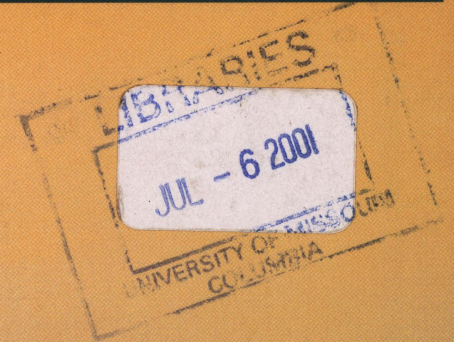


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UNIVERSITY OF MISSOURI
INDEPENDENT STUDY

1998 — 1999 BULLETIN



© PAUL C JACKSON



PAUL JACKSON
THE ARTIST

The Center for Independent Study is proud to once again feature a Jackson painting on the cover of its annual bulletin. At age 30, Paul Jackson is one of America's greatest contemporary watercolorists; his pieces hang in private and corporate collections around the world.

The essence of light ... it is the subject matter of every Jackson painting. What changes in each piece are the objects he chooses to reflect light. Jackson's portfolio illuminates an incredible variety of objects ranging from musical instruments to art glass. His latest series of architectural works represents a new plateau in the continual evolution of Jackson's style.

Jackson's work has been recognized in numerous competitions and publications throughout his career. During the past year alone, his paintings have received *Best of Show* awards from Rocky Mountain National Watermedia Exhibition, Kansas Watercolor Society, and National Watercolor Oklahoma, and they have been featured in magazine ads for Winsor & Newton watercolor paper, in *Splash 5*, a North Light Books publication that highlights America's best watercolorists, on wine bottles from *The Collector's Series* of Les Bourgeois Vineyard in Rocheport, Missouri, and on the cover of *The Artist's Magazine*. Jackson is currently writing and illustrating an instructional watercolor book, *Painting Light Effects in Watercolor*, for North Light Books.

Paul received his MFA from the University of Missouri-Columbia. Currently he and his wife, Dina, reside in their hillside studio in Columbia, Missouri, and maintain a second studio in Pensacola, Florida. Inquiries about the artist should be directed to Jackson Studios by phone at 573-875-2846, by E-mail at wowrealart@aol.com, or on the web at www.pauljackson.com.



© PAUL C JACKSON

Jesse Hall, a landmark on the University of Missouri-Columbia campus, is featured on the cover of this Independent Study Bulletin. Originally called New Academic Hall, the building was constructed in 1894. Nearly 30 years later, it was renamed Jesse Hall, in honor of Richard Henry Jesse, 10th president of the University.

MISSOURI

UNIVERSITY OF MISSOURI

INDEPENDENT STUDY

1998 — 1999 BULLETIN

ADDRESS:

136 Clark Hall — Columbia, Missouri 65211-4200

TELEPHONE:

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

FAX:

573-882-6808

E-MAIL:

independ@ext.missouri.edu

WORLD WIDE WEB:

<http://indepstudy.ext.missouri.edu>



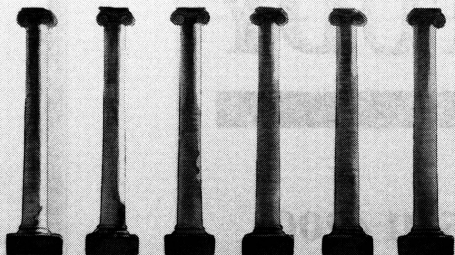
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UNIVERSITY OF MISSOURI

INDEPENDENT STUDY



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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.

ADA STATEMENT: The University of Missouri-Columbia complies with the Americans With Disabilities Act of 1990. If you have a disability and need special accommodations, please notify the Office of Disability Services at A048 Brady Commons; the office telephone number is 573-882-4696. Reasonable efforts will be made to accommodate your special needs.

INDEPENDENT STUDY

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 1998-99 BULLETIN
GENERAL 1998 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.

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LEARN COMPUTER SKILLS ON THE WEB
in our new university course
COMPUTER SCIENCE 100: *Page 24*
— AND —
in our new high school course
COMPUTER APPLICATIONS:
Expected to open Summer 1998;
check our web site for more information



**Course Applications and Textbook Order Forms
are included in the back of this bulletin.**

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

The Center strives to provide quick, accurate, and friendly service to all students. Operations staff members are trained to respond to the questions and needs of everyone interested in our program. **OUR GENERAL INFORMATION TELEPHONE NUMBERS ARE 573-882-2491 OR 1-800-609-3727.**

FAX / E-MAIL INFORMATION

The Center has fax service available 24 hours a day, seven days a week. We can accept applications, examination requests, lessons for many faculty-evaluated courses, and other written communication by fax. **OUR FAX NUMBER IS 573-882-6808. OUR E-MAIL ADDRESS IS independ@ext.missouri.edu.**

WEB SITE

The Center maintains a web site that provides complete and up-to-date information about our program. Students can enroll, submit lessons, and access current course information online via our web site. **OUR INTERNET ADDRESS IS <http://indepstudy.ext.missouri.edu>.**

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:

Von Pittman, *Director*
 Gera Burton, *Assistant Director: Curriculum*
 Susanne Darcy, *Assistant Director: Operations*
 C. Alex Phillips, *Assistant Director: High School Program*
 Jeffrey Gorges, *Coordinator of Computer Operations*

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 Kristi Smalley, *Coordinator of Course Development: K-12*
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 Karen Fender, *Instructional Editor*
 Jon Hockenbury, *Instructional Editor/Bookstore Manager*
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 Tom Pitchford, *Administrative Associate: Operations*
 Anna Mae Clawson, *Administrative Assistant: Publications*
 Mary Daniel, *Administrative Assistant: Testing*

Other Staff Members: Donna Badal; Kelly Bethel; Don Betz; Robin Clatterbuck;

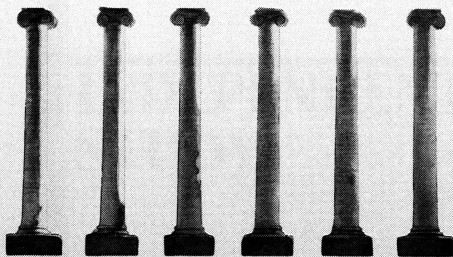
Marj Cunningham; Shelly Enlow; Lyn Ennis; Candy Fincher;

June Griggs; Sