates 21 extended studies sites around the country. Transfer credit may come from previous college work (including hours earned in the University of Missouri Independent Study Program), experiential learning credit, and credit for military training evaluated by the American Council on Education. For information, call 800-325-2986 OR 573-875-8700, or write: COLUMBIA COLLEGE — 1001 Rogers Street — Columbia, MO 65216.

Stephens College, founded in 1833 and accredited by North Central Association of Colleges and Schools, offers an external degree completion program. Credit-earning options include: transfer credit from accredited colleges and universities, documentation of prior learning, American Council on Education-approved credit, and College Level Examination Program credit. Students may take courses through independent study; in addition, they may enroll in the intensive short courses or the weekend courses taught on the Stephens College campus. For information, call 800-388-7579 OR 573-876-7125, or write: STEPHENS COLLEGE — CAMPUS BOX 2083 — Columbia, MO 65215.

EVAN SMITH

University and Noncredit Curriculum Specialist

COMPUTER-ASSISTED LESSON SERVICE - CALS -

The Center for Independent Study pioneered the use of the Computer-Assisted Lesson Service (CALS) in 1974. Before CALS was introduced, all independent study courses were Faculty Lesson Service (FLS) courses. Assignments for FLS courses are evaluated directly by a faculty member. Assignments for CALS courses are processed by computer. This speeds up lesson-response time and provides computer-generated feedback that helps students review lessons and study for exams. NOTE: For courses designated "FLS-CALS," some assignments are computer-processed, and some are evaluated by a faculty member.

There are a number of ways in which CALS lessons may be submitted:

1. CALS MAIL-IN

For **CALS Mail-In**, you complete lesson assignments on answer forms that are provided with the course study guide and mail them to the Center for Independent Study. Each answer form 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 usually in the mail on its way back to you the same day that it is received.

FAX service should not be used for submitting copies of standardized answer forms used in CALS courses. Our optical scanning equipment cannot read from a FAX.

Please note that CALS Mail-In courses can be submitted over the Internet via the World Wide Web. See THE INTERNET section on the bottom of this page.

2. CALS-ONLINE

To participate in **CALS-ONLINE**, you must have access to a computer terminal with a modem and a printer. When ONLINE, you use a computer and modem to submit lessons directly to a Center for Independent Study computer; your report prints out as soon as you complete the lesson. There is no charge for this service. Students in Columbia may submit lessons at a terminal located at the Center's facilities. Contact the Center for more information about how to use and how to access the CALS-ONLINE service.

Approximately 200 high schools in Missouri and other states currently use CALS-ONLINE. High school counselors who would like to learn more about CALS-ONLINE should call the Center at 1-800-609-3727. For technical reasons, not all CALS courses are compatible with CALS-ONLINE service. (See specific course description to check course designation and requirements.)

Please note that CALS-ONLINE courses can be submitted over the Internet via the World Wide Web. See THE INTERNET section on the bottom of this page.

JEFFREY GORGES

Coordinator of Computer Services

ELECTRONIC MAIL - E-MAIL -

It is possible for students to submit lessons by electronic mail (E-Mail) in most faculty-evaluated high school English courses. These courses are identified in the course descriptions: E-MAIL Contact the Center at 1-800-609-3727 if you need more information about how to use E-Mail for lesson submission.

THE INTERNET

It is possible to complete many independent courses over the Internet via the World Wide Web. Students can use a web browser, such as Netscape or Microsoft Explorer, to submit their course assignments; lesson response is immediate over the Internet. For further information, you are encouraged to visit our web site at: indepstudy.ext.missouri.edu, or you may call the Center at 1-800-609-3727.

ELEMENTARY HOME SCHOOL PROGRAM

The home school movement is growing steadily all across the country, especially in families with elementary level children. While the reasons to home school vary from one family to the next, the commitment to academic excellence is strong in every home school family. To assist parents in providing quality learning opportunities to their children, the Center for Independent Study created its Home School Program. Though not restricted to home school students, courses developed through this program are targeted for this growing population.

The Center for Independent Study has hired certified teachers to develop a core curriculum in the subjects of language arts, mathematics, science, and social studies for grades three through six; these courses are in various stages of development. During 1997-98, the Center will be expanding this program to include core courses in these same subjects for grades seven and eight as well. Enrichment courses in such areas as art and music appreciation, health, foreign languages, and study skills will eventually be added to this program.

Learning experiences for each course focus on the use of a student study guide and a parent teaching manual, both written by a certified teacher, as well as a textbook that has been selected for the course. The study guide is written on the targeted grade level for that particular course, and its main purpose is to provide information and examples that clarify and expand the textbook instruction. Also, the student study guide will contain lesson evaluations, which can be submitted to the Center for feedback, so that the student and parents can be assured of the student's progress in the course. The parent teaching manual provides supplemental information that allows parents to understand concepts and disseminate these concepts to their child.

Descriptions of current elementary courses are listed below. For the most up-to-date information on available courses, policies and procedures, and how to enroll, please contact the Center for Independent Study Instructional Services office at 1-800-858-6413.

ELEMENTARY COURSES — Elementary Course Fee: $84.00

THIRD GRADE SOCIAL STUDIES, Part One

This course discusses the definition of community, different types of communities, and the United States' first communities.

THIRD GRADE SOCIAL STUDIES, Part Two

This course continues the discussion of communities and explores how they grow and change; it also discusses community government and our nation's capitol.

THIRD GRADE SCIENCE, Part One

Topics covered in this course include different ecological systems such as the desert and the forest, plants and energy, soil and water, nutrition and shelter, and heat and forces.

ELEMENTARY COURSES — Expected to Open: Summer 1997

THIRD GRADE SCIENCE, Part Two

Students explore such topics as movement, sound, and ecology in this course.

THIRD GRADE LANGUAGE ARTS, Part One

In this course, fiction and nonfiction help students learn reading and writing skills.

FIFTH GRADE SOCIAL STUDIES, Part One

This course examines the geography and history of the United States from the time of settlement through the American Revolution.

SIXTH GRADE LANGUAGE ARTS, Part One

This course studies reading and writing through the use of various genres of literature, including historical fiction, realistic fiction, biography, poetry, fantasy, adventure, and nonfiction.

FIFTH GRADE LANGUAGE ARTS, Part One

In this course, students learn more effective reading skills through the study of different types of literature, including historical fiction, realistic fiction, fantasy, adventure, personal narratives, and tall tales. They also learn about and practice researching and report writing.

FUTURE ELEMENTARY HOME SCHOOL COURSES INCLUDE:

FOURTH GRADE LANGUAGE ARTS, Part One
FOURTH GRADE SOCIAL STUDIES, Part One
FOURTH GRADE MATHEMATICS, Part One
FIFTH GRADE MATHEMATICS, Part One
SIXTH GRADE LANGUAGE ARTS, Part Two

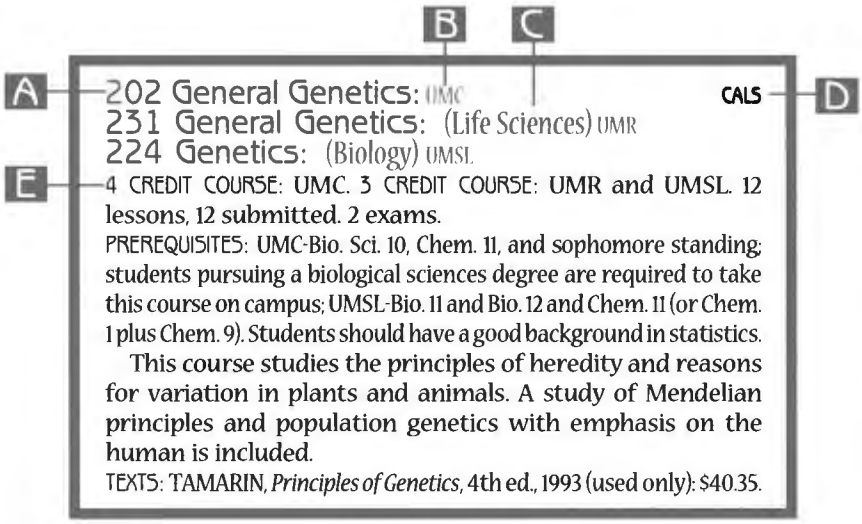
KRISTI SMALLEY

Coordinator of Course Development: K - 12

GUIDE TO UNIVERSITY COURSE DESCRIPTIONS

For a complete list of university courses, see COURSE INDEX, *page 69.*

Fees for university courses are not listed in the course descriptions. Please review the fee structure on page 7.



NOTE: The above course listings are to be used for reference only.

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

B These are the initials of the campus where the course was written. Courses with initials of more than one campus are "multicampus" courses. If departments from two or more campuses of the University of Missouri cooperate in developing a course, the course is designated a multicampus 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 number, title, prerequisites, and credit hours may 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

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

D University courses are designated either **FLS** (Faculty Lesson Service) or **CALS** (Computer-Assisted Lesson Service) courses. Assignments for FLS courses are evaluated directly by a faculty member; assignments for CALS courses are processed by a computer. Lesson questions in CALS courses are either multiple choice, matching, or true/false; you indicate your responses to these questions on an answer form provided with the study guide. Instructional comments based on your answers will be returned to you by means of a computer printout.

FLS — In FLS courses, lessons are evaluated directly by a faculty member.

CALS — In CALS courses, lessons are processed by a computer. For CALS-ONLINE courses, the lesson response time is immediate, if you have access to a computer with a modem and a printer. You may also use a web browser, such as Netscape or Microsoft Explorer, to submit CALS lessons over the Internet via the World Wide Web.

FLS-CALS — In FLS-CALS courses, some of the lessons are computer-processed, and some are evaluated by a faculty member.

CALS* — Courses that have an asterisk are CALS Mail-In courses. Because of technical limitations, these courses cannot be taken using CALS-ONLINE. Assignments for these courses either can be mailed in and computer-processed at the Center, or they can be submitted over the Internet via the World Wide Web.

See ELECTRONIC COURSE DELIVERY section, page 18, for a more detailed description of these options.

E This is the number of semester credit hours you earn for successfully completing the course.

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 bulletin as circumstances warrant.

UNIVERSITY OF MISSOURI COURSE NUMBERING SYSTEM

Before you fill out your application to enroll in an independent study course, please read the "GUIDE TO UNIVERSITY COURSE DESCRIPTIONS" listed on the previous page.

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 with 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 normally taken by freshmen and sophomores; may not be used as any part of a graduate degree program;

100 to 199, courses normally taken by upper-class students; may not be used as any part of a graduate degree program;

200 to 299, upper-class 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;

300 to 399, upper-class and graduate courses; not restricted as to the major subject of the student;

400 to 499, graduate courses and research. Undergraduate and postbaccalaureate students are not normally eligible to enroll in 400-level courses.

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; upper-class students are admitted to courses in this series only with the approval of the graduate dean.

COURSE REQUIREMENTS

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 upper-class students who have earned 60 credit hours or more. You may take courses that are 200-level and above (300-level and above for UMKC courses) to fulfill graduate credit requirements, provided you obtain approval, if required, of an academic advisor, department chair, or dean's office before enrolling.

Accountancy

36 Accounting I: UMC — CALS

3 CREDIT COURSE: 14 lessons, 14 submitted. 2 exams.

PREREQUISITES: sophomore standing. Course is open only to nonbusiness majors at UMC and to all students at other campuses and universities.

An introduction to the field of accounting, this course covers the fundamentals of financial accounting.

TEXTS: NIKOLAI et al., *Principles of Accounting*, 3rd ed., 1990 (used only): $18.75. NIKOLAI et al., *Working Papers, Volume I*, 3rd ed., 1990: $37.30.

37 Accounting II: UMC — CALS

3 CREDIT COURSE: 12 lessons, 12 submitted. 2 exams.

PREREQUISITES: Account. 36 and sophomore standing. Course is open only to nonbusiness majors at UMC and to all students at other campuses and universities.

This course covers the fundamentals of managerial accounting and additional topics in financial accounting.

TEXTS: NIKOLAI et al., *Principles of Accounting*, 3rd ed., 1990 (used only): $18.75. NIKOLAI et al., *Working Papers, Volume II*, 3rd ed., 1990 (optional): $19.70.

Agricultural Engineering

201 Surface Water Management: UMC — FLS-CALS*

3 CREDIT COURSE: 13 lessons, 12 submitted, including a survey notebook. 2 exams.

PREREQUISITES: Math 10 and junior standing.

Topics in this course include water management and its role in maintaining soil productivity; farm surveying; and the design and layout of terrace systems. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: BEASLEY et al., *Erosion and Sediment Pollution*, 2nd ed., 1984: $35.95.

VIDEOTAPES: *Surface Water Management* (University of Missouri): $8.50.

Animal Sciences

212 Applied Nutrition: UMC — FLS

3 CREDIT COURSE: 13 lessons, 13 submitted, including a project. 3 exams.

PREREQUISITES: Anim. Sci. 202 or concurrent enrollment.

This course covers feed composition and utilization; ration formulation; feed evaluation and identification; and practical problems.

TEXTS: CULLISON & LOWREY, *Feeds and Feeding*, 4th ed., 1987: $73.10.

325 Horse Production: UMC — CALS

3 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.

PREREQUISITES: Anim. Sci. 202, 212, 213, and 304.

This course covers horse production; students learn proper ways to breed, feed, and manage horses.

TEXTS: EVANS, *The Horse*, 2nd ed., 1990: $50.00. MIDWEST PLANNING SERVICE, *Horse Handbook, Housing and Equipment*, 7th ed., 1971: $8.75.

VIDEOTAPES: *Horse Production* (University of Missouri): $10.40.

Anthropology

1 General Anthropology: UMC — CALS

3 CREDIT COURSE: 12 lessons, 12 submitted. 2 exams.

This is a general course that surveys fields of anthropological concern: archaeology, cultural anthropology, physical anthropology, and linguistics; it emphasizes underlying concepts and principles in these fields. Examples from peoples of the world are included.

TEXTS: EMBER & EMBER, *Anthropology*, 6th ed., 1990: $40.30. FAGAN, *People of the Earth*, 7th ed., 1992: $31.55. Audiocassette Tape: prepared by author: $1.50. End-Side Scraper (optional): $6.25.

184 Introduction to Folklore: UMC — CALS

3 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.

This course introduces the study of folklore, including the methodology, approaches, and genres of folklore.

TEXTS: BRUNVAND, *The Study of American Folklore*, 3rd ed., 1986: $29.95. DORSON, *Buying the Wind*, 1964: $21.35. DUNDES, *The Study of Folklore*, 1965: $61.90.

Astronomy

1 Cosmic Evolution / Introductory Astronomy: UMSL — FLS-CALS — VIDEO

4 CREDIT COURSE: 16 lessons, 14 submitted. 26 video programs. 2 exams.

PREREQUISITES: Two years of high school algebra and one year of high school physics are strongly recommended. Several exercises require algebraic solution of problems illustrating astronomical principles.

This course highlights several topics. Planets: A brief survey of their motions and properties. Stars: Observations, including stellar spectra and colors; stellar evolution; and star clusters. Galaxies: Structure and content of the Milky Way Galaxy, and its relationship to other galaxies. Cosmology: The origin and evolution of the universe. *Some activities in this course require students to view the sky and record their observations.*

TEXTS: SEEDS, *Horizons: Exploring the Universe*, 1995 ed., 1995: $52.50.

VIDEOTAPES: *Universe, The Infinite Frontier* (Coast Community College District, 1995). Home Use Deposit: $110.00.

Atmospheric Science

50 Introductory Meteorology: UMC — CALS*

3 CREDIT COURSE: 15 lessons, 15 submitted. 3 exams.

PREREQUISITES: Although there are no prerequisites for this course, students should have a good background in mathematics and physics and some background in chemistry.

This course studies physical processes of the atmosphere in relation to the day-to-day changes in weather.

TEXTS: AHRENS, *Meteorology Today: An Introduction to Weather, Climate, and the Environment*, 5th ed., 1994: $56.90.

BIOLOGICAL SCIENCES

1 General Biology: UMC

CALS*

3 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.

This course covers general principles of biology; it studies the cell through organisms, ecosystems, and humans.

TEXTS: LEWIS, *Life*, 1992 (used only): $42.20.

202 General Genetics: UMC
231 General Genetics: (Life Sciences) UMR
224 Genetics: (Biology) UMSL

CALS

4 CREDIT COURSE: UMC. 3 CREDIT COURSE: UMR and UMSL. 12 lessons, 12 submitted. 2 exams.

PREREQUISITES: UMC-Bio. Sci. 10, Chem. 11, and sophomore standing; students pursuing a biological sciences degree are required to take this course on campus; UMSL-Bio. 11 and Bio. 12 and Chem. 11 (or Chem. 1 plus Chem. 9). Students should have a good background in statistics.

This course studies the principles of heredity and reasons for variation in plants and animals. A study of Mendelian principles and population genetics with emphasis on the human is included.

TEXTS: TAMARIN, *Principles of Genetics*, 4th ed., 1993 (used only): $40.35.

CLASSICAL STUDIES

Classical Civilization

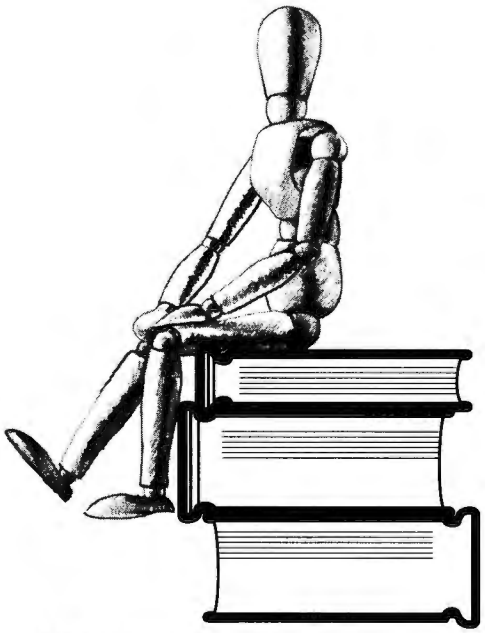
60 Classical Mythology: UMC

CALS

3 CREDIT COURSE: 21 lessons, 6 submitted. 2 exams.

This course examines how the myths of Greece and Rome aid in the interpretation of literature and art.

TEXTS: MORFORD & LENARDON, *Classical Mythology*, 4th ed., 1991: $31.95. REINHOLD, *Past and Present: The Continuity of Classical Myths*, 1972: $26.95.



INDEPENDENT STUDY
puts you in a class by yourself!!

Latin

1 Elementary Latin I: UMC

FLS

5 CREDIT COURSE: 20 lessons, 10 submitted. 2 exams.

PREREQUISITES: Students who have taken Latin 207 may not enroll in Latin 1.

This course covers the Latin language: forms, grammar, and syntax.

TEXTS: WHEELOCK, *Latin: Latin Grammar*, 4th ed., 1992: $6.90. SIMPSON, *Cassell's Latin-English Dictionary*, 1987: $4.95. Audiocassette Tape: $2.00.

207 Intensive Beginning Latin I: UMC

FLS

3 CREDIT COURSE: 20 lessons, 10 submitted. 2 exams.

PREREQUISITES: This course is designed for graduate students who need a language requirement as part of a graduate degree program. Students who have taken Latin 1 may not enroll in Latin 207.

This course covers the Latin language: forms, grammar, and syntax.

TEXTS: WHEELOCK, *Latin: Latin Grammar*, 4th ed., 1992: $6.90. SIMPSON, *Cassell's Latin-English Dictionary*, 1987: $4.95. Audiocassette Tape: $2.00.

COMMUNICATION

332 Intercultural Communication: UMSL

CALS

3 CREDIT COURSE: 12 lessons, 8 submitted. 2 exams.

PREREQUISITES: junior standing or consent of instructor.

This course studies culture as a variable in both interpersonal and collective communicative situations. Emphasis is placed upon opportunities and problems arising from similarities or differences in communication patterns, processes, and codes among various cultural groups.

TEXTS: LUSTIG & KOESTER, *Intercultural Competence: Interpersonal Communication Across Cultures*, 2nd ed., 1996: $33.10. KLOPF, *Intercultural Encounters: Fundamentals of Intercultural Communication*, 3rd ed., 1995: $26.95. ANGELOU, *I Know Why the Caged Bird Sings*, 1990: $3.50.

NOTICE: This course is expected to open in Fall 1997.

COMPUTER SCIENCE

71 Introduction to BASIC: UMR

FLS — VIDEO

3 CREDIT COURSE: 14 lessons, 4 submitted. 8 video programs. 3 exams.

PREREQUISITES: Course cannot be used toward a computer science degree.

An introduction to Microsoft and IBM PC BASIC, this course emphasizes language syntax, structured programming, and problem solving; it is designed for teachers and persons in related occupations. Students may use any computer capable of running BASIC; however, the lessons focus on IBM DOS. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: CLARK & DRUM, *BASIC: A Structured Approach*, 2nd ed., 1990: $43.75.

VIDEOTAPES: *BASIC Power* (Vanguard Video). Home Use Deposit: $85.00.

CONSUMER AND FAMILY ECONOMICS

183 Personal and Family Finance: UMC

CALS

3 CREDIT COURSE: 9 lessons, 9 submitted. 3 exams.

PREREQUISITES: Math 10 with grade of C or better and sophomore standing.

This course introduces the basic concepts of consumer and family economics. The topics discussed include budgeting, estate planning, cash management, credit, housing, and investing.

TEXTS: QUINN, *Making the Most of Your Money*, 1991: $26.25. ISRAELSEN & WEAGLEY, *Personal and Family Finance Workbook*, 2nd ed., 1994: $27.95. *Students are responsible for supplying their own calculator with a y^x button.*

CRIMINOLOGY AND CRIMINAL JUSTICE

010 Introduction to Criminology and Criminal Justice: UMSL — CALS

3 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.

This is a survey of the historical development and the current status of American criminal justice. Processes, institutions, and significant problems of the various components are analyzed.

TEXTS: COLE, *The American System of Criminal Justice*, 6th ed., 1992: $56.25.

260 Corrections: UMSL — CALS

3 CREDIT COURSE: 14 lessons, 7 submitted. 2 exams.

PREREQUISITES: Crim. 010.

This course studies the correctional setting as an aspect of the criminal justice system; it analyzes the administrative involvement and studies the modes of organization and management that seem applicable to this type of setting.

TEXTS: MCSHANE, *Reader for Criminology and Criminal Justice 260: Corrections*, 1990: $10.00.

345 Rights of the Offender: UMSL — CALS

3 CREDIT COURSE: 9 lessons, 6 submitted. 2 exams.

PREREQUISITES: Crim. 110, 120, 130, 210, 220, or consent of instructor.

This course addresses the constitutional protection of the accused, including an analysis of the rights guaranteed under the Fourth, Fifth, Sixth, and Fourteenth Amendments.

TEXTS: SAMAHA, *Criminal Procedure*, 2nd ed., 1993: $46.20.

ECONOMICS

5 Principles of Macroeconomics: UMC — CALS

3 CREDIT COURSE: 11 lessons, 11 submitted. 3 exams.

PREREQUISITES: Math 10. This course is not open to students who have completed Econ. 51 or 233.

This course surveys macroeconomic principles and their application to contemporary economic issues.

TEXTS: BYRNS & STONE, *Macroeconomics*, 5th ed., 1992 (used only): $27.45. BYRNS & STONE, *Study Guide for Learning Macroeconomics*, 5th ed., 1992: $16.25.

40 Introduction to the American Economy: UMSL — CALS — VIDEO

3 CREDIT COURSE: 12 lessons, 12 submitted. 28 video programs. 4 exams.

PREREQUISITES: Econ. 40 does not substitute for UMSL Econ. 51 or 52. Students who have already completed UMSL Econ. 51 or 52 may not take Econ. 40 for credit.

An introduction to economic analysis that examines the development and operation of the American economy, this course studies its evolutions, institutions, and principal problems.

TEXTS: MANSFIELD & BEHRAVESH, *Economics U$A*, 3rd ed., 1992: $39.95. SOUTHERN CALIFORNIA CONSORTIUM, *Telecourse Study Guide for Economics U$A*, 3rd ed., 1992: $18.95.

VIDEOTAPES: *Economics U$A* (Annenberg/CPB). Home Use Deposit: $115.00.

INDEPENDENT LEARNERS: BE PROUD !!

202 Introduction to Economics II: UMKC — CALS

3 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.

This course focuses on microeconomics, firm analysis, the principles of supply and demand, elasticity, price determination, costs, income distribution, market structures, trade, and other related social and economic issues.

TEXTS: HEILBRONER & GALBRAITH, *Understanding Microeconomics*, 1990 (used only): $27.55. TONTAR, *The Economic Problem*, 9th ed., 1990 (used only): $14.30.

229 Money and Banking: UMC — CALS
320 Money and Banking: UMR
220 Money, Banking, and Monetary Theory: UMSL

3 CREDIT COURSE: 7 lessons, 7 submitted. 2 exams.

PREREQUISITES: UMC-Econ. 1 and 2, or 51; UMR-Econ. 222; UMSL-Econ. 51 and 52.

This course discusses American monetary and banking systems and their influence on economic activities.

TEXTS: MISHKIN, *The Economics of Money, Banking, and Financial Markets*, 3rd ed., 1992: $50.00. *The Wall Street Journal*, Educational Edition: FREE.

EDUCATION

Curriculum and Instruction

T85 Elements of Health Education: UMC — CALS

2 CREDIT COURSE: 8 lessons, 4 submitted. 2 exams.

Health needs of university students and school-aged children are investigated in this course through an examination of personal and community health problems.

TEXTS: DONATELLE & DAVIS, *Access to Health*, 3rd ed., 1994: $43.10.

T230 Art Activities in the Elementary School: UMC — FLS-CALS*

2 CREDIT COURSE: 8 lessons, 8 submitted. 2 exams.

PREREQUISITES: professional standing.

This course studies the vital role of art activities and creative experiences in the growth and development of children. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: HURWITZ & DAY, *Children and Their Art: Methods for the Elementary School*, 5th ed., 1991: $44.05. Art Print Packet: $21.25. *Students are responsible for obtaining their own art supplies.*

T315 Teaching of Reading: UMC — FLS

3 CREDIT COURSE: 11 lessons, 11 submitted. 2 exams.
PREREQUISITES: Ed. and Coun. Psych. A205 and professional standing.

This course studies the materials and methods used in teaching reading in elementary grades.
TEXTS: MAY, *Reading as Communication: An Interactive Approach*, 4th ed., 1994: $65.60.

T316 Teaching Reading in the Content Areas: UMC — FLS

3 CREDIT COURSE: 14 lessons, 14 submitted. 2 exams.
PREREQUISITES: Ed. and Coun. Psych. A205.

This course addresses specific ways teachers can help students improve skills at reading in content areas.
TEXTS: GILLES et al., ed., *Whole Language Strategies for Secondary Students*, 1988: $24.95. Reader: $16.50.

T373 Photography for Teachers: UMC — FLS — VIDEO

3 CREDIT COURSE: 17 lessons, 8 submitted, including 6 photo assignments and 2 projects. 16 video programs. 3 exams.

Course topics include basic 35mm photography techniques and processes, photo publications, and basic slide/tape productions as they apply to educational settings. *Students need access to the following photographic equipment: 35mm single-lens reflex (SLR) camera, flash, tripod, and filters.* NOTE: *The Center cannot return graded lesson reports for this course by FAX.*
TEXTS: BISHOP, *Slides: Planning and Producing Slide Programs*, 1984: $21.20. MORGENTHALER, *Taking Better Pictures*, 1984: $15.00.
VIDEOTAPES: *Taking Better Pictures* (Georgia Center for Continuing Education), Slides (Kodak). Home Use Deposit: $115.00.

T410 Seminar in Curriculum and Instruction (Teaching of Reading Comprehension): UMC — FLS — VIDEO

3 CREDIT COURSE: 14 lessons, only term paper submitted. 14 video programs. 2 exams.

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 improving 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.
TEXTS: COOPER, *Literacy: Helping Children Construct Meaning*, 2nd ed., 1993: $34.85.
VIDEOTAPES: *Teaching Reading Comprehension* (Wisconsin ETU). Home Use Deposit: $95.00.

T420 Issues and Trends in Reading Instruction: UMC — FLS

3 CREDIT COURSE: 13 lessons, 13 submitted, including a research paper. 2 exams.
PREREQUISITES: Curr. and Instr. T315, T316, or equivalent, or instructor's consent.

This course provides intensive study of significant issues and current trends in reading on all instructional levels.
TEXTS: ROBINSON et al., *Issues and Trends in Literacy Education*, 1996: $37.50.

T445 The Secondary School Curriculum: UMC — CALS

3 CREDIT COURSE: 15 lessons, 5 submitted. 2 exams.

For secondary school principals, teachers, and superintendents, this course presents trends in curricular change and methods of curricular investigation.
TEXTS: MCNEIL, *Curriculum: A Comprehensive Introduction*, 1996: $57.20.

Educational and Counseling Psychology

A170 Career Visions: A Career Planning Course for Adults: UMC — FLS

3 CREDIT COURSE: 10 lessons, 10 submitted. No exams.

This course, written by educators and career planning professionals, is designed for adults interested in their own career planning. Through readings and exercises, students learn about adult developmental issues and about dealing with life's transitions. They assess barriers to their career planning; determine their interests, skills, and work values; and explore career options and lifestyle patterns. Students learn survival and enhancement skills for college; resume writing; interviewing skills; and job-hunting strategies. Adults taking this course receive personalized comments and feedback on each lesson from career planning professionals. *Course is graded on a Satisfactory/Unsatisfactory basis.*
TEXTS: BRIDGES, *Transitions: Making Sense Out of Life's Changes*, 1980: $9.95. SINETAR, *Do What You Love, The Money Will Follow: Discovering Your Right Livelihood*, 1987: $7.95. Instructional Reading Packet: $11.50.

A205 Learning and Instruction: UMC — FLS-CALS

2 CREDIT COURSE: 7 lessons, 7 submitted, including an analysis paper. 1 exam.
PREREQUISITES: Psych. 1 or 2.

This course examines the nature of human learning processes and includes implications for instruction; emphasis is on the bases of learning, readiness for learning, types of learning, memory, and other related topics. NOTE: *Students are required to observe a classroom for one hour.*
TEXTS: SLAVIN, *Educational Psychology: Theory and Practice*, 4th ed., 1994: $40.10. MCCARTNEY, *Success Guide for Educational Psychology*, 4th ed., 1994: $16.90.

A207 Child Development: UMC — CALS

2 CREDIT COURSE: 8 lessons, 8 submitted. 2 exams.
PREREQUISITES: Psych. 1 or 2.

The psychological, intellectual, social, and physical development of children is studied in this course.
TEXTS: BERK, *Child Development*, 3rd ed., 1994: $55.30. JARVIS, *Study Guide for Child Development*, 3rd ed., 1994 (optional): $22.50.

A208 Adolescent Development: UMC — CALS

2 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.
PREREQUISITES: Psych. 1 or 2.

The psychological, intellectual, social, and physical development of adolescents is studied in this course.
TEXTS: SPRINTHALL & COLLINS, *Adolescent Psychology*, 2nd ed., 1988: $52.20.

A280 Educational Measurement: UMC

CALS

2 CREDIT COURSE: 10 lessons, 6 submitted. 2 exams.
PREREQUISITES: Psych. 1 or 2.

This course studies the basic concepts of standardized testing, evaluation techniques, and interpretation of test scores, and it addresses ways that these concepts can improve the instructional process.
TEXTS: KUBISZYN, *Educational Testing and Measurement*, 4th ed., 1993: $51.25.

A354 Introduction to Educational Statistics: UMC

CALS*

3 CREDIT COURSE: 12 lessons, 11 submitted. 3 exams.

This course introduces statistical techniques employed in education: descriptive statistics, correlation, simple regression, and hypothesis testing.
TEXTS: FERGUSON & TAKANE, *Statistical Analysis in Psychology and Education*, 6th ed., 1989: $58.75.
NOTICE: This course, which is the same as R370 EDUCATIONAL STATISTICS I listed in the EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS department: page 28, will open at the start of Fall Semester 1997.

A380 Foundations of Educational and Psychological Measurement: UMC

CALS

3 CREDIT COURSE: 8 lessons, 8 submitted. 2 exams.
PREREQUISITES: Psych. 1 or 2, and a beginning course in statistics.

Basic principles of educational and psychological measurement, which include test construction, validity, reliability, item analysis, and derived scores, are addressed in this course.
TEXTS: ANASTASI, *Psychological Testing*, 6th ed., 1988: $63.75.

489D Special Topics (A New Approach to Discipline: The Democratic Classroom): UMKC

FLS — VIDEO

3 CREDIT COURSE: 7 lessons; only paper (optional) and application notebook submitted; weekend seminar. 4 videotapes. No exams. Contract grading.

This course offers practical ways to develop a democratic classroom, stressing the importance of the teacher's role and behavior and of students' rights and responsibilities in the process. Grading practices and ways of handling discipline problems judiciously are discussed, and a number of common classroom problems and possible solutions are presented. These problems include cheating, late assignments, damage to school property, and the use of inappropriate language. *A two-day seminar is required. Seminars are held in Kansas City and at group enrollment sites; students will be notified of seminars nearest them.*
TEXTS: GATHERCOAL, *Judicious Discipline*, 3rd ed., 1993: $11.20.
VIDEOTAPES: *Students' Rights to Privacy: Drug Testing and the Fourth Amendment*; *Democracy and Rights: One Citizen's Challenge*; *One Nation Under God? School Prayer and the First Amendment*; and *For Which It Stands: Flag Burning and the First Amendment*. Home Use Deposit: $60.00.

4890 Special Topics (Teaching Students Optimism): UMKC

FLS — VIDEO

3 CREDIT COURSE: 7 lessons; only report (optional) and application notebook submitted; weekend seminar. 3 videotapes. No exams. Contract grading.

This course includes a discussion of the kinds of optimism that should be taught in school, why they should be taught, and ways to teach them. The course also discusses the sources of optimism and pessimism so that teachers are better prepared to help students cope with difficult situations in their lives. *A two-day seminar is required. Seminars are held in Kansas City and at group enrollment sites; students will be notified of seminars nearest them.*
TEXTS: SELIGMAN, *The Optimistic Child*, 1996: $9.00.
VIDEOTAPES: *Carousel*; *Mr. Holland's Opus*; and *My Left Foot*. Home Use Deposit: $65.00.

489P Special Topics (Preventing School Failure): UMKC

FLS — VIDEO

3 CREDIT COURSE: 7 lessons; only paper (optional) and application notebook submitted; weekend seminar. 5 videotapes. No exams. Contract grading.

This course is designed to provide teachers with practical methods for preventing school failure. Much of the course centers on the self-esteem of both the student and the teacher. Strategies for enhancing self-esteem, as well as methods and materials for motivating students, are provided. Unique programs that have worked at certain schools in the past are highlighted throughout the course. *A two-day seminar is required. Seminars are held in Kansas City and at group enrollment sites; students will be notified of seminars nearest them.*
TEXTS: BROOKS, *The Self-Esteem Teacher*, 1991: $13.70.
VIDEOTAPES: *Streetwise in Seattle*, Parts I and II; *Conrack*; and *Seeds of Self-Esteem*, Videos I and II. Home Use Deposit: $125.00.

4895 Special Topics (Dealing With Teacher Stress and Burnout): UMKC

FLS — VIDEO

3 CREDIT COURSE: 7 lessons; only report (optional) and application notebook submitted; weekend seminar. 3 videotapes. No exams. Contract grading.

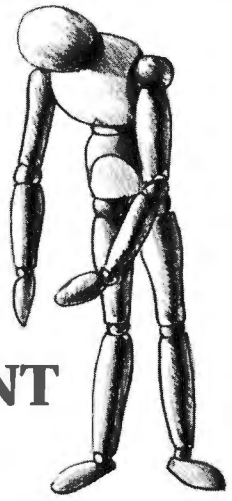
This course is designed to offer teachers practice with a variety of workable techniques to deal with both the physiological and emotional reactions to stress. These include techniques of relaxation and meditation, ways to manage time, and several cognitive and affective methods specifically designed to effectively cope with stress and burnout. *A two-day seminar is required. Seminars are held in Kansas City and at group enrollment sites; students will be notified of seminars nearest them.*
TEXTS: DAVIS et al., *The Relaxation and Stress Reduction Workbook*, 4th ed., 1995: $13.50.
VIDEOTAPES: *Dangerous Minds*; *A Night at the Opera*; and *Dead Poets Society*. Home Use Deposit: $55.00.

489T Special Topics (Teaching Tolerance to Students): UMKC

FLS — VIDEO

3 CREDIT COURSE: 7 lessons; only lesson plan (optional) and application notebook submitted; weekend seminar. 3 videotapes. No exams. Contract grading.

This course is designed to help educators teach students how to better tolerate and understand themselves and other students. Course materials present specific ways of teaching empathy to children and adolescents, and there are guidelines for teachers on how to become a role model of tolerance.



Need credit, but don't have time for class ??
CONSIDER:
INDEPENDENT STUDY

A two-day seminar is required. Seminars are held in Kansas City and at group enrollment sites; students will be notified of seminars nearest them.
TEXTS: BULLARD, *Teaching Tolerance*, 1996: $27.45. SUSSMAN, *There's No Such Thing as a Chanukah Bush, Sandy Goldstein*, 1983: $4.40. FERRIS, *Walking the Road to Freedom*, 1988: $4.00. CLAYTON, *Martin Luther King: The Peaceful Warrior*, 1969: $3.50.
VIDEOTAPES: *The Grapes of Wrath*; *The Long Walk Home*; and *The Diary of Anne Frank*. Home Use Deposit: $70.00.

489U Special Topics (Cooperative Classroom Management): UMKC

FLS — VIDEO

3 CREDIT COURSE: 7 lessons; only School Action Plan (optional) and application notebook submitted; weekend seminar. 4 videotapes. No exams. Contract grading.

This course is designed to provide teachers with practical methods for dealing with discipline problems in the classroom. Discipline approaches are drawn primarily from the Adler-Dreikurs Model, as well as from Thomas Gordon, B.F. Skinner, William Glasser, and Lee Canter. Why students behave as they do is also thoroughly examined. *A two-day seminar is required. Seminars are held in Kansas City and at group enrollment sites; students will be notified of seminars nearest them.*
TEXTS: ALBERT, *A Teacher's Guide to Cooperative Classroom Discipline: How to Manage Your Classroom and Promote Self-Esteem*, 1989: $16.20.
VIDEOTAPES: *Cooperative Discipline*, Tapes I and II; *Teachers*; and *Rudy*. Home Use Deposit: $125.00.

489V Special Topics (Introduction to Educating the Gifted): UMKC

FLS — VIDEO

3 CREDIT COURSE: 10 lessons, 10 submitted. 10 video programs. No exams.
PREREQUISITES: This course does not meet State of Missouri certification requirements. Students should check with their state certification agency before enrolling.

This course surveys the history and philosophy of gifted education, and it examines characteristics of gifted learners and teachers of the gifted. Program models and curricular/instructional designs are also discussed.
TEXTS: GALLAGHER & GALLAGHER, *Teaching the Gifted Child*, 4th ed., 1994: $55.30.
VIDEOTAPES: *Education of the Gifted and Talented* (University of Minnesota). Home Use Deposit: $80.00.

489W Special Topics (Coping With Student Problems in the Classroom: Dealing in Discipline): UMKC

FLS — VIDEO

3 CREDIT COURSE: 9 lessons; only one to three papers and application notebook submitted; weekend seminar. 8 video programs. No exams. Contract grading.

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 both at the elementary and the 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 held in Kansas City and at group enrollment sites; students will be notified of seminars nearest them.*
TEXTS: No text required.
VIDEOTAPES: *Dealing in Discipline* (University of Kentucky). Home Use Deposit: $65.50.

489X Special Topics (A Changing World — A Changing Classroom: Dealing With Critical Situations in the School): UMKC

FLS — VIDEO

3 CREDIT COURSE: 7 lessons; only one to three papers and application notebook submitted; weekend seminar. 6 video programs. No exams. Contract grading.

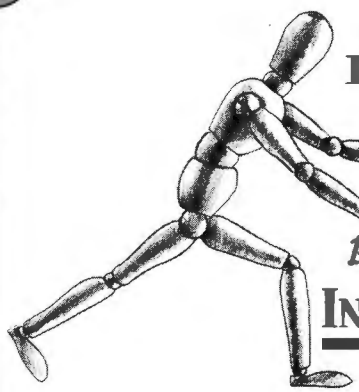
This course examines a range of current social problems, such as drug abuse, school violence, divorce, suicide, and illiteracy, and their effect on classroom management and school curriculum. Coping strategies are suggested through presentations in the area of classroom management and person-to-person interactions. *A two-day seminar is required. Seminars are 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: $3.25. FABER, *How to Talk So Kids Will Listen and Listen So Kids Will Talk*, 1980: $11.25. BLUME, *It's Not the End of the World*, 1972: $3.50. HINTON, *That Was Then, This Is Now*, 1971: $3.25.
VIDEOTAPES: *Dealing With Social Problems in the Classroom*. Home Use Deposit: $57.00.

489Y Special Topics (Developing a Personal System of Discipline): UMKC

FLS — VIDEO

3 CREDIT COURSE: 7 lessons; only paper (optional) and application notebook submitted; weekend seminar. 5 videotapes. No exams. Contract grading.

This course is designed to help educators build a personal system of discipline, tailored to meet their own special needs and those of their students. Such a system can be developed after examining eight current models of discipline and after viewing four outstanding theatrical films, including *The Breakfast Club*. *A two-day seminar is required. Seminars are held in Kansas City and at group enrollment sites; students will be notified of seminars nearest them.*
TEXTS: CHARLES, *Building Classroom Discipline*, 4th ed., 1992: $26.95.
VIDEOTAPES: *Blackboard Jungle, The Breakfast Club, Assertive Discipline in Action, A Raisin in the Sun*, and *The Outsiders*. Home Use Deposit (on all tapes): $100.00. *Assertive Discipline in Action* is not available commercially and must be rented from the Center. Home Use Deposit (on *Assertive Discipline in Action* only): $40.00.



EXTEND YOURSELF

Personally and Professionally with INDEPENDENT STUDY

4892 Special Topics (Working With Students At Risk): UMKC — FLS — VIDEO

3 CREDIT COURSE: 7 lessons; only paper (optional) and application notebook submitted; weekend seminar. 6 videotapes. No exams. Contract grading.

This course examines the problems of students of all ages. The first part of the course presents strategies for dealing with at-risk students at various grade levels. The second part of the course deals with what schools and teachers might do to help students who are substance abusers, who have suicidal tendencies, or who are pregnant. The readings are supplemented with five theatrical films and one short film dealing with AIDS, which was designed for use in schools. *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: OGDEN & GERMINARIO, *The At-Risk Student: Answers for Educators*, 1988: $26.25.

VIDEOTAPES: *Parenthood, Stand and Deliver, Kramer vs. Kramer, West Side Story, Conversation With Magic*, and *Ordinary People*. Home Use Deposit (on all tapes): $100.00. *Conversation With Magic* is not available commercially and must be rented from the Center. Home Use Deposit (on *Conversation With Magic* only): $40.00.

Educational Leadership and Policy Analysis

C360 Topics in Educational Administration I (The Role of the Mentor Teacher): UMC — FLS — VIDEO

3 CREDIT COURSE: 12 lessons, 12 submitted; journal; analysis paper. 12 video programs. No exams.

This course studies the role of the mentor teacher, with emphasis on the elements necessary for a successful relationship between the mentor teacher and the beginning teacher. It discusses the nature and purpose of induction programs, and it gives instruction on how to establish the mentor relationship; begin the school year; manage time; develop student motivation; deal with stress; and meet the needs of at-risk students.

NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: GOOD & BROPHY, *Looking in Classrooms*, 4th ed., 1987 (used only): $18.75. PALONSKY, *900 Shows a Year: A Look at Teaching From the Teacher's Side of the Desk*, 1986: $17.55. SCHULMAN, *Mentor Teacher Casebook*: $12.50. Reading Packet: $12.00.

VIDEOTAPES: *First-Year Teacher* (South Carolina ETV Network). Home Use Deposit: $55.00.

K420 Organizational Analysis in Higher and Adult Continuing Education: UMC — FLS

3 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.

This course analyzes the organizational characteristics and principles in higher and continuing education. Topics include: organizational theories and models, organizational culture, communication, innovation, planning, leadership, power and influence, and external environmental influences.

TEXTS: BOLMAN & DEAL, *Reframing Organizations: Artistry, Choice, and Leadership*, 1991: $31.20. MORGAN, *Images of Organization*, 1986: $25.00. PETERSON, ed., *Organization and Governance in Higher Education*, 4th ed., 1991: $45.75. Reader: $20.00.

R370 Educational Statistics I: UMC — CALS*

3 CREDIT COURSE: 12 lessons, 11 submitted. 3 exams.

This course introduces statistical techniques employed in education: descriptive statistics, correlation, simple regression, and hypothesis testing.

TEXTS: FERGUSON & TAKANE, *Statistical Analysis in Psychology and Education*, 6th ed., 1989: $58.75.

NOTICE: This course will be offered only through the EDUCATIONAL AND COUNSELING PSYCHOLOGY department at the start of Fall Semester 1997. See A354 INTRODUCTION TO EDUCATIONAL STATISTICS: page 26.

Library and Informational Science

321 Library Materials for Children and Youth: UMC — FLS — VIDEO

3 CREDIT COURSE: 9 lessons, 9 submitted. 15 video programs. 2 exams.

This course studies the background of library materials for children; the psychology of children; the characteristics of print, nonprint material; and current publishing trends. Other course topics include readers' guidance, book talks, and storytelling resources.

TEXTS: HUCK et al., *Children's Literature in the Elementary School*, 5th ed., 1993: $43.15. BARRON & BURLEY, *Jump Over the Moon*, 1984: $23.50. BARRON & BURLEY, *Telecourse Study Guide for Jump Over the Moon*, 1984: $15.00.

VIDEOTAPES: *Jump Over the Moon* (South Carolina Educational Television). Home Use Deposit: $60.00.

Special Education

L311 Introduction to Special Education: UMC — CALS
L312 Introduction to Special Education for Regular Educators: UMC

3 CREDIT COURSE: 9 lessons, 9 submitted. 3 exams.

PREREQUISITES: Students majoring in special education should enroll in L311; all others may enroll in either L311 or L312.

This course is designed to provide an overview of special education today. Current trends in special education are emphasized, and specific areas such as emotional/behavioral disorders, communication disorders, sensory impairments, and gifted education are discussed.

TEXTS: HALLAHAN & KAUFFMAN, *Exceptional Children*, 6th ed., 1994: $54.40.

L433 Affective Development of Gifted Students: UMC — FLS — VIDEO
589JM Meeting Affective Needs of Gifted Individuals: (Education/Curriculum and Instruction) UMKC

3 CREDIT COURSE: 11 lessons, 11 submitted (including final project). 4 video programs. No exams.

PREREQUISITES: **Students intending to use this course to meet State of Missouri gifted certification requirements should list the UMC course number and title when enrolling.**

This course provides practical tools, concepts, and techniques for counselors, teachers, and parents who have no specific training in dealing with the social, emotional, ethical, and valuing side of being gifted. It addresses the problems gifted individuals face, such as motivation, discipline, stress management, relationships, feelings of difference, and depression. It also deals with gender issues (particularly those faced by female students) and issues facing the "special" gifted, such as learning disabled, behaviorally disordered, minority, attention deficit, and exceptionally able individuals.

TEXTS: SILVERMANN, *Counseling the Gifted and Talented*, 1993: $42.00.

VIDEOTAPES: *Meeting Affective Needs in Gifted and Talented Individuals* (University of Missouri). Home Use Deposit: $60.00.

313 The Psychology and Education of Exceptional Individuals: UMSL — FLS-CALS* — VIDEO

3 CREDIT COURSE: 12 lessons, 0-12 submitted, depending on grade contracted for; seminar. 12 video programs. 2 exams.

PREREQUISITES: Psych. 270 or 271 or equivalent.

This course studies the psychology and education of individuals with special problems and/or abilities. It surveys theories and strategies for the learning-teaching process and sources of assistance to educators and parents. *A seminar is required for a grade of A or B. Seminars are usually held in St. Louis or at group enrollment sites; students will be notified of seminars nearest them.*

TEXTS: GEARHART et al., *The Exceptional Student in the Regular Classroom*, 5th ed., 1992 (used only): $32.40.

VIDEOTAPES: *Mainstreaming the Exceptional Child*. Home Use Deposit: $108.00.

L385 Introduction to Mental Retardation: UMC — CALS
330 Introduction to Mental Retardation and Severe Handicaps: UMSL

3 CREDIT COURSE: 15 lessons, 7 submitted. 2 exams.

PREREQUISITES: UMC-Spec. Ed. L311, L332. Concurrent L333, L342; UMSL-Spec. Ed. 313.

This introductory course describes the characteristics, classification, and causes of mental retardation and severe handicaps.

TEXTS: BEIRNE-SMITH et al., *Mental Retardation*, 4th ed., 1994: $57.20.

ENGINEERING

Basic Engineering

50 Engineering Mechanics — Statics: UMR — FLS

3 CREDIT COURSE: 4 lessons, 4 submitted. 2 exams.

PREREQUISITES: Physics 23 or 21, preceded or accompanied by Math/Stat. 22.

This course applies the principles of mechanics to engineering problems of equilibrium. Topics include resultants; equilibrium; friction; trusses; center of gravity; and moment of inertia.

TEXTS: BEER & JOHNSTON, *Vector Mechanics for Engineers: Statics*, 5th ed., 1988: $59.10.

150 Engineering Mechanics — Dynamics: UMR — FLS

2 CREDIT COURSE: 4 lessons, 4 submitted. 2 exams.

PREREQUISITES: Basic Eng. 50 and Math/Stat. 22. Course is not open to students who have earned credit in Eng. Mech. 160.

This course applies 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.

TEXTS: BEER & JOHNSTON, *Vector Mechanics for Engineers: Dynamics*, 5th ed., 1988: $61.25.

Engineering Management

130 Accounting I: UMR — CALS — VIDEO

3 CREDIT COURSE: 12 lessons, 10 submitted. 19 video programs. 2 exams.

This course uses the problem approach to cover accounting principles in relation to business papers, journals, ledgers, balance sheets, income statements, trial balances, and worksheets.

TEXTS: HILLMAN et al., *Principles of Accounting*, 6th ed., 1992: $52.50. HILLMAN et al., *Working Papers, Volume 1*, 6th ed., 1992: $20.00. HILLMAN et al., *Telecourse Study Guide for Principles of Accounting*, 6th ed., 1992 (optional): $16.90.

VIDEOTAPES: *Principles of Accounting* (Dallas County Community College District). Home Use Deposit: $120.00.

314 Management for Engineers: UMR — FLS — VIDEO

3 CREDIT COURSE: 28 lessons, 0 submitted. 25 video programs. 3 exams.

PREREQUISITES: Course is open only to students who have not taken Eng. Mgt. 211 or equivalent.

This course teaches students how to adjust to the transition from engineer to manager. Course topics include team building and motivation; techniques of control and communications; and time management. Students learn how to organize technical activities and manage special projects.

TEXTS: JAUCH, *The Managerial Experience*, 5th ed., 1989: $27.50. AMOS & SARCHET, *Management for Engineers*, 1981: $53.45. DALTON, *Dashman & Co. Case Study*: $2.00.

VIDEOTAPES: *Management for Engineers* (University of Missouri). Home Use Deposit: $135.00.

ENGLISH

Composition and Creative Writing

10 Fundamentals of Composition: UMC — FLS

3 CREDIT COURSE: 19 lessons, 14 submitted. 2 exams.

PREREQUISITES: Students who successfully complete this course may take English 20. Course is restricted to non-UMC students only.

This course stresses sentence-building 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.

TEXTS: HODGES et al., *Harbrace College Handbook*, 11th ed., 1990: $28.50. DAIKER et al., *The Writer's Options: Combining to Composing*, 5th ed., 1994: $24.70. TRIMMER, *Writing With a Purpose*, 11th ed., 1995: $30.70. KENNEDY et al., *The Bedford Reader*, 4th ed., 1991: $20.00.

20 Exposition and Argumentation: UMC — FLS

3 CREDIT COURSE: 12 lessons, 11 submitted. 2 exams.

PREREQUISITES: English 20 is a prerequisite for any writing-intensive course.

This course stresses writing as a process, with due attention given to the critical reading and thinking skills needed to succeed in college. Course covers inventing, drafting, revising, and rewriting skills as well.

TEXTS: BAZERMAN, *The Informed Writer*, 5th ed., 1995: $27.70. McQUADE & ATWAN, *The Winchester Reader*, 1991 (used only): $16.45. TROYKA, *Handbook for Writers*, 2nd ed., 1990 (used only): $16.45.

50 Creative Writing: Fiction: UMC — FLS-CALS*

3 CREDIT COURSE: 12 lessons, 10 submitted. 2 exams.

This course introduces basic writing narrative techniques, including writing original stories.

TEXTS: BURROWAY, *Writing Fiction: A Guide to Narrative Craft*, 4th ed., 1996: $27.50. GOLDBERG, *Writing Down the Bones: Freeing the Writer Within*, 1986: $9.40.

70 Creative Writing: Poetry: UMC — FLS

3 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.

This course introduces different poetic forms and basic elements of poetry, including sound, rhyme, meter, and figurative language. Students apply these elements to their own poetry.

TEXTS: KENNEDY & GIOIA, *An Introduction to Poetry*, 8th ed., 1994: $25.60. TROYKA, *Handbook for Writers*, 2nd ed., 1990 (optional) (used only): $16.45.

161 Technical Writing: UMC — FLS

3 CREDIT COURSE: 13 lessons, 13 submitted. 1 exam.

PREREQUISITES: English 20 or equivalent, and junior standing. Course is restricted to non-UMC students only.

This course teaches advanced composition dealing with the fundamentals and applications of technical writing; it includes work with outlines and abstracts, graphic aids, formal proposals, and progress reports.

TEXTS: MILLS & WALTER, *Technical Writing*, 5th ed., 1986: $47.50. BRUSAW et al., *Handbook of Technical Writing*, 4th ed., 1993: $26.70.

Literature

12 Literary Types: UMSL — CALS

3 CREDIT COURSE: 12 lessons, 11 submitted. 3 exams.

This course introduces students to various literary types, including poetry, drama, and the short story.

TEXTS: KENNEDY, *Literature: An Introduction to Fiction, Poetry, and Drama*, 4th ed., 1986 (used only): $11.50.

17 American Literary Masterpieces: UMSL — FLS

3 CREDIT COURSE: 10 lessons, 6 submitted. 2 exams.

An introduction to major themes and works in American literature emphasizing the nineteenth century to the present, this course studies literary pieces from Hawthorne, Twain, Faulkner, O'Connor, and others.

TEXTS: *Colonial American Travel Narratives*, 1994: $8.75. *The Autobiography of Benjamin Franklin*, 1986: $4.70. HAWTHORNE, *The Scarlet Letter*, 1983: $4.00. *Narrative of the Life of Frederick Douglass, An American Slave*, 1982: $3.95. GRAFF & PHELAN, ed., *Adventures of Huckleberry Finn: A Case Study in Critical Controversy*, 1994: $8.75. FAULKNER, *As I Lay Dying*, 1987: $12.50. *Three by Flannery O'Connor*, 1983: $4.70. HARMON & HOLMAN, *A Handbook to Literature*, 7th ed., 1996: $30.00. CHOPIN, *The Awakening*, 1997: $5.00.

NOTICE: This course is expected to open in Winter 1998.

101 Topics (American Poetry: A Survey): UMC — FLS-CALS — VIDEO

3 CREDIT COURSE: 14 lessons, 13 submitted, including term paper. 13 video programs. 2 exams.

In this course, students read and evaluate works by ten poets, dating from the mid-19th century to the 1960s.

TEXTS: DIYANNI, ed., *Modern American Poets: Their Voices and Visions*, 1987: $27.95. VENDLER, *Voices and Visions: The Poet in America*, 1987 (used only): $12.50. GIBALDI, *MLA Handbook for Writers of Research Papers*, 3rd ed., 1988: $8.70.

VIDEOTAPES: *Voices and Visions* (South Carolina ETV). Home Use Deposit: $75.00.

101 Topics (Experiencing American Cultures in the Contemporary Novel): UMC — FLS-CALS

3 CREDIT COURSE: 16 lessons, 11 submitted. 2 exams.

This multicultural course features novels and memoirs by contemporary Native American, African-American, Mexican-American, and Chinese-American writers. Audiocassettes containing selected readings and interviews with the writers are also included.

TEXTS: ANAYA, *Bless Me, Ultima*, 1972: $12.00. ERDRICH, *Love Medicine*, 1984: $6.85. GAINES, *A Gathering of Old Men*, 1983: $9.40. HONG KINGSTON, *China Men*, 1980: $9.40, and *The Woman Warrior*, 1976: $9.40. WELCH, *Winter in the Blood*, 1974: $7.50. Audiocassette program also accompanies text: American Audio Prose Library. Rental charge for these audiocassettes is $100.00, $90.00 of which will be refunded when the material is returned in satisfactory condition.

101 Topics (Gothic Fiction): UMC — CALS

3 CREDIT COURSE: 14 lessons, 11 submitted. 2 exams.

A survey of English and American Gothic fiction from the 18th century to the present, this course 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: $21.55. SHELLEY, *Frankenstein*; STOKER, *Dracula*; STEVENSON, *Dr. Jekyll and Mr. Hyde*, 1978: $4.95. POE, *The Fall of the House of Usher and Other Tales*, 1960: $3.90. KING, *Salem's Lot*, 1975: $5.95.

101 Topics (The Twilight of the Sioux): UMC — FLS — VIDEO

3 CREDIT COURSE: 12 lessons, 6 submitted. 2 exams.

This course is designed to give students a better understanding of the Sioux culture, legends, myths, and understanding of the world through the examination of the novel and the epic poem. Students learn how to read literature and draw inferences about implied thematic concerns, and they learn how to express those interpretations in clear, unified, and coherent written form.

TEXTS: NEIHARDT, *Black Elk Speaks*, 1979: $7.20. NEIHARDT, *The Twilight of the Sioux*, 1971: $8.00.

VIDEOTAPES: *Epic America: Twilight of the Sioux* (John Neihardt, University of Missouri-Columbia). Home Use Deposit: $55.00.

101 Topics (Women's Experiences in Modern Fiction): UMC — FLS

3 CREDIT COURSE: 9 lessons, 6 submitted. 2 exams.

A survey of modern fiction by and about women, this course includes related essays, many of which were written by the women whose fiction is studied.

TEXTS: WASHINGTON, ed., *Black-Eyed Susans/Midnight Birds: Stories By and About Black Women*, 1990: $8.75. RIEDER, ed., *Cosmopolis: Urban Stories By Women*, 1990: $7.20. CAHILL, ed., *New Women and New Fiction: Short Stories Since the Sixties*, 1986: $4.95.

104 African-American Literature: UMC — FLS-CALS

3 CREDIT COURSE: 16 lessons, 14 submitted. 2 exams.

Using a socio-historical approach, this course surveys the writing of black authors from the mid-19th century to the 1960s.

TEXTS: BAKER, *Black Literature in America*, 1971: $43.10.

124 Literature of the New Testament: UMSL — CALS

3 CREDIT COURSE: 12 lessons, 11 submitted. 2 exams.

This course presents a comprehensive understanding of the New Testament: its literary background and significance for Western Civilization.

TEXTS: *The Holy Bible*, Revised Standard Version, 1974: $8.75. NOTE: You must use the Revised Standard Version of the Bible; any edition is acceptable. CARMODY & ROBBINS, *Exploring the New Testament*, 1986: $45.95.

125 Literature of the Old Testament: UMSL — CALS

3 CREDIT COURSE: 12 lessons, 8 submitted. 2 exams.

PREREQUISITES: sophomore standing or consent of instructor.

This course analyzes representative stories, themes, and concepts of the Old Testament by examining 19 of its books from a literary perspective.

TEXTS: METZGER & MURPHY, *The New Oxford Annotated Bible*, New Revised Standard Version, 1991: $49.95. GABEL & WHEELER, *The Bible as Literature: An Introduction*, 2nd ed., 1990: $18.70. CALVOCORESSI, *Who's Who in the Bible*, 1987: $7.25.

135 Major Authors (Shakespeare): UMC — CALS

3 CREDIT COURSE: 14 lessons, 9 submitted. 2 exams.

PREREQUISITES: English 20 or equivalent.

This course studies Shakespeare's life and includes a reading of 13 of his major plays — histories, comedies, and tragedies — that represent all phases of his development. Students read *Hamlet, Romeo and Juliet, King Lear, Macbeth*, and other Shakespearean plays.

TEXTS: EVANS, ed., *The Riverside Shakespeare*, 1974: $54.30.

175 American Literature: UMC — FLS

3 CREDIT COURSE: 19 lessons, 10 submitted. 2 exams.

PREREQUISITES: Course is restricted to non-UMC students only.

A survey of major American writers from colonial days to the present, this course provides an overall view of the development of American literature.

TEXTS: McQUADE, *The Harper American Literature*, compact ed., 1987: $37.50. HOLMAN, *A Handbook to Literature*, 5th or 6th ed., 1986 or 1992: $29.05. HAWTHORNE, *Four Great American Classics*, 1985: $4.50. FITZGERALD, *The Great Gatsby*: $8.75.

185 Introduction to Folklore: UMC — CALS

3 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.

PREREQUISITES: English 20 or equivalent.

This course introduces the study of folklore, including the methodology, approaches, and genres of folklore.

TEXTS: BRUNVAND, *The Study of American Folklore*, 3rd ed., 1986: $29.95. DORSON, *Buying the Wind*, 1964: $21.35. DUNDES, *The Study of Folklore*, 1965: $61.90.

215 Survey of British Literature: Beginnings to 1784: UMC — FLS
211 Introduction to British Literature I: UMKC
75 Introduction to British Masterpieces I: UMR
131 English Literature I: UMSL

3 CREDIT COURSE: 15 lessons, 10 submitted. 2 exams.

PREREQUISITES: UMC-English 20 or equivalent.

This course follows the development of English literature from the Middle Ages through the 18th century; students read and analyze representative works of selected major writers.

TEXTS: ABRAMS, *The Norton Anthology of English Literature, Volume I*, 6th ed., 1993: $39.95.

301 Topics (Shakespeare): UMC — FLS — VIDEO
450 Special Readings (Shakespeare): UMKC
301 Special Topics (Shakespeare): UMR
225 Themes and Forms in Literature (Shakespeare): UMSL

3 CREDIT COURSE: 10 lessons, 10 submitted; book report; paper. 10 video programs. 2 exams.

PREREQUISITES: Course is not open to first-semester freshmen.

This course is designed to give students 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 play a central role in the course. In assignments and examinations, students are asked to consider various aspects of these productions: director's interpretations; actors' realizations of major roles; and the effect of camera work and lighting.

TEXTS: EVANS, *The Riverside Shakespeare*, 1974 — or any edition of the collected works of Shakespeare published after 1950: $54.30.

VIDEOTAPES: *Shakespeare Series* (BBC). Home Use Deposit: $130.00. *Tapes will be sent one at a time as students request them.*

Independent Study students come from all around the world !!

Entomology

110 Insects in the Environment: UMC — CALS

3 CREDIT COURSE: 16 lessons, 8 submitted. 2 exams.

This course introduces the study of insects, with emphasis on those species important to humans and on the general principles of integrated insect control. This course is designed for students interested in a study of insects and how they are affecting the environment.

TEXTS: ARNETT & JACQUES, *Simon & Schuster's Guide to Insects*, 1981: $13.10.

Extension Education

406 Fundamentals of Extension Teaching of Adults: UMC — CALS

3 CREDIT COURSE: 5 lessons, 5 submitted. 2 exams.

PREREQUISITES: instructor's consent.

This course examines the special needs of adult students in extension education, including a study of classroom techniques. It is recommended for students who have work experience in extension or any other informal adult education agency in the United States.

TEXTS: KNOX, *Helping Adults Learn*, 1986: $32.95.

Finance

123 Principles of Finance: UMC — CALS

3 CREDIT COURSE: 10 lessons, 9 submitted. 2 exams.

PREREQUISITES: Students already admitted to Business and Public Administration cannot enroll.

Topics in this course include budgeting, taxes, housing and auto loans, credit, insurance, mutual funds, stocks and bonds, and retirement planning.

TEXTS: KAPOOR et al., *Personal Finance*, 3rd ed., 1994: $60.95. *It is recommended that students have a financial calculator.*

Geography

1 Regions and Nations of the World I: UMC — CALS

3 CREDIT COURSE: 12 lessons, 12 submitted. 3 exams.

PREREQUISITES: Course may be taken independently of Geog. 2.

This introductory course studies regional character; spatial relationships; and major problems of Europe, Anglo-America (United States and Canada), and Latin America. It is organized around basic geographic concepts.

TEXTS: WHEELER & KOSTBADE, *World Regional Geography*, 1990: $74.70. WHEELER & KOSTBADE, *Study Guide to Accompany World Regional Geography*, 1990: $17.50. NOTE: These texts are also used for 2 Regions and Nations of the World II.

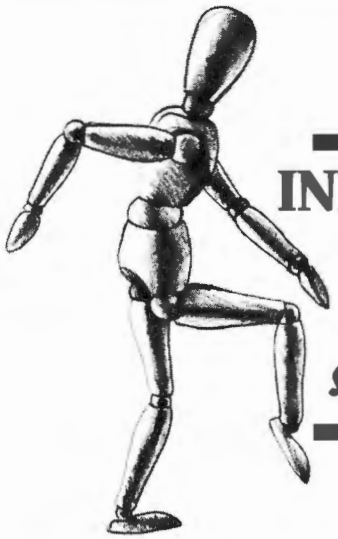
2 Regions and Nations of the World II: UMC — CALS

3 CREDIT COURSE: 12 lessons, 12 submitted. 3 exams.

PREREQUISITES: Course may be taken independently of Geog. 1.

This introductory course studies regional character; spatial relationships; and major problems of the Commonwealth of Independent States, the Middle East, the Orient, Africa, and the Pacific world. It is organized around basic geographic concepts.

TEXTS: See 1 Regions and Nations of the World I.



INDEPENDENT STUDY *lets you set the pace !!*

50 Introductory Meteorology: UMC — CALS*

3 CREDIT COURSE: 15 lessons, 15 submitted. 3 exams.

PREREQUISITES: Although there is no prerequisite for this course, students should have a good background in mathematics and physics and some background in chemistry.

This course examines the physical processes of the atmosphere in relation to day-to-day changes in weather.

TEXTS: AHRENS, *Meteorology Today: An Introduction to Weather, Climate, and the Environment*, 5th ed., 1994: $56.90.

111 Physical Geography: UMC — CALS

3 CREDIT COURSE: 12 lessons, 12 submitted. 2 exams.

PREREQUISITES: Geog. 1 or 2 or sophomore standing.

This is an introductory study of the physical environment: maps, landforms, water, elements of climate, climatic types, soils, and vegetation. The course examines the effects of human behavior on natural environmental systems.

TEXTS: MARSH, *Earthscape: A Physical Geography*, 1987: $41.95.

225 Geography of Missouri: UMC — CALS

3 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.

PREREQUISITES: Geog. 1 or junior standing.

Topics in this course include the physical, human, economic, and political geography of Missouri. This course also studies how geography applies to current state issues.

TEXTS: RAFFERTY, *Missouri: A Geography*, 1983: $15.00. Reader: $15.00.

Geology

1 Principles of Geology: (Geological Sciences) UMC — CALS
51 Physical Geology: UMR

4 CREDIT COURSE: 12 lessons, 6 submitted. 2 exams.

This course studies the materials of the earth's crust; structures; geologic features of the earth's surface; common minerals and rocks; and topographic and geologic maps.

TEXTS: PRESS & SIEVER, *Understanding Earth*, 1994: $49.00. FREEMAN, *Geoscience Laboratory*, National Edition, 1993: $18.70. Rented Sample Rock and Mineral Set: $40.00; $35.00 will be refunded when set is returned in satisfactory condition.

56 Earth Science: UMR — CALS — VIDEO

3 CREDIT COURSE: 13 lessons, 6 submitted. 14 video programs. 2 exams.
PREREQUISITES: Course is designed primarily for nongeology majors.

This is a general study of the earth: its origin; the development of its crustal features and the processes that shape them; its oceans; its climates; and its neighbors in the solar system.
TEXTS: SCHMIDT & HARBERT, *Planet Earth and the New Geoscience: Standard Version*, 2nd ed., 1994: $37.95.
VIDEOTAPES: *Planet Earth* (WQED/National Academy of Science). Home Use Deposit: $75.00.

GERMAN AND RUSSIAN STUDIES

German

1 Elementary German I: UMC — FLS-CALS

5 CREDIT COURSE: 13 lessons, 13 submitted. 2 exams.

This course covers the basics of speaking, reading, and writing German. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*
TEXTS: BRIGGS et al., *Alles Gute! Basic German for Communication*, 4th ed., 1994: $45.00. BRIGGS, *Workbook to Accompany Alles Gute!*, 4th ed., 1994: $17.50. BRIGGS, *Laboratory Manual to Accompany Alles Gute!*, 4th ed., 1994: $17.50. Three Audiocassette Tapes: prepared by author: $5.00. Audiocassette program also accompanies text. Rental charge for these audiocassettes is $30.00, $25.00 of which will be refunded when the material is returned in satisfactory condition.

2 Elementary German II: UMC — FLS-CALS

5 CREDIT COURSE: 13 lessons, 13 submitted. 2 exams.
PREREQUISITES: C or better in German 1 or equivalent.

This course is a continuation of German I. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*
TEXTS: BRIGGS & CREAN, *Alles Gute! Basic German for Communication*, 2nd ed., 1986 (used only): $30.60. BRIGGS, *Workbook to Accompany Alles Gute!*, 2nd ed., 1986 (used only): $13.10. BRIGGS, *Laboratory Manual to Accompany Alles Gute!*, 2nd ed., 1986 (used only): $13.20. Three Audiocassette Tapes: prepared by author: $5.00. Audiocassette program also accompanies text. Rental charge for these audiocassettes is $15.00, $10.00 of which will be refunded when the material is returned in satisfactory condition.

3 Elementary German III: UMC — FLS-CALS

3 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.
PREREQUISITES: German 2 or equivalent.

This course is a continuation of German II. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*
TEXTS: TEICHERT & TEICHERT, *Allerlei Zum Lesen*, 1992: $26.25. SPARKS & VAIL, *German in Review*, 2nd ed., 1986: $37.50. Audiocassette Tape: prepared by author: $5.00.

Russian

1 Elementary Russian I: UMC — FLS

5 CREDIT COURSE: 12 lessons, 6 submitted. 2 exams.

This course covers the basics of speaking, reading, and writing Russian. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*
TEXTS: LIPSON, *A Russian Course, Part I*, 1981 ed., 1980: $19.95. CRUISE, *English Grammar for Students of Russian*, 2nd ed., 1993: $9.95. Audiocassette program also accompanies text. Rental charge for these audiocassettes is $35.00, $30.00 of which will be refunded when the material is returned in satisfactory condition.

HEALTH SERVICES MANAGEMENT

201 Topics in Health Services Management (Principles of Economics for Health Care Executives): UMC — CALS

3 CREDIT COURSE: 7 lessons, 7 submitted. 2 exams.
PREREQUISITES: departmental consent for repetition. This course is intended for undergraduates and nonhealth service management graduate students.

This course presents the basic theories, concepts, and tools of economics that can be used to evaluate systematically the characteristics, utilization patterns, delivery strategies, and financing mechanisms of an individual, organization, or industry.
TEXTS: HICKS, *Reader for Principles of Economics for Health Care Executives*, 1993: $10.00.

210HM The American Health Care System: UMC — CALS

3 CREDIT COURSE: 12 lessons, 11 submitted. 2 exams.

Students are provided with a basic understanding of the major components (financing, planning, and regulating) of the American health care system. Emphasis is on historical and current issues and their impact on the delivery system.
TEXTS: KOVNER, *Jonas's Health Care Delivery in the United States*, 5th ed., 1995: $32.95.

HISTORY

1 Foundations of Western Civilization: UMC — FLS

3 CREDIT COURSE: 17 lessons, 6 submitted. 3 exams.

This course studies the development of characteristic ideas and institutions of Western cultural tradition, from the origin of civilization in the ancient Near East to the beginning of the rapid social, political, and intellectual transformation of Europe in the 18th century.
TEXTS: PERRY et al., *Western Civilization: Ideas, Politics, and Society*, 3rd ed., 1989: $30.30. ADAMS et al., ed., *The Western World, Volume One to 1700*, 1968: $27.50. STRAYER, *On the Medieval Origins of the Modern State*, 1970: $8.50. KEARNEY, *Science and Change 1500-1700*, 1970 (used only): $6.00. BAINTON, *Here I Stand: A Life of Martin Luther*, 1950: $4.95. VOLTAIRE, *Candide*, Penguin Edition, 1947: $4.00. TIERNEY et al., ed., *The Decline and Fall of the Roman Empire*, Random House Historical Pamphlet, Edition 3, 1977: $6.00. TIERNEY et al., ed., *Feudalism — Cause or Cure of Anarchy?*, Random House Historical Pamphlet, Edition 4, 1977: $6.00.

2 History of Modern Europe: UMC — FLS-CALS

3 CREDIT COURSE: 14 lessons, 9 submitted. 3 exams.

This course covers selected major themes in European history from the French Revolution to recent times. Topics include the breakdown of traditional institutions and ideas; political and social revolution; industrialization, nationalism, imperialism, and world wars; democratic and totalitarian ideologies and movements; the quest for national order; and European unity.
TEXTS: SOLZHENITSYN, *One Day in the Life of Ivan Denisovich*, 1963: $3.50. DICKENS, *Hard Times*: $2.55. WEBER, *The Western Tradition: Volume II*, 5th ed.: $26.95. REMARQUE, *All Quiet on the Western Front*, 1929: $13.10. ORWELL, *Nineteen-eighty-four*, 1949: $15.45. PERRY et al., *Western Civilization: Volume II*, 4th ed., 1992: $37.45.

3 Survey of American History to 1865: UMC **FLS-CALS**
101 American History to 1877: UMKC
175 American History to 1877: UMR
3 American Civilization: UMSL

3 CREDIT COURSE: 16 lessons, 16 submitted. 2 exams.

An introduction to U.S. history through the Civil War, this course surveys the political, economic, social, and cultural development of the American people.

TEXTS: CURRENT, *Essentials of American History*, 4th ed., 1986: $24.70. Reader: $40.70.

4 Survey of American History Since 1865: UMC **CALS**
176 American History Since 1877: UMR
4 American Civilization Since 1865: UMSL

3 CREDIT COURSE: 12 lessons, 7 submitted. 2 exams.

An introduction to U.S. history since 1865, this course surveys political, economic, social, and cultural development of the American people.

TEXTS: NASH et al., *The American People, Volume 2*, 2nd ed., 1990: $35.15. STAMPP, *The Era of Reconstruction*, 1965: $11.95. GOLDMAN, *Rendezvous With Destiny*, 25th ed., 1977: $9.50. AMBROSE, *Rise to Globalism*, rev. 5th or 6th ed., 1988 or 1992 (used only): $5.40. RAINES, *My Soul Is Rested*, 1983: $9.40.

101 Undergraduate Topics in History (The War in Vietnam and the U.S.): UMC **FLS-CALS — VIDEO**

3 CREDIT COURSE: 12 lessons, 6 submitted. 15 video programs. 3 exams.

This course provides an understanding of the political experience and the lessons and legacies of the Vietnam War both in Vietnam and in the United States. *This is the same course as UMKC Pol. Sci. 380F and UMC Mil. Sci. 161.*

TEXTS: KARNOW, *Vietnam, A History*, 1991: $13.50. MCQUAID, *The Anxious Years: America in the Vietnam-Watergate Era*, 1989: $8.70. WEBB, *Fields of Fire*, 1978: $7.45. Reader: $13.50

VIDEOTAPES: *Vietnam: A Television History* (PBS) and *Television's Vietnam* (Accuracy in Media). Home Use Deposit (on all tapes): $105.00. Home Use Deposit (on *Television's Vietnam* only): $30.00.

220 Making of Modern Britain: UMR **CALS**

3 CREDIT COURSE: 10 lessons, 6 submitted. 2 exams.

This course surveys modern Britain from the era of the 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*, 7th ed., 1996: $23.20. ARNSTEIN, *Britain Yesterday and Today*, 7th ed., 1996: $24.35.

202 Western Civilization Since 1600: UMKC **CALS**
112 Modern Western Civilization: UMR
32 Topics in European Civilization, 1715 to the Present: UMSL

3 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.

This course studies modern western civilization from the 17th century to the present, with special emphasis on the philosophical, political, social, and economic backgrounds of modern society.

TEXTS: McKAY et al., *A History of Western Society, Volume II*, 5th ed., 1995: $39.30. SHERMAN, *Western Civilization, Images and Interpretations, Volume 2*, 3rd ed., 1991: $20.60.

210 History of Missouri: UMC **CALS**
259 History of Missouri: UMR
107 History of Missouri: UMSL

3 CREDIT COURSE: 12 lessons, 8 submitted. 2 exams.

PREREQUISITES: UMR-History 175 or 176.

This course surveys Missouri's political, social, economic, and cultural development, from the beginning of settlement to the present.

TEXTS: PARRISH et al., *Missouri: The Heart of the Nation*, 2nd ed., 1992: $28.05.

275 History of Science: UMR **FLS — VIDEO**

3 CREDIT COURSE: 10 lessons, 2 submitted. 10 video programs. 2 exams.

PREREQUISITES: History 111 or 112 or 175 or 176.

This course surveys science from ancient times to the 20th century, focusing on the leading conceptual developments within science, the scientific revolution, and science's role in society.

TEXTS: BURKE, *The Day the Universe Changed*, 1985: $16.85. BURKE, *Science and Culture in the Western Tradition*, 1987: $30.00.

VIDEOTAPES: *Science and Culture in the Western Tradition* (from the BBC/PBS series *The Day the Universe Changed*). Home Use Deposit: $100.00.

308B America, 1945 to the Present: UMKC **FLS**

3 CREDIT COURSE: 15 lessons, 15 submitted, including 2 book reviews and 1 special assignment. 2 exams.

This course 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; the changes in the 1970s and early 1980s; the civil rights crisis; and the development of the welfare state.

TEXTS: WILLIAMS, *Eyes on the Prize: America's Civil Rights Years, 1954-1965*, 1987: $11.00. GRANTHAM, *Recent America: The United States Since 1945*, 1987: $19.10.

342 Revolutionary America, 1754-1789: UMR **FLS-CALS**

3 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.

This course studies the causes and consequences of the American Revolution. Emphasis is placed upon the social conditions in America that contributed both to the Revolution and to the writing of the 1787 Constitution.

TEXTS: COUNTRYMAN, *The American Revolution*, 1985: $9.95. GROSS, *The Minutemen and Their World*, 1976: $8.95. MARTIN & LENDER, *A Respectable Army*, 1982: $13.50.

359 History of the Old South: UMC **CALS**
358R History of the American South I: UMKC
254 History of the Old South: UMR

3 CREDIT COURSE: 14 lessons, 10 submitted. 2 exams.

PREREQUISITES: UMR-History 175.

This course studies the history of the American South to 1860.

TEXTS: EATON, *A History of the Old South: The Emergence of a Reluctant Nation*, 3rd ed., 1975: $25.95. RAWICK, *From Sundown to Sunup: The Making of the Black Community*, 1972: $21.20. FOX-GENOVESE, *Within the Plantation Household: Black and White Women of the South*, 1988: $16.20. DOUGLASS, *Narrative of the Life of Frederick Douglass*, 1973: $3.95.

361 American Foreign Relations: UMKC — FLS-CALS

3 CREDIT COURSE: 14 lessons, 9 submitted. 2 exams.

Following a rapid survey of major principles and actions in American diplomatic affairs before 1900, this course analyzes developing principles, problems, methods, and factors in American foreign relations since that date. Attention is given to the interrelationships of domestic factors and foreign relations, with an attempt to discover principal influences that have shaped this area of American development.

TEXTS: PATERSON et al., *American Foreign Policy: A History/1900 to Present*, 3rd ed., rev., 1991: $25.00. PATERSON, *Major Problems in American Foreign Policy, Volume II: Since 1914*, 3rd ed., 1989: $20.00. BEISNER, *From the Old Diplomacy to the New, 1865-1900*, 2nd ed., 1986: $8.95. HERRING, *America's Longest War: The United States and Vietnam, 1950-1975*, 2nd ed., 1986: $17.55. ROSENBERG, *Spreading the American Dream: American Economic and Cultural Expansion, 1890-1945*, 1982: $9.95.

HUMAN DEVELOPMENT AND FAMILY STUDIES

358 Administration of Programs for Children and Families: UMC — FLS

3 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.

PREREQUISITES: Human Develop. 264 or instructor's consent. UMC students who are majoring in human development and family studies need that department's approval to enroll in this course.

This course examines the design, operation, and evaluation of family programs.

TEXTS: SCIARRA & DORSEY, *Developing and Administering a Child Care Center*, 3rd ed., 1995: $34.40. Reader: $15.00. *Licensing Rules for Family Child Care Homes*, Missouri Dept. of Health, July 1995: FREE. *Licensing Rules for Group Child Care Homes and Child Care Centers*, Missouri Dept. of Health, July 1995: FREE.

JOURNALISM

309 History of American Journalism: UMC — CALS

3 CREDIT COURSE: 14 lessons, 14 submitted. 2 exams.

PREREQUISITES: Students pursuing a journalism degree are required to take this course on campus.

This course examines the American mass media from colonial days to the present in the context of social, economic, and political change.

TEXTS: EMERY, *The Press and America*, 6th ed., 1988: $58.10.

380 High School Journalism: UMC — CALS

2 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.

This course provides a basic background in journalism and guidelines on how to teach it at the secondary level. An analysis of problems facing scholastic journalism is included.

TEXTS: ENGLISH et al., *Scholastic Journalism*, 8th ed., 1990: $19.95.

MANAGEMENT

202 Fundamentals of Management: UMC — CALS

3 CREDIT COURSE: 11 lessons, 8 submitted. 2 exams.

PREREQUISITES: junior standing.

This organizational course introduces the basic concepts of management and their application to operations and human resource management.

TEXTS: HIGGINS, *The Management Challenge*, 2nd ed., 1994: $71.25.

254 Introduction to Business Law: UMC — CALS

3 CREDIT COURSE: 12 lessons, 9 submitted. 2 exams.

PREREQUISITES: junior standing.

This course introduces the legal aspects of business as they relate to society — the legal system; constitutional, criminal, and tort law; contracts and sales law cases and problems; and administrative regulation of business and consumer issues.

TEXTS: MILLER & JENTZ, *Business Law Today*, 2nd ed., 1991: $54.95.

310 Human Resource Management: UMC — CALS

3 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.

PREREQUISITES: Mgt. 202 or instructor's consent.

Topics in this course include workforce policies and procedures of the business enterprise.

TEXTS: DECENZO & ROBBINS, *Human Resource Management*, 5th ed., 1996: $53.75.

330 Organizational Theory: UMC — CALS

3 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.

PREREQUISITES: Mgt. 202 or instructor's consent.

This course examines what an organization is and how it functions. Course topics include theories and practical information about organizations; models for decision making; and environmental factors and their effects on organizations.

TEXTS: DAFT, *Organization Theory and Design*, 4th ed., 1992: $49.95.

MARKETING

204 Fundamentals of Marketing: UMC — CALS

3 CREDIT COURSE: 7 lessons, 7 submitted. 2 exams.

PREREQUISITES: Econ. 51 and junior standing.

This course studies institutions, processes, and problems involved in transferring goods from producer to consumer; emphasis is on the economic and social aspects of the transfer.

TEXTS: STANTON et al., *Fundamentals of Marketing*, 10th ed., 1994: $66.55.

MATHEMATICS

5 Intermediate Algebra: UMC — FLS-CALS*

3 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.

PREREQUISITES: Course does not earn credit toward any MU baccalaureate degree.

This course prepares students for college algebra. It covers graphs, functions, linear equations, inequalities, polynomials, systems, exponents, and quadratic equations. Problem solving is emphasized.

TEXTS: DUGOPOLSKI, *Intermediate Algebra*, 1991: $45.95.

9 Trigonometry: UMC

FLS-CALS

2 CREDIT COURSE: 8 lessons, 8 submitted. 2 exams.
PREREQUISITES: one and a half units of algebra and one unit of geometry, or one unit of geometry and Math 10 concurrently. Students may receive at most five units of credit among the mathematics courses 9, 10, 14, and 15.

This course covers the basics of trigonometry.
TEXTS: JOHNSTON & LAZARIS, *Plane Trigonometry: A New Approach*, 3rd ed., 1991: $55.30.

60 Finite Mathematics: UMC

FLS-CALS*

3 CREDIT COURSE: 10 lessons, 10 submitted. 3 exams.
PREREQUISITES: one year of high school algebra or equivalent.

This course introduces matrices and linear programming and probability. *It is recommended that students taking this course have access to a scientific calculator.*
TEXTS: ROLF, *Finite Mathematics*, 3rd ed., 1994: $56.95.

61 Elements of Calculus: UMC

CALS*

3 CREDIT COURSE: 8 lessons, 8 submitted. 2 exams.
PREREQUISITES: grade of C or better in Math 10 or equivalent. Course is restricted to students preparing to enter the College of Business and Public Administration; no credit is given to students who have completed any calculus course.

This course introduces analytic geometry, derivatives, and definite integrals.
TEXTS: WHIPKEY & WHIPKEY, *The Power of Calculus*, 4th ed., 1986: $52.50.

68 Geometric Concepts for Elementary Teachers: UMC

FLS-CALS*

3 CREDIT COURSE: 12 lessons, 12 submitted. 2 exams.
PREREQUISITES: Math 10 or equivalent.

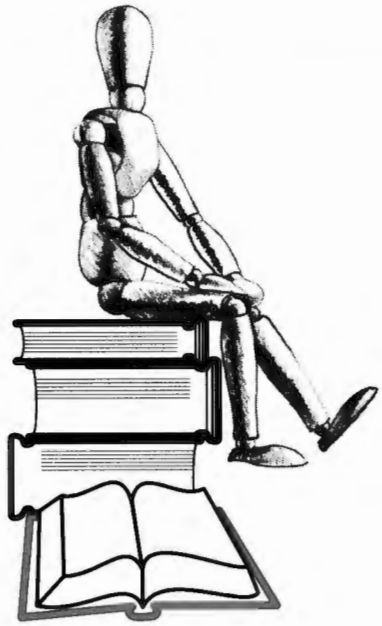
This course includes points, lines, angles, congruence, similarity, constructions, and an introduction to proof. It also covers right triangles, circles, polygons, and other solids. Transformations and trigonometry are introduced.
TEXTS: CLEMENS et al., *Addison-Wesley Geometry*, 3rd ed., 1994: $50.50. *Solutions Manual for Addison-Wesley Geometry*, 1st ed., 1990: $48.60.

80 Analytic Geometry and Calculus I: UMC
210 Calculus I: UMKC
8 Calculus With Analytic Geometry I: UMR
80 Analytic Geometry and Calculus I: UMSL

FLS

5 CREDIT COURSE: UMC, UMR, UMSL. 4 CREDIT COURSE: UMKC. 16 lessons, 16 submitted. 2 exams.
PREREQUISITES: UMC-grade of C or better in Math 14 or equivalent; UMKC-four units of high school math including trigonometry, or Math 120, or Math 110 and 125; UMR-Math/Stat. 6, and either Math/Stat. 2 or 4; UMSL-Math 30 and 35, or four units of high school math covering the equivalent material and a satisfactory score on the algebra-trigonometry placement exam.

This course gives an introduction to the differentiation and integration of algebraic functions; elementary analytic geometry; functions; limits; continuity; derivatives; antiderivatives; and definite integrals.
TEXTS: LARSON et al., *Calculus With Analytic Geometry*, 4th ed., 1990 (used only): $51.10. LARSON, *Study and Solutions Guide*, 1990 (optional): $23.20.
NOTE: This textbook is also used for Calculus II and III.



130 Number Systems and Applications: UMKC

CALS*

3 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.
PREREQUISITES: high school algebra and geometry.

Designed for elementary school teachers, this course presents a constructive development of the real number system that includes the system of whole numbers, concepts from elementary number theory, and applications of quantitative systems to problems in discrete mathematics.
TEXTS: BILLSTEIN et al., *A Problem Solving Approach to Mathematics for Elementary School Teachers*, 5th ed., 1993: $50.95.

175 Calculus II: UMC
220 Calculus II: UMKC
21 Calculus With Analytic Geometry II: UMR
175 Analytic Geometry and Calculus II: UMSL

FLS

5 CREDIT COURSE: UMC, UMR, UMSL. 4 CREDIT COURSE: UMKC. 13 lessons, 13 submitted. 2 exams.
PREREQUISITES: UMC-grade of C or better in Math 80 or equivalent; UMKC-Math 210; UMR-Math/Stat. 8 and Math/Stat. 6; UMSL-Math 80.

This course discusses select topics from plane analytic geometry and calculus.
TEXTS: LARSON et al., *Calculus With Analytic Geometry*, 4th ed., 1990 (used only): $51.10. LARSON, *Study and Solutions Guide*, 1990 (optional): $23.20.
NOTE: This textbook is also used for Calculus I and III.

250 Calculus III: UMKC
22 Calculus With Analytic Geometry III: UMR
180 Analytic Geometry and Calculus III: UMSL

FLS

5 CREDIT COURSE: UMSL. 4 CREDIT COURSE: UMKC, UMR. 10 lessons, 10 submitted. 2 exams.
PREREQUISITES: UMKC-Math 220; UMR-Math 21; UMSL-Math 175.

Topics in this course include vectors, solid analytic geometry, and calculus of several variables.
TEXTS: LARSON et al., *Calculus With Analytic Geometry*, 4th ed., 1990 (used only): $51.10. LARSON, *Study and Solutions Guide*, 1990 (optional): $23.20.
NOTE: This textbook is also used for Calculus I and II.

Military Science

161 Topics (The War in Vietnam and the U.S.): UMC

FLS-CALS — VIDEO

3 CREDIT COURSE: 12 lessons, 6 submitted. 15 video programs. 3 exams.

This course provides an understanding of the political experience and the lessons and legacies of the Vietnam War both in Vietnam and the United States. *This is the same course as UMKC Pol. Sci. 380F and UMC History 101.*

TEXTS: KARNOW, *Vietnam: A History*, 1991: $13.50. MCQUAID, *The Anxious Years: America in the Vietnam-Watergate Era*, 1989: $8.70. WEBB, *Fields of Fire*, 1978: $7.45. Reader: $13.50.

VIDEOTAPES: *Vietnam: A Television History* (PBS) and *Television's Vietnam* (Accuracy in Media). Home Use Deposit (on all tapes): $105.00. Home Use Deposit (on *Television's Vietnam* only): $30.00.

Music

120 Music Appreciation: UMKC

FLS-CALS

3 CREDIT COURSE: 12 lessons, 12 submitted. 2 exams.

PREREQUISITES: Course cannot be used toward a music degree.

Designed for students with little or no music background, this course emphasizes the basic elements of music and the historical and stylistic periods, which are illustrated by examples of different genres.

TEXTS: KAMIEN, *Music: An Appreciation*, 5th ed., 1992: $65.95. CAMUS, *Study Guide and Student Workbook to Accompany Music: An Appreciation*, 5th ed., 1992: $11.90. Rental charge for audiocassettes for this course is $40.00, $35.00 of which will be refunded when the material is returned in satisfactory condition.

Parks, Recreation, and Tourism

10 Introduction to Leisure Studies: UMC

FLS-CALS

3 CREDIT COURSE: 9 lessons, 5 submitted. 2 exams.

This course examines the history of recreation and the leisure movement; the theories and philosophies of play, recreation, and leisure; and the developmental stages of leisure services to their contemporary status.

TEXTS: SESSOMS & HENDERSON, *Introduction to Leisure Services*, 7th ed., 1994: $37.45.

227 Delivery Models in Therapeutic Recreation: UMC

FLS-CALS*

3 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.

PREREQUISITES: PRT 226 or instructor's consent.

An investigation of therapeutic recreation service delivery models of the ill and disabled in institutional and in community settings, this course emphasizes advanced leadership and therapeutic interactional skills and dynamics.

TEXTS: SHIVERS & FAIT, *Special Recreational Services: Therapeutic and Adapted*, 1985: $30.00.

327 Operation of Therapeutic Recreation: Procedures and Principles: UMC

FLS-CALS*

3 CREDIT COURSE: 8 lessons, 8 submitted. 2 exams.

PREREQUISITES: PRT 326 and instructor's consent.

This course covers the theories and principles of leadership and programming as they apply to recreation services for the ill, handicapped, and aged.

TEXTS: PETERSON & GUNN, *Therapeutic Recreation Program Design: Policies and Procedures*, 2nd ed., 1984: $46.90.

Pest Management

305 Theory and Concepts of Plant Pathology: UMC

CALS

3 CREDIT COURSE: 12 lessons, 12 submitted. 3 exams.

PREREQUISITES: 5 hours of biology; junior, senior, or graduate standing.

This course investigates the diseases of plants. Topics include viruses, prokaryotes, fungi, gene regulation, plant metabolism, and the genetics of plant disease.

TEXTS: AGRIOS, *Plant Pathology*, 3rd ed., 1988: $54.50.

Philosophy

52 Introduction to Logic: UMC
222 Foundations of Logic and Scientific Method: UMKC
15 Introduction to Logic: UMR
60 Logic and Language: UMSL

CALS

3 CREDIT COURSE: 12 lessons, 12 submitted. 4 exams.

PREREQUISITES: UMKC-sophomore standing; UMC-no credit for students who have completed Phil. 53.

This course studies the basic rules of informal and symbolic logic; it includes discussion on the types of argumentation; methods of reasoning; valid reasoning; and inductive and deductive reasoning as used in the sciences and in communication.

TEXTS: COPI & COHEN, *Introduction to Logic*, 8th ed., 1990: $36.55.

135 Ethics and the Professions: UMC

CALS — VIDEO

3 CREDIT COURSE: 10 lessons, 6 submitted. 7 video programs. 2 exams.

PREREQUISITES: sophomore standing.

This course examines ethical issues confronted by individuals in professions such as medicine, law, business, journalism, and engineering.

TEXTS: NEWTON, *Ethics in America Study Guide*, 1989 (used only): $18.75. NEWTON, *Ethics in America Source Reader*, 1989 (used only): $18.75.

VIDEOTAPES: *Ethics in America* (Annenberg/CPB). Home Use Deposit: $100.00.

210 Foundations of Philosophy: UMKC
5 Introduction to Philosophy: UMR
50 Major Questions in Philosophy: UMSL

CALS

3 CREDIT COURSE: 12 lessons, 7 submitted. 2 exams.

PREREQUISITES: sophomore standing or consent of instructor.

This course presents an introduction to traditional philosophical problems and methods of philosophical inquiry. Consideration is given to different philosophical theories on reality, man, nature, God, knowledge and how it is acquired, values, and social issues.

TEXTS: FEINBERG, ed., *Reason and Responsibility: Readings in Some Basic Problems of Philosophy*, 8th ed., 1993: $45.30.

Physics and Astronomy

Physics

275 The Mechanical Universe: UMC — FLS — VIDEO

3 CREDIT COURSE: 18 lessons, 18 submitted. 20 video programs. 4 exams.
PREREQUISITES: college algebra or precalculus required; trigonometry or basic calculus recommended.

This course provides an introduction to classical physics. The discipline's three components — mechanics, electromagnetics, and thermodynamics — are emphasized in this course. Topics studied include motion, vectors, gravity, work and energy, engines, waves, and angular momentum.
TEXTS: OLENICK, *The Mechanical Universe*, 1st ed., 1985: $39.95.
VIDEOTAPES: *The Mechanical Universe* (Annenberg/CPB). Home Use Deposit: $110.00.

Plant Pathology

305 Theory and Concepts of Plant Pathology: UMC — CALS

3 CREDIT COURSE: 12 lessons, 12 submitted. 3 exams.
PREREQUISITES: 5 hours of biology; junior, senior, or graduate standing.

This course investigates the diseases of plants. Topics include viruses, prokaryotes, fungi, gene regulation, plant metabolism, and the genetics of plant disease.
TEXTS: AGRIOS, *Plant Pathology*, 3rd ed., 1988: $54.50.

Plant Science

25 Basic Home Horticulture: UMC — CALS

3 CREDIT COURSE: 13 lessons, 13 submitted. 2 exams.

This course includes discussions of and scientific rationale for current cultural practices for growing home horticultural plants.
TEXTS: BIENZ, *The Why and How of Home Horticulture*, 2nd ed., 1993: $45.00.

233 Plant Propagation: UMC — CALS

3 CREDIT COURSE: 10 lessons, 6 submitted. 2 exams.
PREREQUISITES: Bio. Sci. 1 or 12.

This course discusses the principles and practices of the propagation of horticultural plants.
TEXTS: HARTMAN & KESTER, *Plant Propagation: Principles and Practices*, 4th ed., 1983: $42.20. Laboratory Kit: $7.00.

Political Science

1 American Government: UMC — FLS-CALS

3 CREDIT COURSE: 17 lessons, 17 submitted. 2 exams.
PREREQUISITES: Students taking this course may not take Pol. Sci. 11, and vice versa.

Topics in this course include the Constitution, federalism, civil liberties, political attitudes, interest groups, political parties, nominations, elections and campaigns, voting behavior, Congress, the Presidency, and the judiciary. *This course meets state law that requires students to successfully complete a constitutional course.*
TEXTS: WATSON, *Promise and Performance of American Democracy*, National Edition, 5th ed., 1985 (used only): $30.95.

11 Introduction to Political Science: UMC — CALS

3 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.
PREREQUISITES: Students taking this course may not take Pol. Sci. 1, and vice versa.

This course discusses the scope and content of politics, and it studies the theory and operation of democratic and nondemocratic governments. *This course meets state law that requires students to successfully complete a constitutional course.*
TEXTS: LAWSON, *The Human Polity*, 3rd ed., 1993: $46.80.

55 International Relations: UMC — CALS

3 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.

This course provides theories and analyses on various international topics. Included are three schools of thought in the area of international relations: idealism, realism, and transnationalism. The concept of power and how political leaders use it to achieve goals is studied, as well as the role of the public in shaping foreign policy. In addition, the arms race and nuclear deterrence are discussed, with commentary on the Cuban missile crisis, the cold war, and the Persian Gulf War. The course concludes with a look at current problems in the world: population growth, depletion of resources, environmental pollution, and food shortage.
TEXTS: RUSSETT & STARR, *World Politics: The Menu for Choice*, 4th ed., 1992: $31.95.

102 State Government: UMC — CALS

3 CREDIT COURSE: 11 lessons, 7 submitted. 2 exams.

This course studies government and politics at the state level, with an emphasis on the state of Missouri. *This course meets state law that requires students to successfully complete a constitutional course.*
TEXTS: LORCH, *State and Local Politics*, 3rd ed., 1989: $36.60.

140 Public Administration: UMSL — CALS

3 CREDIT COURSE: 10 lessons, 10 submitted. 3 exams.
PREREQUISITES: Pol. Sci. 11 or consent of instructor.

This course includes a survey of public administration, with reference to financial administration, personnel management, and judicial control of the administrative requirement. *This course meets state law that requires students to successfully complete a constitutional course.*
TEXTS: GORDON & MILAKOVICH, *Public Administration in America*, 5th ed., 1995: $61.55.

316 Congress and Legislative Policy: UMC — FLS-CALS — VIDEO
407 Congressional Politics: UMKC
231 Congressional Politics: UMSL

3 CREDIT COURSE: 11 lessons, 7 submitted, including a term paper. 26 video programs. 3 exams.
PREREQUISITES: UMC-Pol. Sci. 1 or 11; UMSL-Pol. Sci. 11.

A study of legislative institutions, procedures, and behavior, this course emphasizes the role of the U.S. Congress in the context of political representation theories.
TEXTS: DAVIDSON & OLESZEK, *Congress and Its Members*, 2nd ed., 1985: $17.00. KERNELL, *Congress: We the People*, 1984: $12.45.
VIDEOTAPES: *Congress: We the People* (Annenberg/CPB). Home Use Deposit: $110.00.

320 The American Constitution: UMC — FLS — VIDEO

3 CREDIT COURSE: 14 lessons, 7 submitted. 16 video programs. 3 exams.

PREREQUISITES: Pol. Sci. 1 or 11, and junior standing.

This course examines leading constitutional principles as they have evolved through important decisions of the U.S. Supreme Court. *This course meets state law that requires students to successfully complete a constitutional course.*

TEXTS: MCKENNA, *A Guide to the Constitution*, 1984: $16.60. WALKER & EPSTEIN, *The Supreme Court of the United States: An Introduction*, 1993: $17.95. *The Missouri Constitution*: FREE. Reader: $13.60.

VIDEOTAPES: *The Constitution: That Delicate Balance* and *That Delicate Balance II: Our Bill of Rights* (Annenberg/CPB Project). Home Use Deposit: $75.00.

350 The Politics of the Third World: UMR — CALS

3 CREDIT COURSE: 8 lessons, 6 submitted. 3 exams.

PREREQUISITES: Pol. Sci. 90, or History 112 or 175 or 176.

This course explores 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: CAMMACK et al., *Third World Politics: A Comparative Introduction*, 2nd ed., 1993: $16.95. HUNTINGTON, *Political Order in Changing Societies*, 1968 (used only): $9.50. HUNTINGTON & WEINER, *Understanding Political Development*, 1987 (used only): $15.50. ROSTOW, *The Stages of Economic Growth: A Non-Communist Manifesto*, 3rd ed., 1990: $22.45.

360 American Political Thought: UMC — CALS
342 American Political Thought: UMKC

3 CREDIT COURSE: 7 lessons, 6 submitted. 2 exams.

PREREQUISITES: UMC-junior standing.

This course studies American political ideas, with an emphasis on current problems and conflicts and on intellectual responses to social change.

TEXTS: LEVY, *Political Thought in America*, 1988: $34.00. TAYLOR, *America as Art*, 1979: $19.95.

380F The War in Vietnam and the U.S.: UMKC — FLS-CALS — VIDEO

3 CREDIT COURSE: 12 lessons, 6 submitted. 15 video programs. 3 exams.

This course provides an understanding of the political experience and the lessons and legacies of the Vietnam War in both Vietnam and the United States. *This is the same course as UMC History 101 and UMC Mil. Sci. 161.*

TEXTS: KARNOW, *Vietnam: A History*, 1991: $13.50. MCQUAID, *The Anxious Years: America in the Vietnam-Watergate Era*, 1989: $8.70. WEBB, *Fields of Fire*, 1978: $7.45. Reader: $13.50.

VIDEOTAPES: *Vietnam: A Television History* (PBS) and *Television's Vietnam* (Accuracy in Media). Home Use Deposit (on all tapes): $105.00. Home Use Deposit (on *Television's Vietnam* only): $30.00.

PSYCHOLOGY

1 General Psychology: UMC — CALS
50 General Psychology I: UMR
3 General Psychology: UMSL

3 CREDIT COURSE: 8 lessons, 7 submitted. 2 exams.

This course gives a historical background of the psychology and principles of human behavior. It includes an introduction to human growth and development; intelligence; motivation; psychological measurement; emotions; personality development and adjustment; and related research methods.

TEXTS: MYERS, *Psychology*, 3rd ed., 1992 (used only): $41.25.

170 Child Psychology: UMC — CALS

3 CREDIT COURSE: 13 lessons, 5 submitted. 2 exams.

PREREQUISITES: Psych. 1.

This course introduces the scientific study of the physical, cognitive, and psychosocial development of the child from the point of conception until adolescence.

TEXTS: BERGER, *The Developing Person Through the Life Span*, 3rd ed., 1994: $56.95.

190 Social Psychology: UMC — CALS

3 CREDIT COURSE: 10 lessons, 6 submitted. 2 exams.

PREREQUISITES: Psych. 1 and/or Soc. 1.

This course provides an introduction to how people's thoughts, feelings, and behaviors are influenced by the actual or imagined thoughts, feelings, and behaviors of others.

TEXTS: MYERS, *Social Psychology*, 4th ed., 1993: $58.10.

212 Human Learning: UMC — CALS

3 CREDIT COURSE: 8 lessons, 6 submitted. 2 exams.

PREREQUISITES: Psych. 1.

This course studies the principles of learning and forgetting and the factors that affect human learning and retention.

TEXTS: HOUSTON, *Fundamentals of Learning and Memory*, 4th ed., 1991: $57.50.

212 Industrial Psychology: UMR — CALS

3 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.

PREREQUISITES: Psych. 50.

This course examines the principles involved as employees interact with the social and physical events in their industrial work environment.

TEXTS: SCHULTZ & SCHULTZ, *Psychology and Industry Today*, 5th ed., 1990: $46.90.

245 Abnormal Psychology: UMSL — FLS-CALS

3 CREDIT COURSE: 8 lessons, 8 submitted, including a term paper. 2 exams.

PREREQUISITES: Psych. 3.

This course introduces major symptom complexes, theories of etiology, and treatment of behavior disorders.

TEXTS: MEYER & SALMON, *Abnormal Psychology*, 2nd ed., 1988: $60.00. *60 Minutes* Transcript: $6.25.

271 Adolescent Psychology: UMSL — CALS

3 CREDIT COURSE: 14 lessons, 8 submitted. 2 exams.

PREREQUISITES: Psych. 3.

This course studies the principles of biological, behavioral, and personality development from puberty to maturity.

TEXTS: STEINBERG, *Adolescence*, 3rd ed., 1993: $45.00.

315 Environmental Psychology: UMR — CALS

3 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.
PREREQUISITES: Psych. 50.

This course studies the psychological effects of various environmental and socially relevant problems. Course topics 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.
TEXTS: HOLAHAN, *Environmental Psychology*, 1st ed., 1982: $63.40.

330 Animal Behavior: UMC — CALS

3 CREDIT COURSE: 11 lessons, 6 submitted. 2 exams.
PREREQUISITES: Psych. 1 plus eight hours of psychology or biological sciences.

This course presents a comparative study of animal behavior. It teaches how behavior relates to bodily structure and environment.
TEXTS: GRIER & BURK, *Biology of Animal Behavior*, 2nd ed., 1992: $62.50.

393 Perception: UMC — CALS
220 Psychology of Sensation and Perception: UMR

3 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.
PREREQUISITES: UMC-six hours of psychology; UMR-Psych. 50.

This course studies the general characteristics of the senses and the basic conditions and principles of human perception, with an emphasis on auditory and visual perception. The role of sensation and perception on affectivity and motivation is stressed.
TEXTS: GOLDSTEIN, *Sensation and Perception*, 3rd ed., 1989: $62.45.

494 Cognitive Psychology: UMC — CALS
305 Cognitive Psychology: UMR
356 Thinking and Cognition: UMSL

3 CREDIT COURSE: 10 lessons, 5 submitted. 2 exams.
PREREQUISITES: UMC-graduate standing; UMR-Psych. 50; UMSL-nine hours of psychology. This course is part of the core curriculum required for UMC graduate students in psychology. Students who wish to enroll in this course for undergraduate credit must enroll through UMR or UMSL. Psych. 494 (UMC) may be taken only by graduate students.

This course focuses on basic research in human perception, memory, attention, and thought.
TEXTS: ANDERSON, *Cognitive Psychology and Its Implications*, 3rd ed., 1990: $37.95.

ROMANCE LANGUAGES

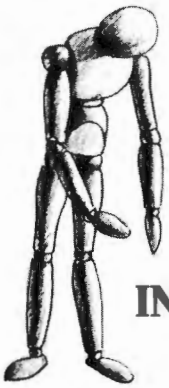
French

Students with one or less high school units of French should take French 1. Those with two high school units of French may take French 1 or 2. Students with three high school units of French may take French 1 or 2.

1 Elementary French I: UMC — FLS

5 CREDIT COURSE: 9 lessons, 9 submitted. 3 exams.

This course gives an introduction to French grammar and composition; students practice hearing and speaking French through the use of audiocassette tapes. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*



Don't let scheduling conflicts get you down !!

CONSIDER: INDEPENDENT STUDY

TEXTS: MUYSKENS et al., *Rendez-vous*, 3rd ed., 1990: $39.40. WESTPHAL, *Workbook to Accompany Rendez-vous*, 3rd ed., 1990: $17.20. ROCHESTER, *Laboratory Manual to Accompany Rendez-vous*, 3rd ed., 1990: $17.20. MORTON, *English Grammar for Students of French* (optional): $12.95. Rental charge for audiocassettes for this course is $50.00, $45.00 of which will be refunded when the material is returned in satisfactory condition. NOTE: The same texts are used in 2 Elementary French II. Tape set is different in 2 Elementary French II, but the rental charge is the same.

2 Elementary French II: UMC — FLS

5 CREDIT COURSE: 8 lessons, 8 submitted. 3 exams.
PREREQUISITES: grade of C or better in French 1 or equivalent.

This course is a continuation of French 1. Students practice hearing and speaking French through the use of audiocassette tapes. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*
TEXTS: See 1 Elementary French I for textbook information. Tape set is different, but the rental charge is the same.

Spanish

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

1 Elementary Spanish I: UMC — FLS-CALS*

5 CREDIT COURSE: 11 lessons, 10 submitted. 2 exams.

This course gives an introduction to the Spanish language; students practice hearing and speaking Spanish through the use of audiocassette tapes.
TEXTS: KNORRE et al., *Puntos de Partida: An Invitation to Spanish*, 4th ed., 1993: $48.75. ARANA & ARANA, *Workbook to Accompany Puntos de Partida*, 4th ed., 1993: $22.20. SABLÓ-YATES, *Laboratory Manual to Accompany Puntos de Partida*, 4th ed., 1993: $22.20. Rental charge for audiocassettes for this course is $30.00, $25.00 of which will be refunded when the material is returned in satisfactory condition. NOTE: The same texts are used in 2 Elementary Spanish II. Tape set is different in 2 Elementary Spanish II, but the rental charge is the same.

2 Elementary Spanish II: UMC — FLS-CALS*

5 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.
PREREQUISITES: grade of C or better in Spanish 1 or equivalent.

This course is a continuation of Spanish 1. Students practice hearing and speaking Spanish through the use of audiocassette tapes.
TEXTS: See 1 Elementary Spanish I for textbook information. Tape set is different, but the rental charge is the same.

3 Elementary Spanish III: UMC — FLS-CALS*

3 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.
PREREQUISITES: grade of C or better in Spanish 2 or equivalent.

This is a multi-skill course following Spanish II that highlights cultural/literary readings; it includes a grammar review and practice in the spoken language, as well as some practice in written expression. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: LEVY-KONESKY et al., *Nuevas Fronteras: Gramática y Conversación*, 3rd ed., 1996: $35.95. LEVY-KONESKY et al., *Nuevas Fronteras: Literatura y Cultura*, 3rd ed., 1996: $24.70. Audiocassette Tapes: $8.00.

110 Elementary Spanish I: UMKC — FLS — VIDEO

4 CREDIT COURSE: 8 lessons, 8 submitted. 8 video programs. 2 exams.

The goals of this course are to be able to speak and understand simple (spoken) Spanish, as well as to read and write simple prose.

TEXTS: UTLEY, *España Viva*, 1988: $17.45. CASSELL, *Spanish/English Dictionary* (optional): $3.00. Audiocassette Tapes: prepared by instructor: $15.00. Audiocassette program also accompanies text. Rental charge for these audiocassettes is $36.00, $31.00 of which will be refunded when the material is returned in satisfactory condition.
VIDEOTAPES: *España Viva* (BBC). Home Use Deposit: $100.00.

RURAL SOCIOLOGY

1 Rural Sociology: UMC — CALS

3 CREDIT COURSE: 10 lessons, 8 submitted. 2 exams.
PREREQUISITES: Credit is given for Rural Soc. 1 or Soc. 1, but not for both.

This course introduces students to the sociology of rural and small towns. The structure, functioning, and trends of rural society are discussed. Basic sociological principles are also emphasized.

TEXTS: FLORA et al., *Rural Communities: Legacy and Change*, 1992: $22.50. ROBERTSON, *Sociology*, 3rd ed., 1987: $47.95.

216 Urban Sociology: UMC — CALS

3 CREDIT COURSE: 12 lessons, 9 submitted. 2 exams.
PREREQUISITES: Rural Soc. 1 or Soc. 1.

This course studies urbanism as a world phenomenon; the ecological and demographic characteristics of cities; and the organization of urban society. Urban topics include status systems, occupational structure, formal and informal associations, racial and cultural relations, forms of communication, housing, and city planning.

TEXTS: HASSINGER & PINKERTON, *The Human Community*, 1986: $47.80. SUTTLES, *The Social Order of the Slum: Ethnicity and Territory in the Inner City*, 1968: $12.30.

SOCIAL WORK

125 Social Welfare and Social Work: UMC — CALS

3 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.
PREREQUISITES: Course is required for sophomores and juniors earning a degree in social work.

This course examines the nature of social welfare institutions and social work, and the relationship between them. It focuses on policy issues, with special references to poverty, racism, and sexism.

TEXTS: POPPLE & LEIGHNINGER, *Social Work, Social Welfare, and American Society*, 2nd ed., 1993: $48.75.

303 Social Justice and Social Policy: UMC — CALS

3 CREDIT COURSE: 12 lessons, 11 submitted. 2 exams.
PREREQUISITES: Social Work 125.

Based on the concepts of human need and social justice, this course provides a historical and analytical approach to social welfare policies and programs.

TEXTS: KARGER & STOESZ, *American Social Welfare Policy: A Pluralist Approach*, 2nd ed., 1994: $44.95. JANSSON, *The Reluctant Welfare State: A History of American Social Welfare Policies*, 2nd ed., 1993: $42.50. SPECHT & COURTNEY, *Unfaithful Angels: How Social Work Has Abandoned Its Mission*, 1994: $15.00.

403 Policy and Service Delivery in Social Welfare: UMC — CALS

3 CREDIT COURSE: 12 lessons, 12 submitted. 2 exams.
PREREQUISITES: graduate standing; consent required.

This course covers historic and contemporary issues in social welfare policy. It focuses on relationships among social problems, public policies, private actions, poverty, racism, sexism, and social work practice/values.

TEXTS: DINITTO, *Social Welfare: Politics and Public Policy*, 3rd ed., 1991: $36.20. GILBERT, *The Enabling State: Modern Welfare Capitalism in America*, 1989: $44.95. TROPMAN, *American Values and Social Welfare: Cultural Contradictions in the Welfare State*, 1989: $44.05. WILSON, *The Truly Disadvantaged: The Inner City, the Underclass, and Public Policy*, 1987: $9.70.

SOCIOLOGY

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

1 Introduction to Sociology: UMC — CALS

3 CREDIT COURSE: 10 lessons, 10 submitted. 2 exams.
PREREQUISITES: Credit is given for Soc. 1 or Rural Soc. 1, but not for both.

This course examines the organization and activities of human groupings such as the family, community, crowd and social class; the structure and function of institutions; and the social influences that shape personality, behavior, and social change.

TEXTS: SCHAEFER & LAMM, *Sociology*, 5th ed., 1995: $53.10.
DISK VERSION: There is an alternative version of this course, which uses two computer disks instead of a textbook. You must have an IBM-compatible computer with a 3 ½-inch disk drive in order to take the disk version of the course. *Hyper-Soc*™ Disk Package: $15.60.

211 Criminology: UMC — CALS — VIDEO

3 CREDIT COURSE: 16 lessons, 0 submitted. 13 video programs. 3 exams.

Topics in this course include the sociology of law; the constitutional, psychological, and sociological theories of criminal behavior; the process of criminal justice; the treatment of corrections; and the control of crime.

TEXTS: GALLIHER, *Criminology: Human Rights, Criminal Law and Crime*, 1989: $38.55. GAYLORD & GALLIHER, *The Criminology of Edwin Sutherland*, 1988: $21.95.
VIDEOTAPES: *Criminology* (University of Missouri). Home Use Deposit: $86.00.

216 Urban Sociology: UMC — CALS
431 Social Organization of the City: UMKC
251 Urban and Rural Sociology: UMR
202 Urban Sociology: UMSL

3 CREDIT COURSE: 12 lessons, 9 submitted. 2 exams.

PREREQUISITES: UMC-Soc. 1 or 4 or Rural Soc. 1 or equivalent; UMR-Soc. 81 or 85; UMSL-Soc. 10.

This course studies urbanism as a world phenomenon; the ecological and demographic characteristics of cities; and the organization of urban society. Urban topics include status systems; occupational structure; formal and informal associations; racial and cultural relations; forms of communication; housing; and city planning.

TEXTS: HASSINGER & PINKERTON, *The Human Community*, 1986: $47.80. SUTTLES, *The Social Order of the Slum: Ethnicity and Territory in the Inner City*, 1968: $12.30.

410R Aging in Contemporary Society: UMKC — FLS

3 CREDIT COURSE: 12 lessons, 5 submitted. 2 exams.

PREREQUISITES: 9 hours of social science. Departmental approval required to take course for graduate credit at UMKC.

Topics in this course include attitudes and stereotypes associated with the aged; the status of the aged in American society; the social psychology of the aging process; and the response of social institutions such as the family and political system to the aging of the population as a whole.

TEXTS: ATCHLEY, *Social Forces and Aging*, 7th ed., 1994: $57.95. *Generations, Volume XV*, No. 3, Summer/Fall 1991: $5.00. *Generations, Volume XVI*, No. 2, Spring 1992: $5.00.

STATISTICS

31 Elementary Statistics: UMC — CALS*

3 CREDIT COURSE: 10 lessons, 10 submitted. 3 exams.

PREREQUISITES: grade of C or better in Math 10, 14, or 15, or an MMPT score of 26 or better.

Topics in this course include the collection and presentation of data; averages; and dispersion. This course also provides an introduction to statistical inference, estimation, hypothesis testing, and correlation.

TEXTS: McCLAVE & DIETRICH II, *Statistics*, 6th ed., 1994: $64.70. BOUDREAU, *Statistics, Student's Solutions Manual*, 6th ed., 1994: $21.55.

THEATRE

6 The Theatre in Society: UMC — FLS — VIDEO

2 CREDIT COURSE: 11 lessons, 11 submitted. 9 videotapes. 2 exams.

This course examines the role and scope of the theatre in the modern world community.

TEXTS: COHEN, *Theatre*, 3rd ed., 1994: $36.95.

VIDEOTAPES: *Oedipus Rex, Romeo and Juliet* (BBC), *School for Scandal, The Wild Duck, The Dumb Waiter, True West, Sweeney Todd, Death of a Salesman, The Merchant of Venice* (BBC). Home Use Deposit: $100.00.

WOMEN STUDIES

101 Topics (Women's Experiences in Modern Fiction): UMC — FLS

3 CREDIT COURSE: 9 lessons, 6 submitted. 2 exams.

PREREQUISITES: sophomore standing.

A survey of modern fiction by and about women, this course includes related essays, many of which were written by the women whose fiction is studied.

TEXTS: WASHINGTON, ed., *Black-Eyed Susans/Midnight Birds: Stories By and About Black Women*, 1990: $8.75. RIEDER, ed., *Cosmopolis: Urban Stories By Women*, 1990: $7.20. CAHILL, ed., *New Women and New Fiction: Short Stories Since the Sixties*, 1986: $4.95.

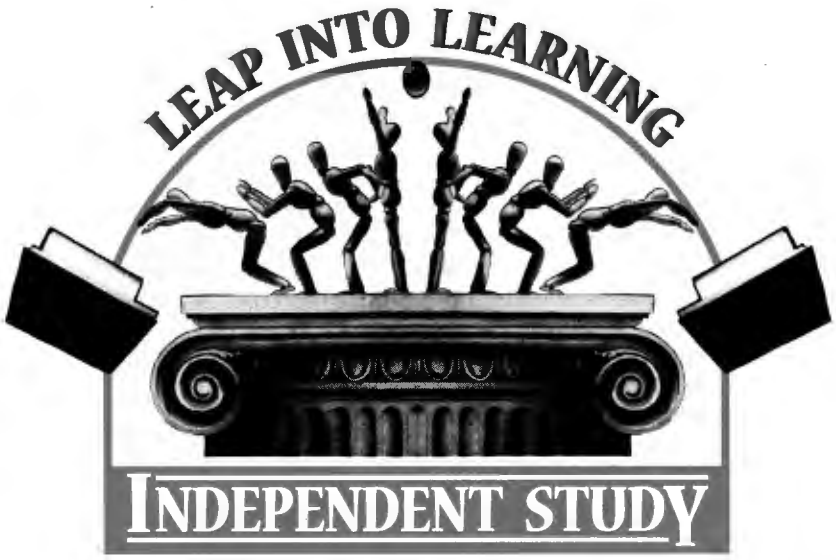
201 Topics (Women in Popular Culture): UMC — FLS

3 CREDIT COURSE: 10 lessons, 4 submitted. 2 exams.

PREREQUISITES: junior standing or Women Studies 105.

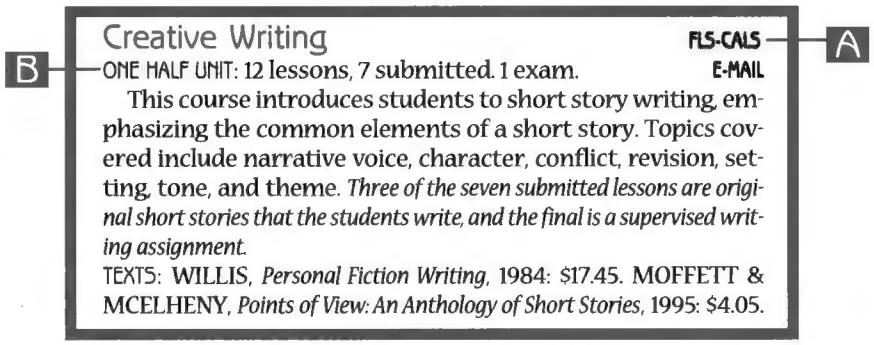
Drawing on the theoretical framework created by feminist scholars, this course investigates the ways women are portrayed in today's media. Topics include women in television and film, women's magazines, fashion and beauty, self-help books, advertising aimed at women, psychology and women, and ways to reverse traditional views of women.

TEXTS: FALUDI, *Backlash: The Undeclared War Against American Women*, 1991: $14.05. RUTH, *Issues in Feminism: An Introduction to Women's Studies*, 2nd ed., 1990: $29.95.



GUIDE TO HIGH SCHOOL COURSE DESCRIPTIONS

For a complete list of high school courses, see **COURSE INDEX**, *page 72.*
The fee for the high school program is $84 *per half unit course.*



NOTE: The above course listing is to be used for reference only.

A High school courses are designated either **FLS** (Faculty Lesson Service) or **CALS** (Computer-Assisted Lesson Service) courses. Assignments for FLS courses are evaluated directly by a faculty member; assignments for CALS courses are processed by a computer. Lesson questions in CALS courses are either multiple choice, matching, or true/false; you indicate your responses to these questions on an answer form provided with the study guide. Instructional comments based on your answers will be returned to you by means of a computer printout.

FLS — In FLS courses, lessons are evaluated directly by a faculty member.

CALS — In CALS courses, lessons are processed by a computer. For CALS-ONLINE courses, the lesson response time is immediate, if you have access to a computer with a modem and a printer. You may also use a web browser, such as Netscape or Microsoft Explorer, to submit CALS lessons over the Internet via the World Wide Web.

FLS-CALS — In FLS-CALS courses, some of the lessons are computer-processed, and some are evaluated by a faculty member.

CALS* — Courses that have an asterisk are CALS Mail-In courses. Because of technical limitations, these courses cannot be taken using CALS-ONLINE. Assignments for these courses either can be mailed in and computer-processed at the Center, or they can be submitted over the Internet via the World Wide Web.

See ELECTRONIC COURSE DELIVERY section, page 18, for a more detailed description of these options.

B ONE HALF UNIT equals one high school semester credit. Some courses include both a first and a second half unit, and they are designated accordingly in the course description. Other courses are designated as one half unit courses. Next to the course title line on your application form (Question 10A), check the box designated "1st" for all high school courses, unless you are enrolling in the second half unit of the course.

PREREQUISITES: Some high school courses have prerequisites, which are listed in the course description. Courses designated second half unit require credit in the first half unit (earned either through independent study or in the high school classroom). Most courses designated as one half unit have no prerequisites.

E-MAIL: Lessons can be submitted by electronic mail (E-MAIL) in several faculty-evaluated English courses. These courses are designated E-MAIL in the course description.

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 bulletin as circumstances warrant.

AGRICULTURE

Introductory Agriculture — CALS

FIRST HALF UNIT: 12 lessons, 12 submitted. 2 exams.

This course gives a general introduction to American agriculture, with a focus on Missouri agriculture. The first half unit includes a survey of livestock production.

TEXTS: DONAHUE & CHRISTIANSEN, *Exploring Agriculture*, 6th ed., 1984: $70.60. NOTE: This textbook is also used for Introductory Agriculture, Second Half Unit.

Introductory Agriculture — CALS

SECOND HALF UNIT: 12 lessons, 12 submitted. 2 exams.

The second half unit of this course focuses on crop production, soil-and-water conservation, and forest management.

TEXTS: See Introductory Agriculture, First Half Unit.

Introductory Horticulture — CALS

FIRST HALF UNIT: 12 lessons, 11 submitted. 2 exams.

This course is designed to introduce students to the science of horticulture and its practical applications for home and industry.

TEXTS: REILEY & SHRY, *Introductory Horticulture*, 4th ed., 1991: $39.05. NOTE: This textbook is also used for Introductory Horticulture, Second Half Unit.

Introductory Horticulture — CALS

SECOND HALF UNIT: 12 lessons, 11 submitted. 2 exams.

The second half unit of this course further introduces students to the science of horticulture and its practical applications to home and industry.

TEXTS: See Introductory Horticulture, First Half Unit.

BUSINESS EDUCATION

Accounting — FLS-CALS

FIRST HALF UNIT: 11 lessons, 11 submitted. 2 exams.

This course is an introduction to the basic accounting principles and procedures applied to businesses operating in a private enterprise economy. The first half unit describes the types of on-the-job activities required of entry-level accounting workers and the use of computers in maintaining accounting records. Students work through an accounting cycle for a sole proprietorship. Other topics include cash control and banking activities, accounting for sales on account, accounting for cash receipts, accounting for purchases on account, and accounting for cash payments.

TEXTS: GUERRIERI et al., *Accounting Concepts/Procedures/Applications*, 2nd ed., 1992: $42.25. GUERRIERI et al., *Chapter Reviews and Working Papers for Accounting Concepts/Procedures/Applications*, 2nd ed., 1992: $21.25. NOTE: These textbooks are also used for Accounting, Second Half Unit.

Accounting — FLS-CALS

SECOND HALF UNIT: 12 lessons, 12 submitted. 3 exams.

In the second half unit of this course, students learn how to complete the accounting cycle and how to report the financial position of a company at the end of a fiscal period. Other topics covered include keeping track of payroll, cash funds, long-term assets, accounts receivable, formal loans, inventory, and the differences involved in accounting for partnerships and corporations.

TEXTS: See Accounting, First Half Unit.

Business and Personal Law — CALS

ONE HALF UNIT: 13 lessons, 9 submitted. 2 exams.

This course addresses the practical aspects of the law; it focuses on 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.

TEXTS: BROWN, *Understanding Business and Personal Law*, 8th ed., 1988: $39.40.

Business Mathematics — CALS

ONE HALF UNIT: 8 lessons, 8 submitted. 2 exams.

This course covers the various aspects of consumer-oriented business practices, which include keeping financial records; figuring pay-rates, benefits, and commissions; understanding metric measures; and borrowing, saving, and investing money. Practice problems in the course promote proficiency in dealing with everyday mathematical situations.

TEXTS: SCHULTHEIS et al., *Applied Business Mathematics*, 13th ed., 1990: $50.05. SCHULTHEIS et al., *Applied Business Mathematics Workbook*, 13th ed., 1990: $17.95.

Consumer Economics — CALS

ONE HALF UNIT: 9 lessons, 9 submitted. 2 exams.

This course demonstrates how economic principles influence the daily lives of Americans. Consumer spending, borrowing, saving, and investing are explored.

TEXTS: WYLLIE et al., *Consumer Economics*, 11th ed., 1988: $50.55.

Economics: Making Decisions — CALS

ONE HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course studies how individuals and societies make decisions about the use of natural resources, labor, time, and money. Students are introduced to economic terminology and to the everyday application of basic economic principles.

TEXTS: WATSON, *Economics*, 1991: $61.20.

Electronic Office Systems — CALS

ONE HALF UNIT: 8 lessons, 8 submitted. 2 exams.

This course acquaints students with the fundamental systems and concepts of office technology and the organization of the modern office.

TEXTS: VANHUSS & DAGGETT, *Electronic Office Systems*, 1989: $24.40.

Introduction to Business — CALS

FIRST HALF UNIT: 10 lessons, 10 submitted. 2 exams.

An introduction to basic economic theories and principles, this course emphasizes the individual's role as wage earner, consumer, and citizen.

TEXTS: BROWN & CLOW, *Our Business and Economic World*, 2nd ed., 1987: $40.00. 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.

Topics explored in the second half unit of this course include: the wide use of credit, insurance, investments, communication, transportation, the government's role in our economy, labor, world trade, career planning, and job seeking.

TEXTS: See Introduction to Business, First Half Unit.

Introduction to Computers — CALS

ONE HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This beginning computer course acquaints students with computer vocabulary and concepts. It discusses the historical background of computers; how computers work; computer applications; and the social implication of computers. *Course does not require students to have access to a computer.*

TEXTS: GRAHAM, *The Mind Tool: Computers and Their Impact on Society*, 5th ed., 1989: $49.95.

Keyboarding / Typewriting — FLS-CALS

FIRST HALF UNIT: 14 lessons, 14 submitted. 2 exams.

This introductory course teaches typing techniques that promote accuracy and speed; proofreading notation; standard formats used in business and professional documents; and reports and tables. *Course requires students to have access to a word processor or a typewriter.* NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: CRAWFORD et al., *Century 21 Keyboarding*, 4th ed., 1987: $45.00. NOTE: This textbook is also used for Keyboarding/Typewriting, Second Half Unit.

Keyboarding / Typewriting — FLS-CALS

SECOND HALF UNIT: 14 lessons, 14 submitted. 2 exams.

This course teaches more complex forms of the basic materials covered in the first half of this course, and it emphasizes improved typing proficiency: techniques, speed, and accuracy. *Course requires students to have access to a word processor or a typewriter.* NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: See Keyboarding/Typewriting, First Half Unit. CRAWFORD et al., *Century 21 Laboratory Materials 2*, 4th ed., 1987: $10.60.

Principles of Marketing — CALS

ONE HALF UNIT: 7 lessons, 7 submitted. 2 exams.

This course explores many marketing practices and their roles in today's business world; it also describes several career positions in marketing.

TEXTS: PALMER & STULL, *Principles of Marketing*, 2nd ed., 1991: $26.20. PALMER & STULL, *Marketing Projects Workbook - Principles of Marketing*, 2nd ed., 1991: $11.90.

Advanced Marketing — CALS

ONE HALF UNIT: 12 lessons, 7 submitted. 2 exams.

This course covers the economics of marketing and introduces basic math skills for figuring discounts, sales taxes, and shipping charges. Students create advertisements, study stock and inventory control, and evaluate various management skills.

TEXTS: FARESE et al., *Marketing Essentials*, 1991: $35.00. FARESE et al., *Marketing Essentials Student Activities Workbook*, 1991: $7.50.

You and the World of Work — CALS

ONE HALF UNIT: 9 lessons, 9 submitted. 2 exams.

This course introduces students to the work world. It examines the intellectual tools needed to perform in the marketplace; the impact of technology in the business world; and the personal time and money management skills required to succeed in the workplace.

TEXTS: CONOVER et al., *Business Dynamics: An Introduction to Business and Occupations*, 2nd ed., 1989: $40.00. CONOVER et al., *Student Activity Guide for Business Dynamics: An Introduction to Business and Occupations*, 2nd ed., 1989: $8.75.

CONSUMER HOMEMAKING

Food for Fun and Fitness — CALS

ONE HALF UNIT: 10 lessons, 7 submitted. 2 exams.

This course provides an overview of how important a balanced diet is to one's physical and emotional health. The role of each nutrient is described, as well as the ways in which the body uses each nutrient. Lessons on weight control; eating out; and proper techniques for buying, preparing, and storing food are included.

TEXTS: KOWTALUK, *Discovering Nutrition*, 1980 or 1986: $31.80.

Housing Decisions — CALS

ONE HALF UNIT: 12 lessons, 6 submitted. 2 exams.

This course discusses the factors that affect home-related decisions. Students learn the advantages and disadvantages both of renting and of buying a home, how to determine what monthly housing payment they can afford, how to choose appropriate textiles and furnishings, and how to prevent accidents and fires in the home.

TEXTS: LEWIS, *Housing Decisions*, 4th ed., 1994: $37.50.

Parenting and Child Development — CALS

ONE HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course looks at the realities and responsibilities of parenthood. It also studies the development of the child from the prenatal period to adolescence.

TEXTS: HILDEBRAND, *Parenting and Teaching Young Children*, 1990: $44.15.

Personal Adjustment, Dating, and Marriage — CALS

ONE HALF UNIT: 10 lessons, 6 submitted. 2 exams.

This course examines contemporary health and lifestyle issues. Personality development, communication skills, and decision-making processes are stressed.

TEXTS: RYDER & HARTER, *Contemporary Living*, 1995: $42.45.

DRIVER EDUCATION

Driver Education — CALS

ONE HALF UNIT: 19 lessons, 10 submitted. 2 exams.

This course educates students about driving strategies, driving maneuvers, and traffic laws. Designed to promote a positive attitude toward safety, the course does not provide behind-the-wheel instruction; it does, however, prepare students to acquire practical skills. *Students should check with their principal for approval before enrolling in this course. Students who plan to obtain a driver's license from a state other than Missouri should obtain the driver's guide for that state.*

TEXTS: JOHNSON et al., *Drive Right*, 9th ed., 1993: $19.05. Missouri Driver's Guide: FREE.

FINE ARTS

Art I — FLS-CALS

ONE HALF UNIT: 12 lessons, 12 submitted. 2 exams.

Designed for beginning students in art, this course covers the basic principles of design and the elements of art: line, color, shape, texture, and form. Emphasis is placed on the quality of the students' art work; their understanding and appreciation of art; and their application of design elements. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: GATTO et al., *Exploring Visual Design*, 1987: $31.00. Art Reprint Packet: $3.90. *Students are responsible for obtaining art supplies; the approximate cost for these supplies is $100.00.*

Art Appreciation — CALS

ONE HALF UNIT: 11 lessons, 8 submitted. 2 exams.

This course provides information about and experiences with visual art. Students learn to respond to works of art through the use of description, analysis, interpretation, and critical judgment.

TEXTS: HOBBS & SALOME, *The Visual Experience*, 1991: $37.45. Postcard Packet: $21.00.

Introductory Photography — FLS-CALS

ONE HALF UNIT: 12 lessons, 11 submitted. 2 exams.

This course covers the basics of black and white photography, including the technical processes and equipment used. In addition to learning how to take pictures, develop film, and print photographs, students learn to critically evaluate photographs. *Access to a 35mm camera with manual controls is required, and students are responsible for shooting a roll of film and having it commercially developed for submission as part of their assignment.* NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: HORENSTEIN, *Black and White Photography, A Basic Manual*, 1983: $14.50. MOSLEY, *Workbook for Black and White Photography*, 1996 ed.: $5.00. Photo Packet: $6.05.

Music Appreciation — FLS-CALS

ONE HALF UNIT: 11 lessons, 9 submitted. 2 exams.

This course explores the concepts, styles, techniques, instruments, and history of music from the Medieval through the Classical eras. Audiocassette tapes are used to provide listening examples of various types of instruments and forms of music.

TEXTS: MACHLIS & FORNEY, *The Enjoyment of Music*, 7th ed. shorter, 1995, and Audiocassette Tapes 1-3: *The Enjoyment of Music*: $46.95. Audiocassette Tape: BRITTEN, *The Young Person's Guide to the Orchestra*: $6.75.

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FOREIGN LANGUAGES

French I — FLS-CALS*

FIRST HALF UNIT: 12 lessons, 12 submitted. 2 exams.

This course provides an introduction to the principles of French grammar and composition. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: VALETTE & VALETTE, *French for Mastery: Salut, les Amis!*, 1988: $53.95. VALETTE & VALETTE, *French for Mastery: Salut, les Amis! Workbook*, 1988: $15.40. Audiocassette tape program accompanies texts. The audiocassette fee for the course is $30.00, $25.00 of which will be refunded when the materials are returned in good condition. NOTE: These textbooks are also used for French I, Second Half Unit. Tape set is different for French I, Second Half Unit, but the rental charge is the same.

French I — FLS-CALS*

SECOND HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course continues with a study of the principles of French grammar and composition introduced in the first half unit, and it explores the culture of France. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: See French I, First Half Unit for textbook information. Tape set is different, but the rental charge is the same.

French II — FLS-CALS*

FIRST HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course studies the principles of French grammar and composition while exposing students to French life and culture. It is designed for students who have had one year of French. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: VALETTE & VALETTE, *French for Mastery 2: Tous Ensemble*, 1990: $53.95. VALETTE & VALETTE, *French for Mastery 2: Tous Ensemble Workbook*, 1990: $14.70. Audiocassette tape program accompanies texts. The audiocassette fee for the course is $30.00, $25.00 of which will be refunded when the materials are returned in good condition. NOTE: These textbooks are also used for French II, Second Half Unit. Tape set is different for French II, Second Half Unit, but the rental charge is the same.

French II — FLS-CALS*

SECOND HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course continues the study of the principles of French grammar and composition begun in the first half unit. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: See French II, First Half Unit for textbook information. Tape set is different, but the rental charge is the same.

German I — FLS-CALS

FIRST HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course introduces the basics of German grammar and composition and discusses some aspects of German life and culture.

TEXTS: KRAFT, *Deutsch: Aktuell 1*, 3rd ed., 1993: $44.95. KRAFT, *Deutsch: Aktuell 1, Workbook*, 3rd ed., 1993: $9.40. Audiocassette tape program accompanies texts. The audiocassette tape fee is $30.00, $25.00 of which will be refunded when the materials are returned in good condition. NOTE: These textbooks are also used for German I, Second Half Unit. Tape set is different for German I, Second Half Unit, but the rental charge is the same.

German I — FLS-CALS

SECOND HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course continues with a study of the principles of German grammar and composition introduced in the first half unit, and it explores additional aspects of German culture.

TEXTS: See German I, First Half Unit for textbook information. Tape set is different, but the rental charge is the same.

German II — FLS-CALS

FIRST HALF UNIT: 12 lessons, 10 submitted. 2 exams.

This course is designed for students who have completed one year of German. It expands on reading, writing, listening, and speaking skills. Students also study cultural aspects of German-speaking countries.

TEXTS: KRAFT, *Deutsch: Aktuell 2*, 3rd ed., 1991: $46.20. KRAFT, *Deutsch: Aktuell 2, Workbook*, 3rd ed., 1991: $9.40. Audiocassette tape program accompanies texts. The audiocassette tape fee is $30.00, $25.00 of which will be refunded when the materials are returned in good condition. NOTE: These textbooks are also used for German II, Second Half Unit. Tape set is different for German II, Second Half Unit, but the rental charge is the same.

German II — FLS-CALS

SECOND HALF UNIT: 12 lessons, 10 submitted. 2 exams.

This course is a continuation of second-year German, emphasizing reading, writing, and speaking German as well as various aspects of German culture.

TEXTS: See German II, First Half Unit for textbook information. Tape set is different, but the rental charge is the same.

Japanese I — FLS-CALS

FIRST HALF UNIT: 10 lessons, 10 submitted. 2 exams.

PREREQUISITES: This is a rigorous course, recommended for high-performing students.

This course introduces students to the basics of reading, writing, and speaking Japanese. Various aspects of Japanese culture are also discussed.

TEXTS: NESBITT et al., *Contact Japanese*, 1993: $29.70. Audiocassette tape program accompanies text. The audiocassette tape fee is $30.00, $25.00 of which will be refunded when the materials are returned in good condition.

Spanish I — FLS

FIRST HALF UNIT: 14 lessons, 14 submitted. 2 exams.

This course introduces the principles of Spanish grammar; students practice building simple sentences and learn common idioms. The culture, religious practices, and family traditions of Spanish-speaking peoples are discussed. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: GRIFFITH & BRIGGS, *Churros y Chocolate*, 1987: $39.30. GRIFFITH & BRIGGS, *Churros y Chocolate, Workbook*, 1987: $12.50. Audiocassette tape program accompanies texts. The audiocassette fee is $30.00, $25.00 of which will be refunded when the materials are returned in good condition. NOTE: These textbooks are also used for Spanish I, Second Half Unit. Tape set is different for Spanish I, Second Half Unit, but the rental charge is the same.

Spanish I — FLS

SECOND HALF UNIT: 16 lessons, 16 submitted. 2 exams.

This course continues the study of Spanish grammar, as well as the study of the cultural, religious, and family traditions of Spanish-speaking peoples. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: See Spanish I, First Half Unit for textbook information. Tape set is different, but the rental charge is the same.

Spanish I: VIDEO — FLS

FIRST HALF UNIT: 8 lessons, 8 submitted. 8 video programs. 2 exams.

This course introduces the principles of Spanish grammar; students practice building simple sentences and learn common idioms. The culture, religious practices, and family traditions of Spanish-speaking peoples are discussed. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: UTLEY, *España Viva*, 1988: $17.45. LEAL & HAMILTON, *Beginning Spanish by Easy Steps*, 1975: $33.80. Audiocassette tape program accompanies text. The audiocassette fee is $36.00, $31.00 of which will be refunded when the materials are returned in good condition. NOTE: These textbooks are also used for Spanish I (VIDEO), Second Half Unit. Tape set is different for Spanish I (VIDEO), Second Half Unit, but the rental charge is the same.

VIDEOTAPES: *España Viva* (BBC). Home Use Deposit: $54.00.

Spanish I: VIDEO — FLS

SECOND HALF UNIT: 7 lessons, 7 submitted. 7 video programs. 2 exams.

This course continues the study of Spanish grammar, as well as the study of the cultural, religious, and family traditions of Spanish-speaking people. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: See Spanish I (VIDEO), First Half Unit for textbook information. Tape set is different, but the rental charge is the same.

VIDEOTAPES: *España Viva* (BBC). Home Use Deposit: $54.00.

Spanish II — FLS

FIRST HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course is designed for students who have completed one year of Spanish. It expands on speaking, writing, and reading skills. NOTE: *The Center cannot return graded lesson reports for this course by FAX.* TEXTS: VALETTE & VALETTE, *Spanish for Mastery 2: Entre Nosotros*, 1994: $49.95. VALETTE & VALETTE, *Spanish for Mastery 2: Entre Nosotros Workbook*, 1994: $14.70. Audiocassette tape program accompanies texts. The audiocassette fee for the course is $30.00, $25.00 of which will be refunded when the materials are returned in good condition. NOTE: These textbooks are also used for Spanish II, Second Half Unit. Tape set is different for Spanish II, Second Half Unit, but the rental charge is the same.

Spanish II — FLS

SECOND HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course continues the study of speaking, writing, and reading skills, as well as the study of the cultural and family traditions of Spanish-speaking people. NOTE: *The Center cannot return graded lesson reports for this course by FAX.* TEXTS: See Spanish II, First Half Unit for textbook information. Tape set is different, but the rental charge is the same.

HEALTH AND PHYSICAL EDUCATION

Fitness for Well-Being — CALS

ONE HALF UNIT: 9 lessons, 9 submitted. 2 exams.

This course is designed to provide students with information on how to enhance their lives through exercise and a balanced diet. Cardiovascular fitness, muscular fitness, flexibility, nutrition, and weight control are among the topics discussed. TEXTS: WILLIAMS et al., *Personal Fitness: Looking Good/Feeling Good*, 3rd ed., 1995: $37.40.

Health — CALS

ONE HALF UNIT: 10 lessons, 6 submitted. 2 exams.

This course provides an overview of health. It studies the effect that lifestyle can have on one's overall wellness and the ways in which people can maximize their physical, emotional, and social health through positive lifestyle choices. TEXTS: MERKI & MERKI, *Health: A Guide to Wellness*, 2nd ed., 1989 (used only): $32.80.

Physical Education for Special Needs — CALS

ONE HALF UNIT: 12 lessons, 7 submitted. 2 exams.

This course explains the rules and playing procedures of many sports and recreational activities that can be adapted to meet the special needs of individual students. Emphasis is placed on participation in physical education regardless of physical ability. TEXTS: SEATON et al., *Physical Education Handbook*, 1992: $34.70.

INDUSTRIAL ARTS

Amateur Radio — CALS

ONE HALF UNIT: 10 lessons, 10 submitted. 3 exams.

Starting with the basic rules and procedures, essential electronic concepts, and how to use communications radios, this course gives students a step-by-step introduction to radio. Morse code is taught with audiotapes, and students are given practical applications of selected electronics theory. This course also covers information students need to know in order to take an F.C.C. license exam for an amateur radio operator license. TEXTS: WOLFGANG et al., ed., *Now You're Talking! All You Need to Get Your First Ham Radio License*, 2nd ed., 1993: $15.20. Audiocassette Tape: *Your Introduction to Morse Code*: $12.50. VIDEOTAPES: *The New World of Amateur Radio* (American Radio Relay League, Inc.): $25.00.

DC Electronics — CALS

ONE HALF UNIT: 10 lessons, 10 submitted. 2 exams.

Designed for students with no background in electronics, this course covers the fundamentals of electricity, including a close examination of direct current electronics. Students complete ungraded lab exercises in order to learn the procedures discussed. TEXTS: COOK, *Introductory DC/AC Electronics*, 2nd ed., 1993: $56.25. A laboratory kit is needed for this course and can be rented for $45.00, $40.00 of which will be refunded when the kit is returned in satisfactory condition.

General Drafting — FLS-CALS*

FIRST HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course describes drafting instruments and equipment, and it teaches students drafting concepts and techniques that enable them to visualize and draw in three dimensions. NOTE: *The Center cannot return graded lesson reports for this course by FAX.* TEXTS: FRENCH et al., *Mechanical Drawing*, 11th ed., 1990: $51.25. LEVENS & COOPER, *Problems in Mechanical Drawing*, 6th ed., 1985: $45.75. *Students need to obtain drawing equipment and a compass set.* A kit containing most of the drawing equipment is sold at the Center for $40.25. The compass set can be rented for $24.00, $18.00 of which will be refunded when the set is returned in satisfactory condition. NOTE: The textbooks, drawing equipment, and compass set are also used for General Drafting, Second Half Unit.

General Drafting — FLS-CALS*

SECOND HALF UNIT: 13 lessons, 13 submitted. 2 exams.

This course teaches students how to use drafting concepts, skills, and equipment to create three-dimensional drawings. NOTE: *The Center cannot return graded lesson reports for this course by FAX.* TEXTS: For information about the textbooks, drawing equipment, and compass set, see General Drafting, First Half Unit. Supplemental drawing equipment kit for the second half unit: $21.90. *Students who rented the compass set for the first half unit of this course should indicate on their book order form that they will be using it for the second half unit.*

Technical Drafting — FLS

ONE HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This is an advanced course for students who have successfully completed an introductory course in drafting. It is designed to improve skills in manipulating drafting equipment and in expressing ideas graphically. It also teaches students how to read and interpret advanced drawings correctly. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: GIESECKE, *Technical Drawing*, 7th ed., 1980 (used only): $22.50.

LANGUAGE ARTS

9th Grade English — FLS-CALS E-MAIL

FIRST HALF UNIT: 8 lessons, 8 submitted. 2 exams.

This course gives a thorough examination of the elements of English grammar; emphasis is on the development of writing skills. Literature sections in each lesson introduce and discuss several literary genres including poetry; the short story and its sub-genres; and Shakespearean drama in *Romeo and Juliet*.

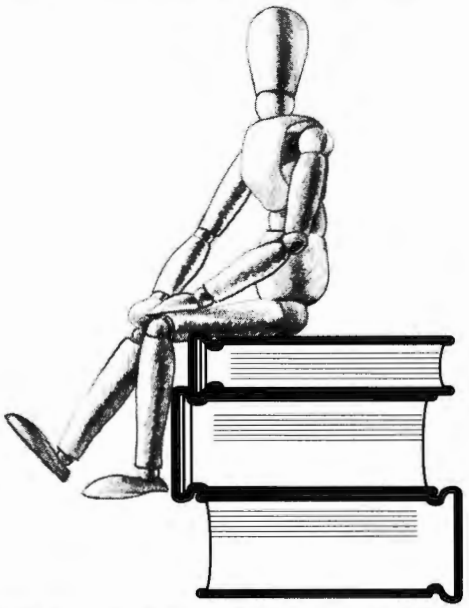
TEXTS: FORLINI, *Grammar and Composition, Grade 9*, 1987 or 1990: $47.30. FARRELL et al., *Patterns in Literature*, 1989 or 1991: $52.30. NOTE: These textbooks are also used for 9th Grade English, Second Half Unit.

9th Grade English — FLS-CALS E-MAIL

SECOND HALF UNIT: 8 lessons, 8 submitted. 2 exams.

This course continues the examination of the elements of English grammar; emphasis is on composition. Literature sections in each lesson introduce and discuss the western and fantasy short story sub-genres; prose essays; and Charles Dickens' *Great Expectations*.

TEXTS: See 9th Grade English, First Half Unit.



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10th Grade English — FLS-CALS E-MAIL

FIRST HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course continues the study of composition that was introduced in the 9th Grade English courses. The reading assignments are designed to enhance students' understanding and appreciation of literature; the writing assignments are designed to familiarize students with a variety of expressive techniques.

TEXTS: FORLINI, *Grammar and Composition, Grade 10*, 4th ed., 1990: $44.30. MCDONNELL et al., *Traditions in Literature*, Classic Edition, 1989: $49.40. NOTE: These textbooks are also used for 10th Grade English, Second Half Unit.

10th Grade English — FLS-CALS E-MAIL

SECOND HALF UNIT: 12 lessons, 12 submitted. 2 exams.

This course continues the study of composition and literature, with more emphasis on developing students' writing skills. NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: See 10th Grade English, First Half Unit.

11th Grade English — FLS-CALS E-MAIL

FIRST HALF UNIT: 12 lessons, 12 submitted. 2 exams.

This course analyzes the progression of the American Dream and its influence on literature. In addition, English mechanics, usage, and the methods of writing are emphasized. Students write narrative, persuasive, and expository essays, which culminate in a literary analysis.

TEXTS: FORLINI et al., *Grammar and Composition, Grade 11*, 3rd ed., 1987: $47.30. MILLER et al., *The United States in Literature*, Classic Edition, *The Red Badge of Courage* Edition, 1989 or 1991: $55.20. In addition to these two textbooks, students need to purchase one of the following novels (any edition): ANGELOU, *I Know Why the Caged Bird Sings*: $3.50; CATHER, *O Pioneers*: $5.60; ELLISON, *The Invisible Man*: $2.45; FITZGERALD, *The Great Gatsby*: $8.75; STEINBECK, *Of Mice and Men*: $3.50. NOTE: The two textbooks listed above are also used for 11th Grade English, Second Half Unit.

11th Grade English — FLS-CALS E-MAIL

SECOND HALF UNIT: 12 lessons, 12 submitted. 2 exams.

This course examines the themes of journeys and initiations in literature. Students read a variety of short stories and poems as well as a novel. The grammar sections focus on strengthening the foundations of vocabulary, sentence structure, and critical thinking in order to improve creative and practical writing skills.

TEXTS: See 11th Grade English, First Half Unit. Students need to purchase the textbooks only.

12th Grade English — FLS-CALS E-MAIL

FIRST HALF UNIT: 12 lessons, 12 submitted. 2 exams.

In addition to presenting a thorough review of general writing skills, this course surveys selections from the Anglo-Saxon, medieval, and Elizabethan periods and also from the 17th and 18th centuries.

TEXTS: PFORDRESHER et al., *England in Literature, Macbeth* Edition, 1989 or 1991: $55.20. FORLINI, *Grammar and Composition, Grade 12*, 3rd ed., 1987: $48.90. NOTE: These textbooks are also used for 12th Grade English, Second Half Unit.

12th Grade English

FLS-CALS

SECOND HALF UNIT: 12 lessons, 12 submitted. 2 exams. E-MAIL

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.

TEXTS: See 12th Grade English, First Half Unit.

African-American Literature

CALS

ONE HALF UNIT: 12 lessons, 12 submitted. 3 exams.

This course is a survey of the black experience in the United States, beginning in the antebellum period and ending with contemporary drama. Readings are taken from various genres — autobiography, poetry, the novel, the short story, and drama; and various time periods — antebellum, Reconstruction, the Harlem Renaissance, the Depression, the 1950s, and contemporary.

TEXTS: DOUGLASS, *Narrative of the Life of Frederick Douglass*, Penguin Classics Edition, 1982: $3.95. CHAPMAN, *Black Voices*, 1968: $4.95. WRIGHT, *Native Son*, 1940: $4.30. MARSHALL, *Brown Girl, Brownstones*, 1981: $8.40. HANSBERRY, *A Raisin in the Sun*, 1959/1988: $2.70. WILSON, *Fences*, 1986: $5.75.

American Literature: Society and Developing Identities

CALS

ONE HALF UNIT: 10 lessons, 8 submitted. 2 exams.

PREREQUISITES: This is a rigorous course, recommended for high-performing students.

This course explores American literary themes about the relationships between individuals and their peers, their families, and society as a whole. Through critical reading of several novels and plays, students examine the conflicts that arise between oppressive social constructs and individuals who refuse to conform to them.

TEXTS: HANSBERRY, *A Raisin in the Sun*: $2.70. HINTON, *The Outsiders*: $3.25. LAWRENCE & LEE, *Inherit the Wind*: $3.50. NEIHARDT, *When the Tree Flowered*: $6.50. PLATH, *The Bell Jar*: $4.50. TWAIN, *The Adventures of Huckleberry Finn*, Riversides Edition, 1958: $9.30. STEINBECK, *The Grapes of Wrath*: $4.95.

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Creative Writing

FLS-CALS

ONE HALF UNIT: 12 lessons, 7 submitted. 1 exam. E-MAIL

This course introduces students to short story writing, emphasizing the common elements of a short story. Topics covered include narrative voice, character, conflict, revision, setting, tone, and theme. *Three of the seven submitted lessons are original short stories that the students write, and the final is a supervised writing assignment.*

TEXTS: WILLIS, *Personal Fiction Writing*, 1984: $17.45. MOFFETT & MCELHENY, *Points of View: An Anthology of Short Stories*, 1995: $4.05.

Critical Thinking

FLS-CALS

ONE HALF UNIT: 10 lessons, 8 submitted. 2 exams.

PREREQUISITES: This is a rigorous course, recommended for high-performing students.

This course deals with the skills necessary to think and write critically. The required text examines a variety of controversial topics including abortion, drug legalization, AIDS, and multiculturalism. Writing assignments center around these issues. NOTE: *The course author takes no stance on these issues.*

TEXTS: BARNET & BEDAU, *Current Issues and Enduring Questions*, 3rd ed., 1993 (used only): $12.00.

English Literature Through Shakespeare

CALS

ONE HALF UNIT: 9 lessons, 7 submitted. 2 exams.

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 literature developed, including some important historical information, is included for study.

TEXTS: BARROWS, *The English Tradition: Poetry*, 1984: $24.35. SHAKESPEARE, *The Tragedy of Macbeth*, The Folger Library: $4.00.

Grammar, Spelling, and Vocabulary

CALS

ONE HALF UNIT: 12 lessons, 11 submitted. 2 exams.

This course is especially designed for students who need to learn or review the basic elements of grammar: parts of speech, clauses and phrases, usage, punctuation, capitalization, spelling, and vocabulary.

TEXTS: BERGMAN & SENN, *Heath Grammar and Composition With a Process Approach to Writing/A Complete Course*, 1988: $44.10. HOLMES & HOLMES, *Heath Grammar and Composition Workbook*, 1988: $13.25.

Improving Reading and Study Skills

CALS

ONE HALF UNIT: 9 lessons, 7 submitted. 2 exams.

This course is especially designed for students who are having difficulty with reading. It stresses reading for speed and accuracy; locating information; and acquiring memory and test-taking skills.

TEXTS: POTTER, *A Better Reading Workshop*, Books 1-4, 1984: $32.50.

Introduction to Journalism

CALS

ONE HALF UNIT: 9 lessons, 9 submitted. 2 exams.

This course covers the fundamentals of modern journalism. Students learn about writing styles, copyediting, proofreading, typography, page makeup, photojournalism, advertising, and journalism ethics.

TEXTS: ENGLISH et al., *Scholastic Journalism*, 8th ed., 1990: $19.95.

King Arthur and the Middle Ages — FLS-CALS

ONE HALF UNIT: 11 lessons, 11 submitted. 2 exams.

PREREQUISITES: This is a rigorous course, recommended for high-performing students.

This course traces the early Celtic tales through the French variations and 14th- and 15th-century English interpretations. It examines Arthur as both a historical and legendary figure. *Students should have access to a compact disk player.*

TEXTS: JONES & JONES, *The Mabinogion*, new revised edition, 1993: $7.45. DE TROYES, *Arthurian Romances*, 1993: $9.95. STONE, *Sir Gawain and the Green Knight*, 2nd. ed., 1974: $7.80. MALORY, *Le Morte Darthur*: $14.50. Compact Disk: *The Mirror of Narcissus.* The compact disk fee for the course is $25.00, $20.00 of which will be refunded when the CD is returned in good condition.

Man and Myth — CALS

ONE HALF UNIT: 11 lessons, 11 submitted. 2 exams.

This course studies Greek, Norse, and medieval mythology, starting with the Greek view of creation and ending with King Arthur and Merlin the magician.

TEXTS: HAMILTON, *Mythology*, Signet Edition, 1969: $4.95. STEWART, *The Crystal Cave*, Fawcett Edition, 1970: $12.15. SULLIVAN, *The Golden Echo*, 1969: $3.20. SULLIVAN, *Readings for the Golden Echo*, 1969: $7.00. NOTE: The two Sullivan texts can be obtained only through the Center.

Mystery Fiction — CALS

ONE HALF UNIT: 10 lessons, 6 submitted. 2 exams.

This course discusses the genre of mystery fiction, with an emphasis on the detective story. The plots and characters of several stories and one short novel are examined.

TEXTS: GARDNER, *The Case of the Runaway Corpse*, 1954: $3.70. SCHWARTZ, *The Detective Story*, 1975: $23.95.

Readings in Science Fiction — CALS

ONE HALF UNIT: 10 lessons, 10 submitted. 2 exams.

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: $3.95. ASIMOV, *Foundation*, 1987: $5.60. CLARKE, *Childhood's End*, 1987: $5.60. HEINLEIN, *Stranger in a Strange Land*, 1987: $7.85.

Readings in the American Novel — CALS

ONE HALF UNIT: 17 lessons, 7 submitted. 2 exams.

This course traces the development of the American novel by examining five well-known works. Major American themes that occur in these novels are discussed.

TEXTS: HOWELLS, *The Rise of Silas Lapham*: $3.25. CATHER, *O Pioneers*: $5.60. HEMINGWAY, *A Farewell to Arms*: $17.80. FAULKNER, *The Unvanquished*: $9.95. MORRISON, *The Bluest Eye*: $6.25.

Readings in the Short Story — CALS

ONE HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course presents an introduction to the short story. The first half of the course explores elements of fiction, such as plot, theme, and irony; the second half focuses on the historical development of the American short story.

TEXTS: GOLD, *Point of Departure*, 1967: $3.15. LITZINGER & OATES, *Story: Fictions Past and Present*, 1985: $33.75.

Science Fiction for Reluctant Readers — CALS

ONE HALF UNIT: 11 lessons, 10 submitted. 2 exams.

Students who are not avid readers are able to explore science fiction by reading various short stories in this course.

TEXTS: POTTER, *Beyond Time and Space*, 1985: 11.20. SPRING, *Tomorrow*, 1987: $11.25.

Search for Identity Through Literature — CALS

ONE HALF UNIT: 7 lessons, 7 submitted. 2 exams.

This course examines two aspects of the individual's search for identity. It explores relationships people have with their peers, and it probes struggles they have with their conscience and with the obstacles that prevent them from realizing their full potential.

TEXTS: CERF, *Four Contemporary American Plays*, 1961: $8.50. HINTON, *The Outsiders*: $3.25. LAWRENCE & LEE, *Inherit the Wind*: $3.50. LEE, *To Kill a Mockingbird*: $3.95. TWAIN, *The Adventures of Huckleberry Finn*, Riversides Edition, 1958: $9.30. STEINBECK, *The Grapes of Wrath*: $4.95.

Short Stories for Reluctant Readers — CALS

ONE HALF UNIT: 11 lessons, 10 submitted. 2 exams.

This is an introductory course for students who do not usually enjoy reading. By reading and analyzing short, high-interest stories, students learn to recognize the major elements of fiction, such as plot, characterization, and theme.

TEXTS: SAFIER, *Impact: Fifty Short Stories*, 1986: $26.50.

Thinking Clearly: Making Sense — CALS

ONE HALF UNIT: 8 lessons, 8 submitted. 2 exams.

This course shows how thinking and lifestyle can be influenced by "word magic." Students learn how to evaluate what they read and hear by applying logic to language.

TEXTS: POTTER, *Making Sense*, 1974: $12.80.

MATHEMATICS

Algebra I — CALS*

FIRST HALF UNIT: 12 lessons, 10 submitted. 2 exams.

This course reviews the essential skills of arithmetic as they relate to the study of algebra. The first half unit begins with real numbers and their properties, and it shows how these properties can be used to solve equations. The course concludes with problems relating to inequalities, linear functions, and graphing linear inequalities.

TEXTS: DOLCIANI et al., *Algebra 1*, 1986, 1989, or 1992: $53.65. NOTE: This textbook is also used for Algebra I, Second Half Unit.

Algebra I — CALS*

SECOND HALF UNIT: 8 lessons, 8 submitted. 2 exams.

Building on mathematical operations taught in the first half unit, this course presents linear systems in two variables; it continues with problems that require students to factor polynomials and solve open sentences involving rational expressions. The course concludes with a study of square roots; rational and irrational numbers; and radicals.

TEXTS: See Algebra I, First Half Unit.

Algebra II

CALS*

FIRST HALF UNIT: 9 lessons, 7 submitted. 2 exams.
PREREQUISITES: one unit of elementary algebra.

This course begins with matrices and a review of the essentials of algebra. Then it presents linear functions; linear equations and inequalities; and linear equations in three variables. It concludes with the factoring of polynomials and the solving of quadratic equations.

TEXTS: DOLCIANI et al., *Algebra II and Trigonometry*, 1989 or 1992: $58.20. NOTE: This textbook is also used for Algebra II, Second Half Unit.

Algebra II

CALS*

SECOND HALF UNIT: 8 lessons, 8 submitted. 2 exams.

Building on the operations covered in the first half unit, this course presents sequences and series; radicals and irrational numbers; complex numbers; and polynomial functions. It concludes with quadratic relations and systems; exponents; and logarithms.

TEXTS: See Algebra II, First Half Unit.

Business Mathematics

CALS

ONE HALF UNIT: 8 lessons, 8 submitted. 2 exams.

This course covers the various aspects of consumer-oriented business practices, which include keeping financial records; figuring pay-rates, benefits, and commissions; understanding metric measures; and borrowing, saving, and investing money. Practice problems in the course promote proficiency in dealing with everyday mathematical situations.

TEXTS: SCHULTHEIS et al., *Applied Business Mathematics*, 13th ed., 1990: $50.05. SCHULTHEIS et al., *Applied Business Mathematics Workbook*, 13th ed., 1990: $17.95.

Fundamentals of Statistics and Probability

CALS*

ONE HALF UNIT: 10 lessons, 9 submitted. 2 exams.

This course provides a solid background in probability and statistics that can be used as the basis for data analysis and decision-making.

TEXTS: BLAKESLEE & CHINN, *Introductory Statistics and Probability*, 1975: $17.50.

General Mathematics

CALS*

FIRST HALF UNIT: 7 lessons, 7 submitted. 2 exams.

The basic needs for mathematics in everyday life are introduced in the first half of this course. It is designed to help students understand mathematical concepts. Computational skills are taught using whole numbers, decimals, fractions, and mixed numbers; metric conversions are also discussed.

TEXTS: CLITHERO et al., *High School Mathematics*, 1989: $47.50. NOTE: This textbook is also used for General Mathematics, Second Half Unit.

General Mathematics

CALS*

SECOND HALF UNIT: 6 lessons, 6 submitted. 2 exams.

The second half of this course includes a review of computation with fractions, the metric system, geometry, probability, and estimation. The exercises are designed to improve students' ability to read, analyze, and work useful problems.

TEXTS: See General Mathematics, First Half Unit.

Applied Math

CALS

FIRST HALF UNIT: 8 lessons, 8 submitted. 2 exams.

This course builds on the skills students have learned in general math courses. Topics include integers, variables and expressions, equations and problem solving, rational numbers, fractions, probability, decimals, and percentages.

TEXTS: NICHOLS et al., *Holt Pre-Algebra*, 1992: $50.25. NOTE: This textbook is also used for Applied Math, Second Half Unit.

Applied Math

CALS

SECOND HALF UNIT: 7 lessons, 7 submitted. 2 exams.

The second half unit of this course includes the following topics: the number line, the coordinate plane, square roots and the right triangle, polynomials, equations in geometry, and volume and surface area.

TEXTS: See Applied Math, First Half Unit.

Geometry

CALS*

FIRST HALF UNIT: 7 lessons, 7 submitted. 2 exams.
PREREQUISITES: one unit of elementary algebra.

This course in informal geometry covers topics such as geometric art and constructions, inductive reasoning, congruence, and circles.

TEXTS: SERRA, *Discovering Geometry: An Inductive Approach*, 1993: $44.30. NOTE: This textbook is also used for Geometry, Second Half Unit.

Geometry

CALS*

SECOND HALF UNIT: 8 lessons, 8 submitted. 2 exams.

This second half unit of geometry covers topics such as the concepts for understanding circles and their relations (tangents, radii, arcs, chords and central angles, secants); basic constructions and locus; formulas to determine the area of plane figures and the area and volume of solid figures (with descriptions for the sources of these formulas); coordinate geometry; and the concepts and properties of transformational geometry (mapping, translation, reflection, rotation, dilations, and similarity ratios).

TEXTS: See Geometry, First Half Unit.

Precalculus

CALS*

FIRST HALF UNIT: 7 lessons, 7 submitted. 2 exams.

This course covers coordinate geometry, polynomials, inequalities, function of graphs, exponents, logarithms, trigonometric functions, and triangle trigonometry.

TEXTS: BROWN & ROBBINS, *Advanced Mathematics: A Precalculus Course*, rev. ed., 1987: $52.60. NOTE: This textbook is also used for Precalculus, Second Half Unit.

Precalculus

CALS*

SECOND HALF UNIT: 9 lessons, 9 submitted. 2 exams.

This second half unit of precalculus covers graphing; trigonometric formulas; polar coordinates and complex numbers; conic sections; vectors; matrices and determinants; sequences and series; and rules of differentiation. The course also introduces students to calculus.

TEXTS: See Precalculus, First Half Unit.

Trigonometry — CALS*

ONE HALF UNIT: 8 lessons, 8 submitted. 2 exams.
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; and sequences and series.
TEXTS: COXFORD, *Trigonometry*, 1987: $43.70.

SCIENCE

A Survey of the Living World — CALS

ONE HALF UNIT: 9 lessons, 9 submitted. 2 exams.

An introduction to biology that emphasizes the interdependence of all living things, this course provides general information on plants and animals, from one-celled organisms to highly developed forms of life.
TEXTS: SLESNICK et al., *Biology*, 1985 or 1988 (used only): $39.55. NOTE: This textbook is also used for Special Topics in Life Science.

Aerospace: Crossing the Space Frontier — CALS

ONE HALF UNIT: 9 lessons, 5 submitted. 2 exams.
PREREQUISITES: This is a rigorous course, recommended for high-performing students.

This course provides an explanation of many scientific principles of space technology and a history of how these technologies developed out of the political turmoil of the 20th century.
TEXTS: All required reading materials are included.

Astronomy — FLS-CALS

FIRST HALF UNIT: 8 lessons, 7 submitted. 2 exams.
PREREQUISITES: This is a rigorous course, recommended for high-performing students.

This introductory astronomy course presents the terminology, a historical perspective, and current thinking about our universe. The first half unit provides an understanding of the solar system, the night sky, and some practical aspects of astronomy. *Some activities in this course require students to view the sky and record their observations.*
TEXTS: KAUFMANN, *Universe*, 4th ed., 1994: $58.75. Astronomy Packet: $3.25. NOTE: This textbook and packet are also used for Astronomy, Second Half Unit.

Astronomy — FLS-CALS

SECOND HALF UNIT: 8 lessons, 7 submitted. 2 exams.
PREREQUISITES: This is a rigorous course, recommended for high-performing students.

The second half unit of this course presents a description of the universe beyond the solar system. Topics include star formation, star death, galaxies, the general structure of the universe, and the possibility of other intelligent life in the universe. *Some activities in this course require students to view the sky and record their observations.*
TEXTS: See Astronomy, First Half Unit. Telescope and Spectrometer Kit: $11.25.

Independent Study students come from all around the world !!

Biology — CALS

FIRST HALF UNIT: 9 lessons, 9 submitted. 2 exams.

Topics covered in this course include ecology, cell function, genetics, evolution, and various microorganisms.
TEXTS: BIGGS et al., *Biology: The Dynamics of Life*, 1995: $53.70. NOTE: This textbook is also used for Biology, Second Half Unit.

Biology — CALS

SECOND HALF UNIT: 9 lessons, 9 submitted. 2 exams.

Topics included in the second half unit of this course include plants, invertebrate and vertebrate animals, and mammals. Students learn about animal behavior, protection and nutrition of the body, body systems, reproduction and development, and immunity.
TEXTS: See Biology, First Half Unit.

Chemistry — CALS*

FIRST HALF UNIT: 10 lessons, 6 submitted. 2 exams.
PREREQUISITES: one year of algebra.

An introduction to the science of chemistry, this course studies scientific measurement, matter, the mole, chemical formulas, chemical reactions, solids, liquids, and gases.
TEXTS: SMOOT et al., *Chemistry: A Modern Course*, 1990: $56.20. Basic Laboratory Kit: $23.75. Chemicals: $2.50. NOTE: This textbook and basic laboratory kit are also used for Chemistry, Second Half Unit.

Chemistry — CALS*

SECOND HALF UNIT: 12 lessons, 7 submitted. 2 exams.
PREREQUISITES: one year of algebra. A second year of algebra is useful but not required.

A continuation of the first half unit, the second half of this course studies atomic structure; electron clouds and probability; periodic properties of elements; chemical bonding; molecular structure; and energy and disorder. Brief introductions to general chemistry topics, such as redox equations and pH determination, are included.
TEXTS: See Chemistry, First Half Unit for textbook and basic laboratory kit prices. Supplemental Laboratory Kit: $2.00.

Conservation of Natural Resources — CALS

ONE HALF UNIT: 10 lessons, 10 submitted. 2 exams.

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 or 7th ed., 1988 or 1992: $32.95.

Physical Science — CALS*

FIRST HALF UNIT: 7 lessons, 7 submitted. 2 exams.

By explaining the properties and structure of matter, this course introduces physical science. Chemical, electrochemical, and nuclear reactions are studied. Students learn how to balance equations, formulate hypotheses, use the scientific method, and analyze the periodic table.

TEXTS: JOHNSON et al., *Physical Science*, 2nd ed., 1988: $55.10. NOTE: This same textbook is also used for Physical Science, Second Half Unit.

Physical Science — CALS

SECOND HALF UNIT: 7 lessons, 7 submitted. 2 exams.

This course includes coverage of such topics as the laws of motion; work and heat; waves and sounds; light; electric charges and current; electromagnetism; and our present energy needs.

TEXTS: See Physical Science, First Half Unit.

Physics — CALS*

FIRST HALF UNIT: 12 lessons, 12 submitted. 2 exams.

PREREQUISITES: at least two years of high school math, including one year of algebra. Some background in trigonometry is required.

The first half unit of this course presents the basic concepts of physics. Measurement and problem solving, velocity, acceleration, motion, forces, work, power, heat, and temperature are among the concepts studied.

TEXTS: TRINKLEIN, *Modern Physics*, 1992: $53.25. A laboratory kit is needed for this course and can be rented from the Center for $45.00, $40.00 of which will be refunded when the set is returned in satisfactory condition. This same textbook is also used for Physics, Second Half Unit, but the laboratory kit used for Physics, Second Half Unit is different.

Physics — CALS*

SECOND HALF UNIT: 9 lessons, 9 submitted. 2 exams.

PREREQUISITES: at least two years of high school math, including one year of algebra. Some trigonometry is useful but not required.

The second half unit of this course explores basic laws of physics, expanding on the information presented in the first half unit. Concepts studied include sound waves, reflection and refraction, direct current circuits, the chemical and magnetic effects of heat, and nuclear reactions.

TEXTS: See Physics, First Half Unit. A laboratory kit is needed for this course and can be rented from the Center for $20.00, $15.00 of which will be refunded when the set is returned in satisfactory condition.

Special Topics in Geology — CALS

ONE HALF UNIT: 9 lessons, 9 submitted. 2 exams.

This course introduces the science of geology, with special emphasis on the mutual effects of geologic processes and human life.

TEXTS: TARBUCK, *The Earth: An Introduction to Physical Geology*, 4th ed., 1993: $46.90.

Special Topics in Life Science — CALS

ONE HALF UNIT: 12 lessons, 12 submitted. 2 exams.

Four specialized areas of biology are studied in this course: human anatomy and physiology, genetics, evolution, and ecology.

TEXTS: SLESNICK et al., *Biology*, 1985 or 1988 (used only): $39.55. NOTE: This textbook is also used for A Survey of the Living World.

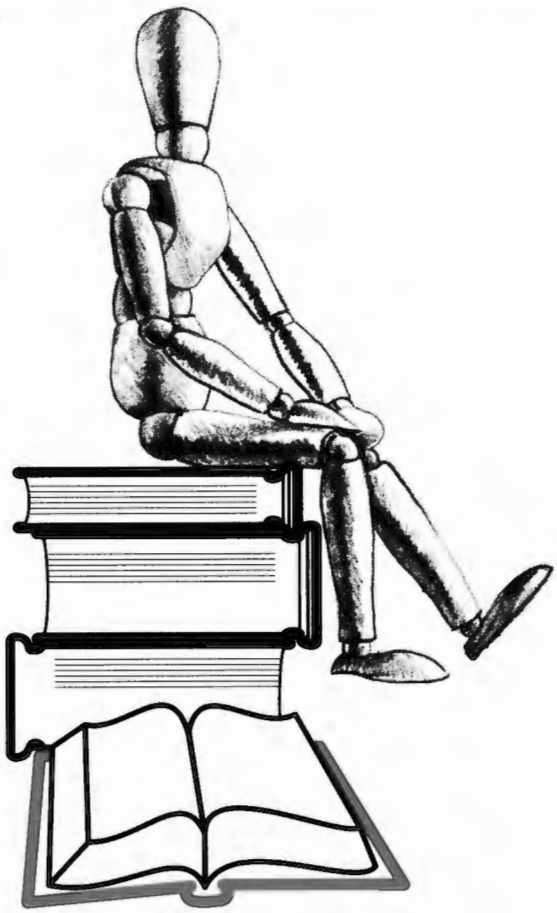
Studying Planet Earth: The Satellite Connection — CALS

ONE HALF UNIT: 9 lessons, 5 submitted. 2 exams.

PREREQUISITES: This is a rigorous course, recommended for high-performing students.

This unique course about satellite remote sensing from space, using up-to-the-minute satellite images and airborne photography from the world's leading space agencies, allows students to study Earth from the vantage point of space. It covers the new and emerging fields of strategic geography and Earth System Science. Topics discussed include massive continental flooding, volcanoes, hurricanes, and spy satellites.

TEXTS: All required reading materials are included. Photo Packet: $25.00.



The Underground World of Caves — CALS

ONE HALF UNIT: 10 lessons, 4 submitted. 2 exams.

A theoretical and practical study of caves, this course examines the geology and ecology of these formations, and it describes safe methods of cave exploration.

TEXTS: ANDERSON, *Cave Exploring*, 1974: $7.90. MOORE & SULLIVAN, *Speleology: The Study of Caves*, 1978: $7.00.

SOCIAL STUDIES

Anthropology

Anthropology — CALS

ONE HALF UNIT: 12 lessons, 10 submitted. 2 exams.

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 specific societies are used to illustrate the discussion of these topics.

TEXTS: EMBER & EMBER, *Cultural Anthropology*, 6th ed., 1990: $36.25.

Indians of Missouri — CALS

ONE HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course traces the history of the American Indians in the area that is now the state of Missouri. Ancient as well as recent Indian cultures are investigated. Modern archaeological methods are described, and the importance of the Indian culture is discussed.

TEXTS: CHAPMAN, *Indians and Archaeology of Missouri*, 1983: $13.50.

Civics

Civics: Government and Citizenship — CALS

ONE HALF UNIT: 10 lessons, 6 submitted. 2 exams.

This course describes the 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 of the United States and the Missouri Constitutions are included. *Missouri residents: Successful completion of this course meets state requirements that you pass a test on the Missouri Constitution and the U.S. 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.*

TEXTS: FRAENKEL, *Civics: Government and Citizenship*, 1990: $48.70.

You and the Law — CALS

ONE HALF UNIT: 6 lessons, 6 submitted. 2 exams.

This course surveys criminal law, consumer law, housing law, and family law. Individual rights are also addressed.

TEXTS: ARBETMAN et al., *Street Law*, 5th ed., 1994: $41.20.

Contemporary Issues

Societal Issues in the Contemporary World — CALS

ONE HALF UNIT: 12 lessons, 6 submitted. 2 exams.

Topics studied in this course include freedom of speech, the drug epidemic, violent crime, the public debt, the environmental crisis, and the U.S.-Commonwealth of Independent States relationship.

TEXTS: MELVILLE, ed., *The National Issues Forum Series* (pack of six booklets): $26.25.

Economics

Economics: Making Decisions — CALS

ONE HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course studies how individuals and societies make decisions about the use of natural resources, labor, time, and money. Students are introduced to economic terminology and to the everyday application of basic economic principles.

TEXTS: WATSON, *Economics*, 1991: $61.20.

Geography

World Geography: Asia, the Pacific, North America, South America — CALS

ONE HALF UNIT: 8 lessons, 8 submitted. 2 exams.

This course examines the relationship of human beings to their geographic environment, and it emphasizes how climate and geographic features influence human activities. Descriptions of various climatic and geographic regions of the world are included, and special attention is given to the basic concepts of geography.

TEXTS: HELGREN et al., *World Geography Today*, 1992: $59.45. POWELL, *World Geography Today, Workbook*, 1992: $17.25. NOTE: These textbooks are also used for World Geography: Europe, Middle East, Africa.

World Geography: Europe, Middle East, Africa — CALS

ONE HALF UNIT: 8 lessons, 8 submitted. 2 exams.

This course examines the relationship of human beings to their geographic environment, and it emphasizes how climate and geographic features influence human activities. Descriptions of the various climatic and geographic regions of the world are included, and special attention is given to the basic concepts of geography.

TEXTS: See World Geography: Asia, the Pacific, North America, South America.

Government

American Government — CALS

ONE HALF UNIT: 10 lessons, 6 submitted. 2 exams.

This course studies the basic principles, structure, and operation of national, state, and local government. It also discusses topics such as participation in the political system, policy making, and contrasting economic and political systems. *Missouri residents: Successful completion of this course meets state requirements that you pass a test on the Missouri Constitution and the U.S. 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.*

TEXTS: HARDY, *Government in America*, 1995: $62.70.

History

American History to 1898 — CALS

ONE HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course covers the major events in American history from the time of settlement to the end of the nineteenth century. Topics covered include early exploration, colonial settlement, the Revolutionary War, the Civil War, Reconstruction, and the Industrial Revolution.

TEXTS: BOORSTIN & KELLEY, *A History of the United States*, 1996: $57.50. NOTE: This textbook is also used for American History Since 1898.

American History Since 1898 — CALS

ONE HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course covers major events in American history from the Progressive Era through the mid-1990s. Course topics include World War I, the Depression, World War II, the Vietnam War, Watergate, and recent presidential administrations.

TEXTS: See American History to 1898.

Medieval History — CALS

ONE HALF UNIT: 8 lessons, 8 submitted. 2 exams.

This course 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).

TEXTS: CHAMBERS et al., *The Western Experience, Volume A, Antiquity and the Middle Ages*, 6th ed., 1995: $35.00.

Missouri History — CALS

ONE HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course provides a history of the state of Missouri. Students learn about the contributions of Missouri and Missourians to the history of the United States.

TEXTS: MEYER, *Heritage of Missouri*, 1986: $40.60.

World History to the American Revolution — CALS

ONE HALF UNIT: 8 lessons, 8 submitted. 2 exams.

This course gives a brief overview of world history from the Stone Age to 1776. Course topics include the rise of civilization, the Greeks and Romans, early Asian empires, African and American cultures, the spread of Islam, the development of Europe through the Middle Ages and Renaissance, and the European colonial system.

TEXTS: PERRY et al., *A History of the World*, 1992: $63.80. MAIER & ROUPP, *Treasures of the World: Literature and Source Readings for World History*, 1991: $23.60. NOTE: These textbooks are also used for World History Since the American Revolution.

World History Since the American Revolution — CALS

ONE HALF UNIT: 8 lessons, 8 submitted. 2 exams.

This course gives an overview of important events in world history. Topics of discussion include the French Revolution, the Industrial Revolution, Latin American revolutions, the Western influence on the world, decolonization, World War I, World War II, the Korean War, and the Persian Gulf War.

TEXTS: See World History to the American Revolution.

Personal Development

Career Planning: Charting Your Future — FLS

ONE HALF UNIT: 10 lessons, 10 submitted. 1 exam.

Students identify their own interests, values, assets, skills, and goals. They then choose some careers they wish to explore, and they investigate those careers. *Because of the investigative nature of the assignments, no letter grades are given; this course uses a Satisfactory/Unsatisfactory grading system.* NOTE: *The Center cannot return graded lesson reports for this course by FAX.*

TEXTS: CAMPBELL, *If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else*, 1974: $6.30. Career Planning Packet: $5.00.

Parenting and Child Development — CALS

ONE HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course looks at the realities and responsibilities of parenthood. It also studies the development of the child from the prenatal period to adolescence.

TEXTS: HILDEBRAND, *Parenting and Teaching Young Children*, 1990: $44.15.

Personal Adjustment, Dating, and Marriage — CALS

ONE HALF UNIT: 10 lessons, 6 submitted. 2 exams.

This course examines contemporary health and lifestyle issues and options. Personality development, communication skills, and decision-making processes are stressed.

TEXTS: RYDER & HARTER, *Contemporary Living*, 1995: $42.45.

Planning for College — CALS

ONE HALF UNIT: 10 lessons, 6 submitted. 2 exams.

The purpose of this course is to assist students who are planning to attend college by teaching them basic survival skills: how to choose and apply to a college, where to look for financial aid, how to improve study habits, and how to adjust to social life on campus.

TEXTS: STEWART, *How to Get Into the College of Your Choice ... And How to Finance It*, 1991: $15.00. WALTER & SIEBERT, *Student Success*, 6th ed., 1993: $16.25.

Project Personal Development — FLS-CALS*

ONE HALF UNIT: 10 lessons, 9 submitted. 1 exam.

This course helps students get to know themselves better and enhance their personal development. Through the use of case studies, students apply what they learn about motivation, behavior, peer pressure, responsibility, values, self-esteem, choices, personality, goals, and determination. *Because of the personal nature of the assignments, no letter grades are given; this course uses a Satisfactory/Unsatisfactory grading system.*

TEXTS: All required reading materials are included.

You and the World of Work — CALS

ONE HALF UNIT: 9 lessons, 9 submitted. 2 exams.

This course introduces students to the work world. It examines the intellectual tools needed to perform in the marketplace; the impact of technology in the business world; and the personal time and money management skills required to succeed in the workplace.

TEXTS: CONOVER et al., *Business Dynamics: An Introduction to Business and Occupations*, 2nd ed., 1989: $40.00. CONOVER et al., *Student Activity Guide for Business Dynamics: An Introduction to Business and Occupations*, 2nd ed., 1989: $8.75.

Psychology

Introduction to Personal and Social Psychology — CALS

ONE HALF UNIT: 9 lessons, 6 submitted. 2 exams.

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 considered, and the techniques used in the treatment of personality disorders are also presented.

TEXTS: ENGLE & SNELLGROVE, *Psychology: Its Principles and Applications*, 9th ed., 1989: $57.40. NOTE: This textbook is also used for Psychology: Foundations of Human Behavior.

Psychology and Everyday Topics — CALS

ONE HALF UNIT: 8 lessons, 8 submitted. 2 exams.

This psychology course gives a general background of psychological concepts, and then it applies these concepts to everyday topics: love, death, the women's movement, crime, drug abuse, and prejudice.

TEXTS: GORDON, *Psychology for You*, rev. ed., 1983: $43.30.

Psychology: Foundations of Human Behavior — CALS

ONE HALF UNIT: 7 lessons, 7 submitted. 2 exams.

This course introduces the basic concepts of psychology: what psychology is and how psychologists arrive at psychological principles. Course topics include biological, environmental, and hereditary influences on behavior; personality; learning; thinking; and measurements of personality and intellectual ability.

TEXTS: See Introduction to Personal and Social Psychology.

Religion

World Religions — CALS

ONE HALF UNIT: 9 lessons, 9 submitted. 2 exams.

This course provides a detailed survey of the major religions of the world — their histories, origins, and contemporary status. Judaism, Christianity, Islam, Hinduism, Buddhism, and the religions of China and Japan are examined.

TEXTS: WILKINS, *Religions of the World*, 2nd ed., 1995: $18.70.

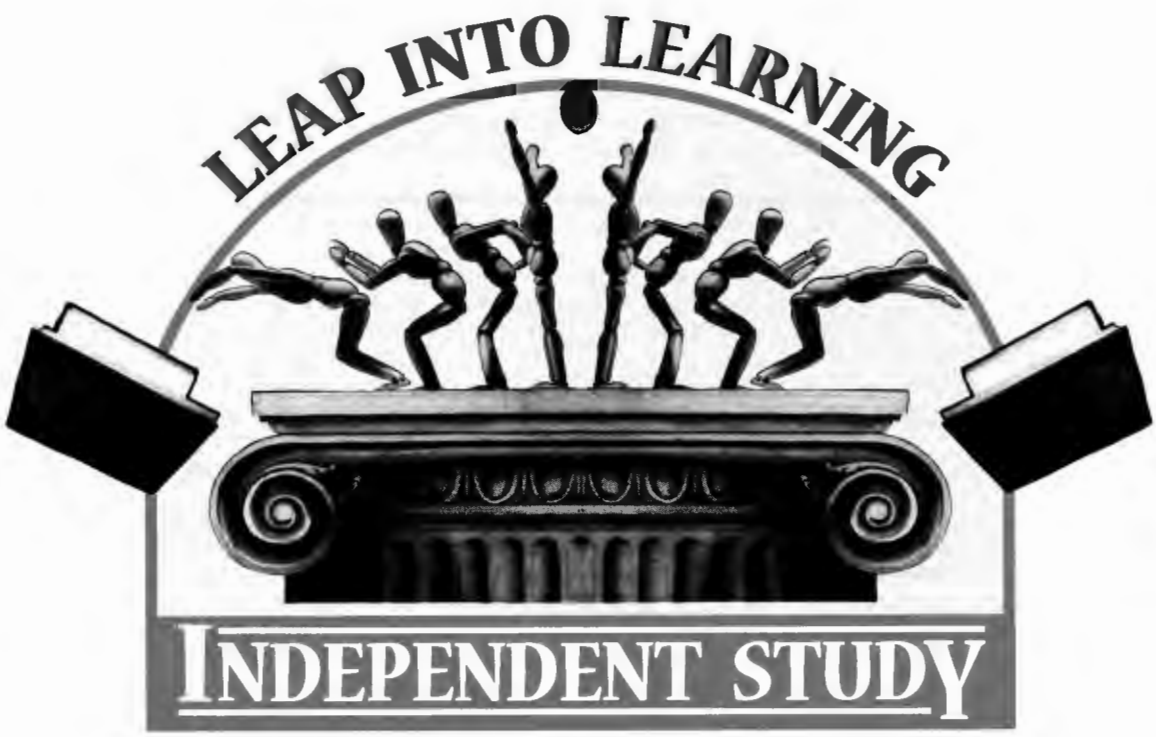
Sociology

Sociology — CALS

ONE HALF UNIT: 8 lessons, 8 submitted. 2 exams.

An introduction to the field of sociology, this course examines such topics as culture and the family, social structure, education, religion, and change in society.

TEXTS: SCHAEFER & LAMM, *Sociology*, 5th ed., 1995: $53.10.



CONTINUING EDUCATION UNIT (CEU)

The University of Missouri is a member of the University of 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:

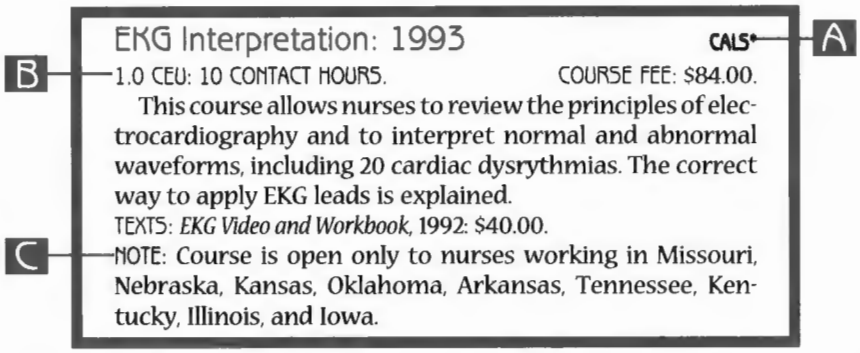
1. Upgrade professional skills.
2. Document qualifications for licensure, certification, or registration.
3. Give evidence of personal and vocational growth to meet career needs.
4. Prepare for a new career by personal preference or to keep pace with technology.
5. Demonstrate conscious and persistent effort toward personal development.

Anyone can apply for enrollment in an independent study continuing education course by submitting an application form with the course fee. Those 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, include your social security number (SSN) on your application.

See the Continuing Education Courses listing, which begins on the following page, for course fees and examination requirements. If you are required to purchase textbook(s), the cost(s) of the textbook(s) are listed in the course description. See the GENERAL INFORMATION and ACADEMIC POLICIES sections in the front of this bulletin for further information on enrolling and completing Center for Independent Study courses.

GUIDE TO CONTINUING EDUCATION COURSE DESCRIPTIONS

For a complete list of continuing education courses, see **COURSE INDEX**, *page 74.*



NOTE: The above course listing is to be used for reference only.

A All continuing education courses are designated **CALS*** (Computer-Assisted Lesson Service) courses. Assignments for CALS courses are processed by a computer; CALS courses that have an asterisk are CALS Mail-In Courses. Because of technical limitations, CALS Mail-In courses cannot be taken using CALS-ONLINE. Assignments for these courses either can be mailed in and computer-processed at the Center, or they can be submitted over the Internet via the World Wide Web. Please note that nursing course exams must be sent to the Center for grading.
See ELECTRONIC COURSE DELIVERY section, page 18, for a more detailed description of these options.

B This is the number of continuing education units and/or contact hours you earn for successfully completing the course.

C Enrollment in some independent study nursing courses is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

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 bulletin as circumstances warrant.

NURSING / HEALTH CARE

Every Nursing/Health Care course has an open-book exam that is sent to the Center for grading.

An Overview of HIV Infections and AIDS: 1994

CALS*

0.5 CEU: 5 CONTACT HOURS. COURSE FEE: $42.00.

This course covers the transmission of the human immunodeficiency virus, ways to prevent transmission, the special problems HIV patients face, and current methods of treatment of HIV and opportunistic diseases.

TEXTS: All required reading materials are included.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

Basics of Cancer Chemotherapy: 1993

CALS*

1.5 CEUs: 15 CONTACT HOURS. COURSE FEE: $126.00.

This course is a practical overview of chemotherapy as a treatment for cancer. It covers such issues as the action and classification of chemotherapeutic agents, the principles of safe administration of chemotherapeutic agents, and select nursing practices related to helping patients undergoing chemotherapy.

TEXTS: All required reading materials are included.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

Cardiovascular Pharmacology: 1993

CALS*

1.5 CEUs: 15 CONTACT HOURS. COURSE FEE: $126.00.

This course provides recommended dosages, mechanisms of action, sites of action, and clinical considerations for specific drugs used in treating and managing the patient who has cardiovascular disease. It also provides basic information on cardiovascular anatomy, physiology, and hemodynamics. The goal of this course is to increase understanding of the various medication therapies prescribed by physicians.

TEXTS: All required reading materials are included.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

Common Gynecologic Disorders and Procedures: 1994

CALS*

0.5 CEU: 5 CONTACT HOURS. COURSE FEE: $42.00.

This course discusses prevention, symptoms, and treatment of various gynecologic disorders, including sexually transmitted diseases. Some common gynecologic procedures are also covered, along with related nursing strategies.

TEXTS: All required reading materials are included.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

EKG Interpretation: 1993

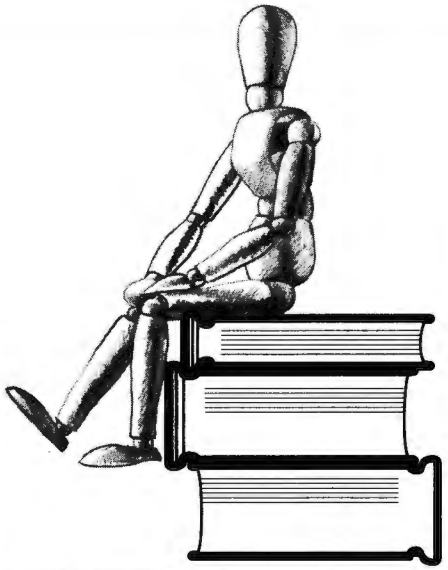
CALS*

1.0 CEU: 10 CONTACT HOURS. COURSE FEE: $84.00.

This course allows nurses to review the principles of electrocardiography and to interpret normal and abnormal waveforms, including 20 cardiac dysrhythmias. The correct way to apply EKG leads is explained.

TEXTS: *EKG Video and Workbook*, 1992: $40.00.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.



INDEPENDENT STUDY

puts you in a class by yourself!!

HMO 101: An Orientation to Health Maintenance Organizations: 1992

CALS*

0.5 CEU: 5 CONTACT HOURS. COURSE FEE: $42.00.

This course gives an overview of the American health care system and the rise of HMOs, and it discusses the characteristics of HMOs and how they are different from other health care delivery systems. Departmental operations of HMOs and the relationships between an HMO, its members, and its providers are also covered.

TEXTS: All required reading materials are included.

NOTICE: **This course is open only to nurses working in Missouri.**

Health Care of the Mature and Older Woman: 1994

CALS*

0.5 CEU: 5 CONTACT HOURS. COURSE FEE: $42.00.

This course gives an overview of the psychological and physiological changes that occur as a part of menopause and aging, and it presents nursing strategies for providing health care to women in the latter stages of their lives.

TEXTS: All required reading materials are included.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

Introduction to Cardiovascular Disease: Assessment and Management: 1994

CALS*

1.0 CEU: 10 CONTACT HOURS. COURSE FEE: $84.00.

This course examines ways in which the nursing professional can intervene to help patients at risk lessen their chances of developing heart disease. It discusses some barriers that may keep patients from heeding dietary and lifestyle changes, and it studies methods of evaluating patients, including history and diagnostic tests to uncover early heart disease.

TEXTS: All required reading materials are included.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

Major Issues in Gerontological Nursing: 1994

CALS*

1.0 CEU: 10 CONTACT HOURS. COURSE FEE: $84.00.

This course gives an overview of aging and discusses issues related to providing health care to the elderly, including disease processes, drug therapy, dementia, and nutritional problems.

TEXTS: All required reading materials are included.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

Normal and Abnormal Breath Sounds: 1993

CALS*

0.5 CEU: 5 CONTACT HOURS. COURSE FEE: $42.00.

This course explains the normal respiratory physiology. Through the use of an audiocassette containing more than 40 breath sounds, students learn how to recognize abnormal and normal breath sounds. Proper auscultatory sites and appropriate documentation are also discussed.

TEXTS: *Normal and Abnormal Breath Sounds* Book and Audiocassette Tape: $32.95.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

Nursing Ethics: 1994

CALS*

1.5 CEUs: 15 CONTACT HOURS. COURSE FEE: $126.00.

This course defines ethics in a health care context, particularly in relation to a nurse's role, and it discusses how ethical problems are solved. Topics such as the right to informed consent, the right to refuse treatment, and limiting life-prolonging treatment are covered, as is institutional ethics.

TEXTS: All required reading materials are included.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

Nursing Skills for the Management of Head, Spinal, Chest, Abdominal, and Orthopedic Trauma: 1996

CALS*

1.0 CEU: 10 CONTACT HOURS. COURSE FEE: $84.00.

This course reviews the basic pathology initiated with trauma and discusses appropriate nursing intervention for specific traumatic injuries.

TEXTS: All required reading materials are included.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

Nutritional Needs of the Elderly in Health and Disease: 1990

CALS*

0.6 CEU: 6 CONTACT HOURS. COURSE FEE: $50.00.

This course examines the nutritional needs of the elderly, including how requirements for certain nutrients change for people as they age and how diet-medication interactions affect people as they age. Other course topics include the factors that affect nutritional intake, the need for specialized nutritional support, and recommendations for a rational diet for the elderly.

TEXTS: All required reading materials are included.

Overview of Anesthesia for Nurses: 1994

CALS*

0.5 CEU: 5 CONTACT HOURS. COURSE FEE: $42.00.

This course is designed to de-mystify anesthesia by addressing common misconceptions and outlining all aspects of anesthesia care, including risk factors, pre- and post-anesthesia medications, and the preparation of patients for anesthesia. Discussions of general, regional, and local anesthesia and intravenous sedation are included. Nursing diagnoses and strategies for patients experiencing anesthetic emergencies are outlined.

TEXTS: All required reading materials are included.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

Overview of Nursing for Women's Health: 1994

CALS*

1.0 CEU: 10 CONTACT HOURS. COURSE FEE: $84.00.

This course provides an overview of nursing in relation to women's health. Topics covered include the history and future of women's health, the stages of a woman's development, well women's health care, cancer in women, and the special types of stressors and challenges women face.

TEXTS: All required reading materials are included.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

Role of the Nurse in Managed Care: 1996

CALS*

1.0 CEU: 10 CONTACT HOURS. COURSE FEE: $84.00.

This course gives an overview of managed care and then discusses the nurse's role within the system. The future of managed care is also considered.

TEXTS: HICKS et al., *Role of the Nurse in Managed Care*, 1993: $28.70.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

The Modern Assessment and Management of Pain: 1990

CALS*

0.5 CEU: 5 CONTACT HOURS. COURSE FEE: $42.00.

The emphasis of this course is on the management of acute pain, chronic pain, and pain in the pediatric patient. The classifications, pathophysiology, and assessment of pain are also discussed.

TEXTS: All required reading materials are included.

The New Threat of Drug-Resistant Microbes: 1996

CALS*

0.5 CEU: 5 CONTACT HOURS. COURSE FEE: $42.00.

This course provides the necessary information for identifying the major drug-resistant microbes that have recently gained notoriety. Ways to identify personal protective measures that may prevent exposure to hepatitis B, hepatitis C, tuberculosis, and HIV are explained.

TEXTS: All required reading materials are included.

NOTE: Course is open only to nurses working in Missouri, Nebraska, Kansas, Oklahoma, Arkansas, Tennessee, Kentucky, Illinois, and Iowa.

POLITICAL SCIENCE

City and County Planning and Plan Implementation

CALS*

2 CEUs: 10 lessons, 10 submitted. COURSE FEE: $27.00.

This course was developed in an effort to make government 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 subdividing land; planning techniques; capital improvement programming; and plan implementation. Each person who completes this course receives a certificate signed by the Chancellor of the University of Missouri.

TEXTS: All required reading materials are included.

PUBLIC AND COMMUNITY SERVICES

Wildland / Urban Interface Fire Protection: A National Problem With Local Solutions

CALS*

2 CEUs: 1 open-book exam. COURSE FEE: $38.00.

This course is designed to help fire service personnel and related professionals assess their local wildland/urban interface fire problem, recognize the protection strategies that have proven effective, and implement these solutions in their own communities and wildlands.

TEXTS: *Wildland/Urban Interface Fire Protection: A National Problem With Local Solutions*: $10.50.

VIDEOTAPE: $9.50.

RADIO COMMUNICATIONS

This noncredit course does not offer CEUs.

Amateur Radio

CALS*

NO CEUs: 10 lessons, 10 submitted. 3 exams (optional). COURSE FEE: $84.00.

Starting with the basic rules and procedures, essential electronic concepts, and how to use communications radios, this course gives a step-by-step introduction to radio. Morse code is taught with audiotapes, and practical applications of selected electronics theory are presented. This course also covers the information that must be learned in order to take an F.C.C. license exam for an amateur radio operator license.

TEXTS: WOLFGANG et al., ed., *Now You're Talking! All You Need to Get Your First Ham Radio License*, 2nd ed., 1993: $15.20. Audiocassette Tape: *Your Introduction to Morse Code*: $12.50.

VIDEOTAPES: *The New World of Amateur Radio* (American Radio Relay League, Inc.): $25.00.

RELIGIOUS STUDIES

These noncredit courses do not offer CEUs.

Introduction to the Old Testament

CALS*

NO CEUs: 12 lessons, 12 submitted. COURSE FEE: $55.00.

This course discusses the literature, history, and thought of the Old Testament; it introduces scholarly theories necessary for the academic study of the Bible. It covers the traditions of creation, election, covenant, monarchy, prophecy, and post-exilic Judaism.

TEXTS: ANDERSON, *Understanding the Old Testament*, 4th ed., 1986: $63.75. *The Holy Bible*, Revised Standard Version, 1974: $8.75. NOTE: Any revised standard edition of the Bible is acceptable.

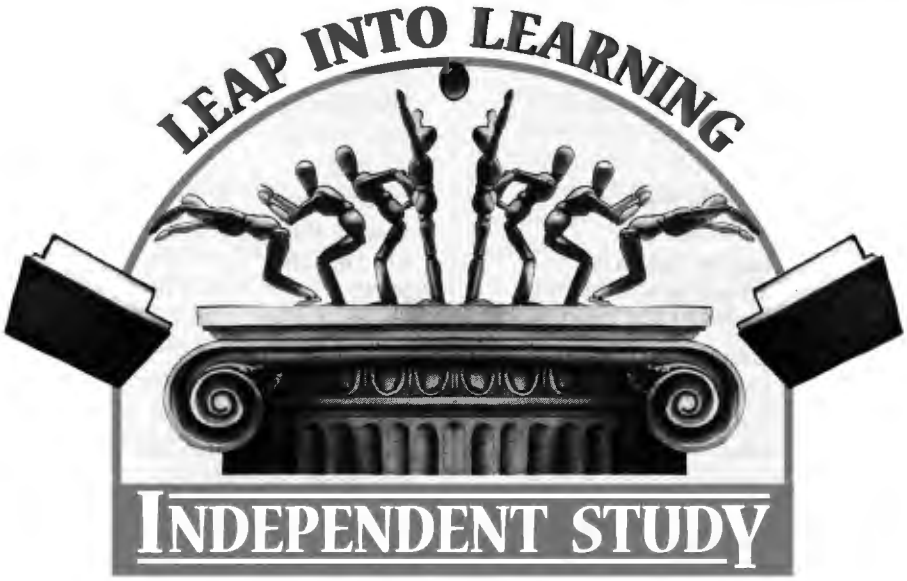
Major World Religions

CALS*

NO CEUs: 16 lessons, 8 submitted. COURSE FEE: $55.00.

This course studies the different ways in which the great world religions interpret life and reality; it surveys the basic ideas in Confucianism, Taoism, Shintoism, Hinduism, Jainism, Buddhism, Judaism, Zoroastrianism, Christianity, Sikhism, and others.

TEXTS: NOSS, *Man's Religions*, 5th ed., 1974 (used only): $16.50.



UNIVERSITY OF MISSOURI COUNTY EXTENSION CENTERS AND CONTINUING EDUCATION OFFICES

Credit course examinations may be taken at any one of the following University Extension Centers or Continuing Education Offices.
See the **EXAMINATIONS** *section (page 13) for additional information.*

ADAIR
503 E. Northtown Rd.
Kirksville, MO 63501
816-665-9866

ANDREW
Courthouse
P.O. Box 32
Savannah, MO 64485
816-324-3147

ATCHISON
518 S. Main St.
Rock Port, MO 64482
816-744-6231

AUDRAIN
Courthouse, Room 304
101 N. Jefferson
Mexico, MO 65265
573-581-3231

BARRY
907 N. Main
Cassville, MO 65625
417-847-3161

BARTON
Courthouse
1004 Gulf
Lamar, MO 64759
417-682-3579

BATES
Courthouse
1 N. Delaware
Butler, MO 64730
816-679-4167

BENTON
119 W. Main
Warsaw, MO 65355
816-438-5012

BOLLINGER
Courthouse
Marble Hill, MO 63764
573-238-2420

BOONE
136 Clark Hall
Columbia, MO 65211
573-882-2491 OR
Boone Co. Ext. Center
Route 11, 1012 N. Hwy. UU
Columbia, MO 65203
573-445-9792

BUCHANAN
4125 Mitchell Ave.
P.O. Box 7077
St. Joseph, MO 64507
816-279-1691

BUTLER
Courthouse, Basement
Poplar Bluff, MO 63901
573-686-8064

CALDWELL
Courthouse, 2nd Floor
Kingston, MO 64650
816-586-2761

CALLAWAY
Courthouse, Basement
Fulton, MO 65251
573-642-0755

CAMDEN
113 Kansas Street
P.O. Box 1405
Camdenton, MO 65020
573-346-2644

CAPE GIRARDEAU
815 Hwy. 25 S.
Jackson, MO 63755
573-243-3581

CARROLL
111 N. Mason
Carrollton, MO 64633
816-542-1792

CARTER
Courthouse
Van Buren, MO 63965
573-323-4418

CASS
302 S. Main
Harrisonville, MO 64701
816-380-1450

CEDAR
Courthouse
Stockton, MO 65785
417-276-3313

CHARITON
Courthouse
306 S. Cherry
Keytesville, MO 65261
816-288-3239

CHRISTIAN
203 E. Brick
Ozark, MO 65721
417-485-3558

CLARK
115 W. Court
Kahoka, MO 63445
816-727-3339

CLAY
1901 N.E. 48th St.
Kansas City, MO 64118
816-792-7760

CLINTON
Courthouse
Plattsburg, MO 64477
816-539-3765

COLE
2436 Tanner Bridge Rd.
Jefferson City, MO 65101
573-634-2824

COOPER
Courthouse, Rm. 3
200 Main
Boonville, MO 65233
816-882-5661

CRAWFORD
202 Main St.
Steelville, MO 65565
573-775-2135

DADE
Courthouse
Greenfield, MO 65661
417-637-2112

DALLAS
Courthouse
P.O. Box 1070
Buffalo, MO 65622
417-345-7551

DAVIESS
Courthouse, 1st Floor
Gallatin, MO 64640
816-663-3232

DEKALB
210 W. Main
Maysville, MO 64469
816-449-2101

DENT
Judicial Bldg.
112 E. 5th St.
Salem, MO 65560
573-729-3196

DOUGLAS
Courthouse
Ava, MO 65608
417-683-4409

DUNKLIN
Courthouse
Kennett, MO 63857
573-888-4722

FRANKLIN
414 E. Main St.
Union, MO 63084
314-583-5141

GASCONADE
1106 W. Hwy. 28
Owensville, MO 65066
573-437-2165

GENTRY
Library Bldg.
102 N. Hundley
Albany, MO 64402
816-726-5610

GREENE
833 N. Boonville Ave.
Springfield, MO 65802
417-862-9284

GRUNDY
Courthouse, 3rd Floor
700 Main
Trenton, MO 64683
816-359-5643

HARRISON
Courthouse, Basement
Bethany, MO 64424
816-425-6434

HENRY
Courthouse, Rm. 16
100 W. Franklin
Clinton, MO 64735
816-885-5556

HICKORY
Old Hickory Bldg.
P.O. Box 187
Hermitage, MO 65668
417-745-6767

HOLT
Courthouse
P.O. Box 407
Oregon, MO 64473
816-446-3724

HOWARD
#1 Courthouse Square
Fayette, MO 65248
816-248-2272

HOWELL
217 S. Aid Ave.
West Plains, MO 65775
417-256-2391

IRON
Courthouse
250 S. Main
Ironton, MO 63650
573-546-7515

JACKSON
1507 S. Noland Rd.
Independence, MO 64055
816-252-5051 OR
2700 E. 18th, Ste. 240
Kansas City, MO 64127
816-482-5850 OR
UMKC
Office of Ext. Programs
Administrative Center
5115 Oak St., Rm. 360
Kansas City, MO 64110
816-235-1445

JASPER
Courthouse, Basement
Carthage, MO 64836
417-358-2158

JEFFERSON
10820 Highway 21
P.O. Box 497
Hillsboro, MO 63050
314-797-5391

JOHNSON
135 W. Market
Warrensburg, MO 64093
816-747-3193

KNOX
Courthouse, Basement
Edina, MO 63537
816-397-2179

LACLEDE
299 E. Second St.
P.O. Drive 1071
Lebanon, MO 65536
417-532-7126

LAFAYETTE
16 E. 19th St.
Higginsville, MO 64037
816-584-3658

LAWRENCE
Courthouse
Mt. Vernon, MO 65712
417-466-3197

LEWIS
Kling Bldg.
P.O. Box 68
Monticello, MO 63457
573-767-5273

LINCOLN
880 W. College
Troy, MO 63379
314-528-4613

LINN
Courthouse, 1st Floor
Linneus, MO 64653
816-895-5123

LIVINGSTON
3rd Floor Library
450 Locust
Chillicothe, MO 64601
816-646-0811

McDONALD
Old Courthouse
Pineville, MO 64856
417-223-4775

MACON
119 N. Rubey St.
Macon, MO 63552
816-385-2173

MADISON
Courthouse, Basement
Fredericktown, MO 63645
573-783-3303

MARIES
P.O. Box 116, Courthouse
Vienna, MO 65582
573-422-3359

MARION
Rm. 21, Courthouse
Palmyra, MO 63461
573-769-2177

MERCER
Courthouse, 1st Floor
Princeton, MO 64673
816-748-3315

MILLER
Courthouse Annex
Tuscumbia, MO 65082
573-369-2394

MISSISSIPPI
109 N. First St.
Charleston, MO 63834
573-683-6129

MONROE
216 Market St.
Paris, MO 65275
816-327-4158

MONTGOMERY
Courthouse
211 E. Third St.
Montgomery City, MO 63361
573-564-3733

MORGAN
Courthouse, 4th Floor
100 E. Newton St.
Versailles, MO 65084
573-378-5358

NEW MADRID
600C Main St.
New Madrid, MO 63869
573-748-5531 OR
Delta Center
P.O. Box 160
Portageville, MO 63873
573-379-5431

NEWTON
201 N. College St.
Neosho, MO 64850
417-451-8202

NODAWAY
Courthouse Annex
305 N. Market St.
Maryville, MO 64468
816-582-8101

OREGON
Courthouse
Alton, MO 65606
417-778-7490

OSAGE
Courthouse
P.O. Box 795
Linn, MO 65051
573-897-3648

OZARK
Courthouse
Gainesville, MO 65655
417-679-3525

PEMISCOT
103 W. Seventh St.
Caruthersville, MO 63830
573-333-0258

PERRY
321 N. Main, Ste. 1
Perryville, MO 63775
573-547-4505

PETTIS
1012A Thompson Blvd.
Sedalia, MO 65301
816-827-0591

PHELPS
200 N. Main
Rolla, MO 65401
573-364-3147 OR
Counsel. & Career Devel.
UMR - 203 Norwood Hall
12th & Pine St.
Rolla, MO 65401
573-341-4222

PIKE
115 W. Main St.
Bowling Green, MO 63334
573-324-5464

PLATTE
425 Main St.
Platte City, MO 64079
816-858-2165

POLK
Courthouse, 1st Floor
101 Broadway
Bolivar, MO 65613
417-326-4916

PULASKI
301 U.S. Hwy. 44E, Ste. 127
Waynesville, MO 65583
573-774-6177

PUTNAM
Courthouse, Rm. 104
Unionville, MO 63565
816-947-2705

RALLS
Courthouse
New London, MO 63459
573-985-3911

RANDOLPH
417 E. Urbandale
Moberly, MO 65270
816-263-3534

RAY
108 W. N. Main
Richmond, MO 64085
816-776-6961

REYNOLDS
108 N. Main
Ellington, MO 63638
573-663-2251

RIPLEY
Courthouse, 2nd Floor
Doniphan, MO 63935
573-996-2921

ST. CHARLES
260 Brown Rd.
St. Peters, MO 63376
314-970-3000

ST. CLAIR
Courthouse, 1st Floor
Osceola, MO 64776
417-646-2419

ST. FRANCOIS
Courthouse, 1st Floor
Farmington, MO 63640
573-756-4539

STE. GENEVIEVE
County Service Bldg.
255 Market
Ste. Genevieve, MO 63670
573-883-3548

ST. LOUIS
121 S. Meramec, Ste. 501
Clayton, MO 63105
314-889-2911

SALINE
Courthouse, Basement
Rm. 100
Marshall, MO 65340
816-886-6908

SCHUYLER
Courthouse
Lancaster, MO 63548
816-457-3469

SCOTLAND
Rm. 200, Courthouse
117 S. Market St.
Memphis, MO 63555
816-465-7255

SCOTT
Highway 77
Benton, MO 63736
573-545-3516

SHANNON
P.O. Box 186
Courthouse
Eminence, MO 65466
573-226-5544

SHELBY
106 N. Washington
P.O. Box 230
Shelbyville, MO 63469
573-633-2640

STODDARD
P.O. Box F
Bloomfield, MO 63825
573-568-3344

STONE
Courthouse, 1st Floor
Galena, MO 65656
417-357-6812

SULLIVAN
Courthouse, 2nd Floor
Milan, MO 63556
816-265-4541

TANEY
207 David Rd.
Forsyth, MO 65653
417-546-2371

TEXAS
Courthouse
210 N. Grand
Houston, MO 65483
417-967-4545

VERNON
Courthouse, 1st Floor
Nevada, MO 64772
417-448-2560

WARREN
107 W. Walton
Warrenton, MO 63383
314-456-3444

WASHINGTON
102 N. Missouri St.
Potosi, MO 63664
573-438-2671

WAYNE
Courthouse
Greenville, MO 63944
573-224-3221

WEBSTER
S. Hwy. A
Marshfield, MO 65706
417-859-2044

WORTH
Courthouse
Grant City, MO 64456
816-564-3363

WRIGHT
P.O. Box G
Courthouse Annex
Hartville, MO 65667
417-741-6134

UNIVERSITY OF MISSOURI VIDEO VIEWING CENTERS

Video course tapes may be viewed at any one of the following places.
Due to distributor/producer licensure requirements, availability of videotapes for some courses is limited.
Please see the **VIDEO COURSES** *section (page 11), or call the Center for additional information.*

MID-MISSOURI AREA

Camden County Extension Center
113 Kansas St.
P.O. Box 1405
Camdenton, MO 65020
573-346-4440, ext. 280

Columbia Public Library
100 W. Broadway
Columbia, MO 65201
573-443-3161

Mexico-Audrain County Library
305 W. Jackson
Mexico, MO 65265
573-581-4939

Missouri River Regional Library
214 Adams St. - P.O. Box 89
Jefferson City, MO 65102
573-634-2464

University of Missouri-Columbia
Arts and Science Bldg. - Rm. 36
Columbia, MO 65211
573-882-2857

NORTHEAST MISSOURI AREA

Marion County Extension Center
100 S. Main
Courthouse - Rm. 21 (Top Floor)
Palmyra, MO 63461
573-769-2177

NORTHWEST MISSOURI AREA

River Bluffs Regional Library
1904 N. Belt Hwy.
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, Bldg. 499
Fort Leonard Wood, MO 65473
573-596-0172

Henry County Public Library
123 E. Green St.
Clinton, MO 64735
816-885-2612

Joplin Public Library
300 Main
Joplin, MO 64801
417-623-7953

University of Missouri
Extension Center
217 S. Aid Ave.
West Plains, MO 65775
417-256-2391

University of Missouri-Rolla
Library Main Office
Rolla, MO 65401
573-341-4010

KANSAS CITY AREA

Mid-Continent Library
Grandview Branch
12930 Booth Lane
Grandview, MO 64030
816-763-0550

Mid-Continent Library
North Oak Branch
8700 N. Oak Trafficway
Kansas City, MO 64118
816-436-4385

Miller-Nichols Library
800 E. 51st St.
Kansas City, MO 64110
816-235-1675

KANSAS CITY AREA

University of Missouri
Jackson County Extension Center
1507 S. Noland Rd.
Independence, MO 64055
816-252-5051

ST. LOUIS AREA

St. Charles City-County Library
427 Spencer Rd.
St. Peters, MO 63376
314-447-2320

St. Louis County Library
Daniel Boone Branch
300 Clarkson Rd.
St. Louis, MO 63011
314-227-9630

St. Louis County Library
9920 Lin-Ferry Dr.
St. Louis, MO 63123
314-843-0560

University of Missouri
Extension Center
121 S. Meramec
Clayton, MO 63105
314-889-7613

OUT-OF-STATE

Middle County Teacher Center
14 43rd St.
Centereach, NY 11720
516-738-2808

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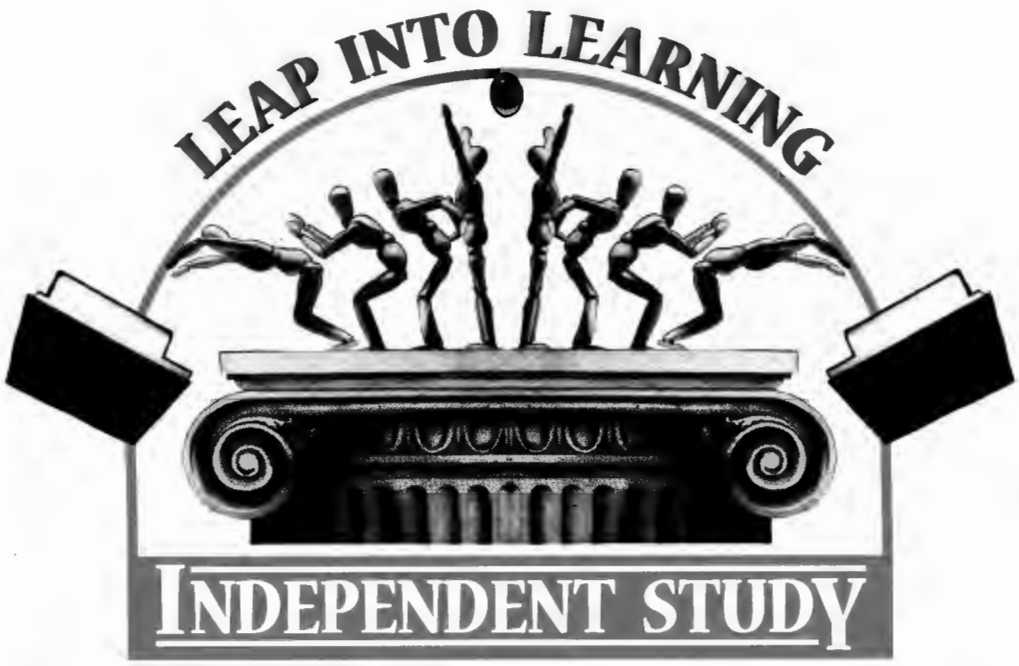

CENTER FOR INDEPENDENT STUDY

6-97

COURSE APPLICATION

Mail, Telephone, FAX, or Deliver to:

UNIVERSITY OF MISSOURI CENTER FOR INDEPENDENT STUDY

136 CLARK HALL — COLUMBIA, MISSOURI 65211

TELEPHONE: 573-882-2491 (Columbia area) OR 1-800-609-3727 (outside Columbia) — FAX: 573-882-6808

1. Student's Name _____ (_____)
   last first initial maiden
2. Social Security Number _____ 3. Telephone: Day (____) _____ Evening (____) _____
4. Address _____

   City _____ State _____ Zip _____
5. Permanent Address, if different from above _____
6. University of Missouri Student Number and Campus Designation, if you have one _____
7. Are you currently enrolled in residence at the University of Missouri? ☐ YES ☐ NO
8. If you answered yes to #7, give Campus _____ School/College _____ Department _____
9. Name, if you have been enrolled at the University of Missouri under a name other than name in #1 _____
   last first initial
10. Course — Fill Out A Separate Application For Each Course

    a. High School Course Title _____ Which half unit ☐ 1st ☐ 2nd
    see section A on other side

    b. University Course Title _____ Course Number _____ Credit Hours ____
    see section B, C, or D on other side

    c. Continuing Education Course Title _____

11. MONTH | DAY | YEAR — Date of Birth*

12. Gender* ☐ M Male ☐ F Female

13. Mailing Label Code
    If there is a code above your name on your bulletin mailing label, please copy it into the above boxes.

14. Highest grade/year completed: 8 9 10 11 12 (HIGH SCHOOL) | 13 14 15 16 17 18 (COLLEGE, BAC, MAS)

15. Credit hours completed to date _____

16. Ethnic Origin Code*
    - American Indian ☐
    - Asian or Pacific Islander ☐
    - Black Non-Hispanic ☐
    - Hispanic ☐
    - White Non-Hispanic ☐
    - Non-Resident Alien ☐

** This information is optional, and it is requested for purposes of reporting to Federal Compliance Agencies; it will not be used in determining admission status.*

PLEASE NOTE

It is understood that the University of Missouri Center for Independent Study is authorized to report grade information on this course to a student's principal or registrar.

University Extension
UNIVERSITY OF MISSOURI
Columbia • Kansas City • Rolla • St. Louis

FOR OFFICE USE ONLY

COURSE _____

DATE _____ COURSE GRADE _____ HOURS CREDIT ____

UNDERGRADUATE FEE _____ GRADUATE FEE _____

SIGNATURE _____

STUDENTS ENROLLING FOR CREDIT — READ CAREFULLY

6-97

HIGH SCHOOL STUDENTS: You must have your high school principal's or counselor's signature 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 or 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 or D below.
GRADUATE STUDENTS: If you have been accepted by a university graduate school, you pay the graduate-level fees for all courses. See sections C or D below.

A: HIGH SCHOOL STUDENTS — This student has permission to take this course by independent study. (To be completed by a high school official.)

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 — This student has permission to take this course by independent study. (To be signed by advisor and approved by dean, if required.)

Advisor's Signature | Dean's Signature (if required) | Date | Area Code Telephone Number

C: UNIVERSITY OF MISSOURI GRADUATE STUDENTS — This student has permission to take this course by independent study. (To be signed by the Graduate School office.)
Students should read the section GRADUATE CREDIT in our current bulletin.

Graduate Dean's Signature | Date | Area Code Telephone Number

D: NON-UNIVERSITY OF MISSOURI GRADUATE STUDENTS — Students should read the section GRADUATE CREDIT in our current bulletin.

I have read the GRADUATE CREDIT section referred to above. Student's Signature _____ Date _____

STUDENTS — COMPLETE THIS SECTION CAREFULLY

1. ENROLLMENT FEE SCHEDULE
   a. **HIGH SCHOOL COURSES: $84.00 per ½ unit**
   b. **UNIVERSITY COURSES:**
      Undergraduate Students: $124.80 / credit hour X _____ number hours
      Graduate Students: $157.90 / credit hour X _____ number hours
   c. **CONTINUING EDUCATION COURSES:** (See course listing for cost.)

   → ENROLLMENT FEE $ 1.
2. HANDLING FEE — **This nonrefundable fee is required with every enrollment.**

   → HANDLING FEE $ **10.00** 2.
3. UPS OVERNIGHT OPTION — **Domestic Delivery Only**
   This optional service can be used for textbooks and other required course materials ONLY.
   $10.00 plus $8.00 for each text/video/rental material ordered

   → UPS OVERNIGHT FEE $ 3.
4. AIR MAIL FEE **(Required for all students without U.S. zip code addresses; optional for Canada and 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 and Mexico: **$11.50 plus $5.75** for each text ordered
   ☐ Central America: **$20.50 plus $8.75** for each text ordered
   ☐ South America, Western Europe, and Northern Africa: **$24.00 plus $13.75** for each text ordered
   ☐ All other countries: **$30.00 plus $18.75** for each text ordered

   → AIR MAIL FEE $ 4.
5. TEXTBOOKS **(Please order texts now while correct edition is available.)**
   Use the **TEXTBOOK ORDER FORM** in bulletin.
   Add 6.975% sales tax to the cost of texts mailed to a Missouri address.

   → TEXTBOOKS $ _____ 5. TAX
6. ☐ CHECK THIS BOX IF YOU DO NOT PLAN TO BUY YOUR TEXTS FROM THE CENTER.
7. VIDEOTAPES: I plan to view the video lessons: (Check appropriate box and/or fill in blank.)
   ☐ Via home use. **Add 6.975% sales tax to tapes sent to a Missouri address.**
   ☐ At a Video Viewing Center. (PLEASE LIST) _____ (See bulletin for list of Video Viewing Centers.)

   → VIDEO HOME-USE FEE $ _____ 7. TAX
8. RENTAL/DEPOSIT FEE

   → RENTAL/DEPOSIT FEE $ 8.
9. LESSON RETURN FAX FEE OPTION **(Please list FAX number; include area code.)**
   ☐ FAX Numbers Inside the U.S.: **$25.00* per course: FAX NUMBER:** _____
   ☐ FAX Numbers Outside the U.S.: **$50.00* per course: FAX NUMBER:** _____ (For FAX numbers outside the U.S., include country and city codes.)

   → LESSON RETURN FAX FEE $ 9.

   *** If the actual FAX costs exceed the amount paid, you will be billed for the difference.**
10. ENCLOSE CHECK OR MONEY ORDER payable in U.S. dollars to the University of Missouri. DO NOT SEND CASH. You may use your credit card by completing the information below.

   → **GRAND TOTAL** $ **10.**

DISCOVER | MasterCard | VISA (Circle Credit Card)

Card Number _____ Expiration Date _____

Print name as shown on card _____

Signature of Card Holder _____

OFFICE USE ONLY

__cash
__ck
__mo
__inv
__visa
__mc
__dis

AP _____
REF _____

I agree to abide by the policies stated in the Independent Study Bulletin. I understand that all work, including exams, must be received by the Center at least three weeks prior to my deadline for a grade report. I have read the REFUND POLICY (page 8) and understand that before enrolling it is my own responsibility to determine whether or not the course will meet my specific requirements and that exceptions cannot be made because of improper advisement or changes in my credit requirements.

STUDENT'S SIGNATURE _____ DATE _____

6-97

CENTER FOR INDEPENDENT STUDY

COURSE APPLICATION

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136 CLARK HALL — COLUMBIA, MISSOURI 65211

TELEPHONE: 573-882-2491 (Columbia area) OR 1-800-609-3727 (outside Columbia) — FAX: 573-882-6808

1. Student's Name _____ (_____)
   last first initial maiden
2. Social Security Number _____ 3. Telephone: Day (____) _____ Evening (____) _____
4. Address _____

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5. Permanent Address, if different from above _____
6. University of Missouri Student Number and Campus Designation, if you have one _____
7. Are you currently enrolled in residence at the University of Missouri? ☐ YES ☐ NO
8. If you answered yes to #7, give Campus _____ School/College _____ Department _____
9. Name, if you have been enrolled at the University of Missouri under a name other than name in #1 _____
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    a. High School Course Title _____ Which half unit ☐ 1st ☐ 2nd
    see section A on other side

    b. University Course Title _____ Course Number _____ Credit Hours ____
    see section B, C, or D on other side

    c. Continuing Education Course Title _____

11. MONTH | DAY | YEAR — Date of Birth*

12. Gender* M ☐ Male F ☐ Female

13. ☐☐☐☐☐☐ Mailing Label Code
    If there is a code above your name on your bulletin mailing label, please copy it into the above boxes.

14. Highest grade/year completed — 8 9 10 11 12 (HIGH SCHOOL) | 13 14 15 16 17 18 (COLLEGE, BAC., MAS.)

15. Credit hours completed to date _____

16. Ethnic Origin Code*
    - American Indian ☐
    - Asian or Pacific Islander ☐
    - Black Non-Hispanic ☐
    - Hispanic ☐
    - White Non-Hispanic ☐
    - Non-Resident Alien ☐

** This information is optional, and it is requested for purposes of reporting to Federal Compliance Agencies; it will not be used in determining admission status.*

PLEASE NOTE

It is understood that the University of Missouri Center for Independent Study is authorized to report grade information on this course to a student's principal or registrar.

University Extension
UNIVERSITY OF MISSOURI
Columbia • Kansas City • Rolla • St. Louis

FOR OFFICE USE ONLY

COURSE _____

_____

DATE _____ COURSE GRADE _____ HOURS CREDIT ____

UNDERGRADUATE FEE _____ GRADUATE FEE _____

SIGNATURE _____

STUDENTS ENROLLING FOR CREDIT — READ CAREFULLY

6-97

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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 or D below.
GRADUATE STUDENTS: If you have been accepted by a university graduate school, you pay the graduate-level fees for all courses. See sections C or D below.

A: HIGH SCHOOL STUDENTS — This student has permission to take this course by independent study. (To be completed by a high school official.)

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 — This student has permission to take this course by independent study. (To be signed by advisor and approved by dean, if required.)

Advisor's Signature | Dean's Signature (if required) | Date | Area Code | Telephone Number

C: UNIVERSITY OF MISSOURI GRADUATE STUDENTS — This student has permission to take this course by independent study. (To be signed by the Graduate School office.) Students should read the section GRADUATE CREDIT in our current bulletin.

Graduate Dean's Signature | Date | Area Code | Telephone Number

D: NON-UNIVERSITY OF MISSOURI GRADUATE STUDENTS — Students should read the section GRADUATE CREDIT in our current bulletin.

I have read the GRADUATE CREDIT section referred to above. Student's Signature _____ Date _____

STUDENTS — COMPLETE THIS SECTION CAREFULLY

1. ENROLLMENT FEE SCHEDULE
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      Graduate Students: $157.90 / credit hour X _____ number hours
   c. **CONTINUING EDUCATION COURSES:** (See course listing for cost.)

   → ENROLLMENT FEE: $ 1.

2. HANDLING FEE — **This nonrefundable fee is required with every enrollment.**

   → HANDLING FEE: $ 10.00 2.

3. UPS OVERNIGHT OPTION — **Domestic Delivery Only**
   This optional service can be used for textbooks and other required course materials ONLY.
   $10.00 plus $8.00 for each text/video/rental material ordered

   → UPS OVERNIGHT FEE: $ 3.

4. AIR MAIL FEE (Required for all students without U.S. zip code addresses; optional for Canada and 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 and Mexico: **$11.50 plus $5.75** for each text ordered
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5. TEXTBOOKS (Please order texts now while correct edition is available.)
   Use the **TEXTBOOK ORDER FORM** in bulletin.
   Add 6.975% sales tax to the cost of texts mailed to a Missouri address.

   → TEXTBOOKS: $ _____ 5. TAX

6. ☐ CHECK THIS BOX IF YOU DO NOT PLAN TO BUY YOUR TEXTS FROM THE CENTER.

7. VIDEOTAPES: I plan to view the video lessons: (Check appropriate box and/or fill in blank.)
   ☐ Via home use. **Add 6.975% sales tax to tapes sent to a Missouri address.**
   ☐ At a Video Viewing Center. (PLEASE LIST) _____ (See bulletin for list of Video Viewing Centers.)

   → VIDEO HOME-USE FEE: $ _____ 7. TAX

8. RENTAL/DEPOSIT FEE

   → RENTAL/DEPOSIT FEE: $ 8.

9. LESSON RETURN FAX FEE OPTION (Please list FAX number; include area code.)
   ☐ FAX Numbers Inside the U.S.: **$25.00* per course: FAX NUMBER:** _____
   ☐ FAX Numbers Outside the U.S.: **$50.00* per course: FAX NUMBER:** _____ (For FAX numbers outside the U.S., include country and city codes.)

   → LESSON RETURN FAX FEE: $ 9.

*** If the actual FAX costs exceed the amount paid, you will be billed for the difference.**

→ **GRAND TOTAL: $ 10.**

10. ENCLOSE CHECK OR MONEY ORDER payable in U.S. dollars to the University of Missouri. DO NOT SEND CASH. You may use your credit card by completing the information below.

DISCOVER | MasterCard | VISA (Circle Credit Card)

Card Number _____ Expiration Date _____

Print name as shown on card _____

Signature of Card Holder _____

OFFICE USE ONLY

AP _____
REF _____

___cash
___ck
___mo
___inv
___visa
___mc
___dis

I agree to abide by the policies stated in the Independent Study Bulletin. I understand that all work, including exams, must be received by the Center at least three weeks prior to my deadline for a grade report. I have read the REFUND POLICY (page 8) and understand that before enrolling it is my own responsibility to determine whether or not the course will meet my specific requirements and that exceptions cannot be made because of improper advisement or changes in my credit requirements.

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6-97

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136 CLARK HALL — COLUMBIA, MISSOURI 65211

TELEPHONE: 573-882-2491 (Columbia area) OR 1-800-609-3727 (outside Columbia) — FAX: 573-882-6808

Please send the books and materials listed below for the independent study course: _____ _____
Course Name Course Number

If high school course, which 1/2 unit? ☐ 1st ☐ 2nd

Social Security Number _____

Name _____ Telephone (_____) _____

Address _____

City _____ State _____ Zip Code _____

☐ I need all of the materials for this course. NOTE: If you check this box, you do not need to complete the author and title sections below.
☐ I wish to receive **USED** books, if available. NOTE: If new books are desired, but not available, **USED** books will be sent and a refund made.

AUTHOR	TITLE	PRICE	OFFICE USE ONLY
	TOTAL FOR BOOKS		
	BOOKS SHIPPED TO MISSOURI ADDRESSES: ADD SALES TAX OF 6.975%		
	TOTAL*		

* If this order form accompanies course application, enter this total in the TEXTBOOKS block on the reverse side of the application form. You may write one check for the total amount of course fees and texts.

☐ _____ _____
VISA, MasterCard, or Discover Card Number Card Expiration Date

☐ Check or money order payable to the University of Missouri

_____ _____
Print name as shown on card Sign name here

CUT HERE

CENTER FOR INDEPENDENT STUDY

6-97

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Name _____ Telephone (_____) _____

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☐ I wish to receive **USED** books, if available. NOTE: If new books are desired, but not available, **USED** books will be sent and a refund made.

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	BOOKS SHIPPED TO MISSOURI ADDRESSES: ADD SALES TAX OF 6.975%		
	TOTAL*		

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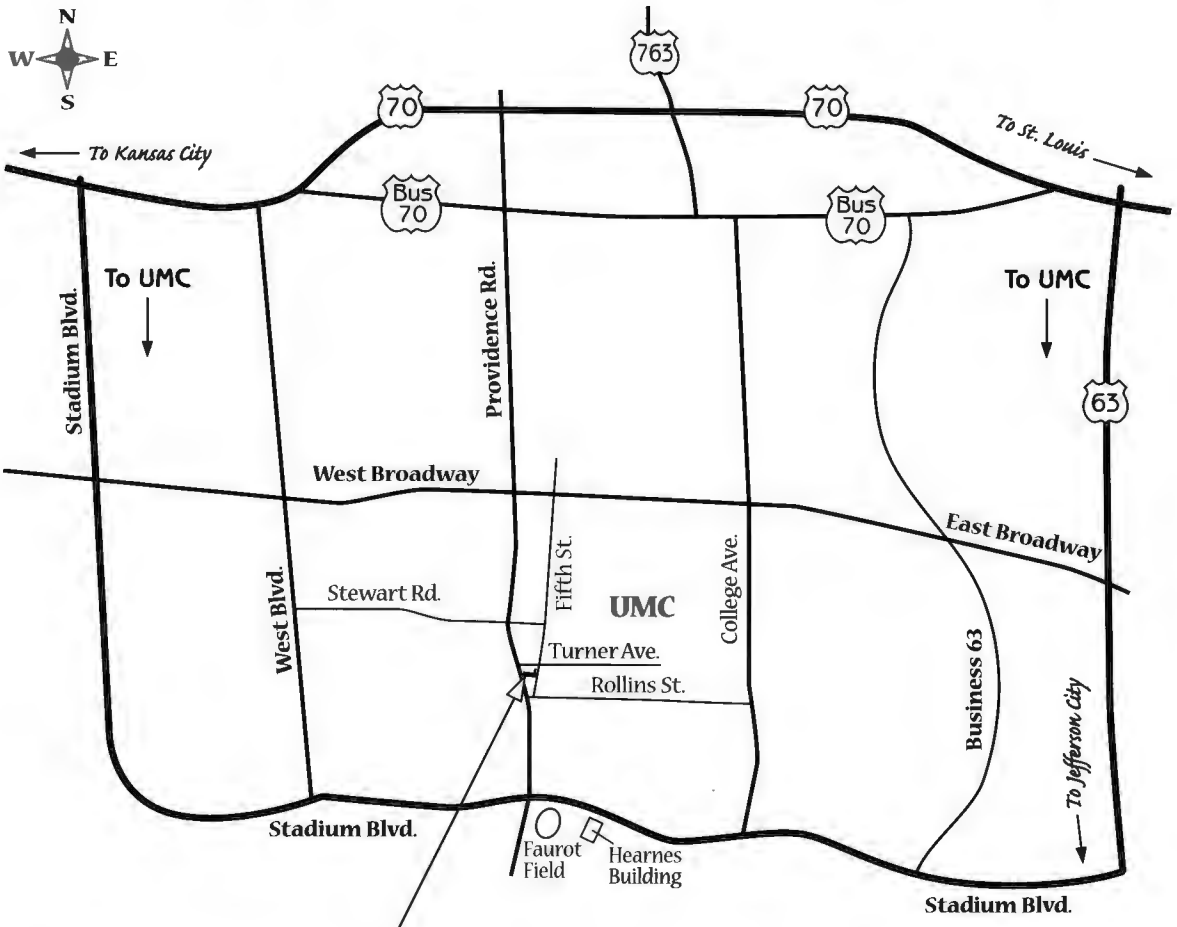
☐ _____ _____
VISA, MasterCard, or Discover Card Number Card Expiration Date

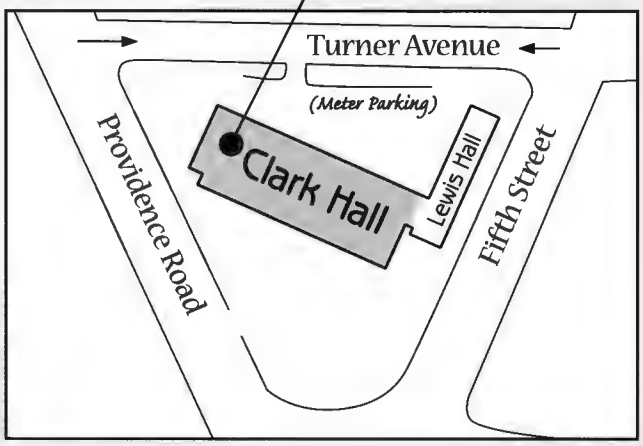
☐ Check or money order payable to the University of Missouri

_____ _____
Print name as shown on card Sign name here

University of Missouri - Columbia
010-509904329

CENTER FOR INDEPENDENT STUDY





LOCATION:

136 CLARK HALL
at the corner of
Providence Road
and Turner Avenue

(Area enlarged)

LEAP INTO LEARNING
INDEPENDENT STUDY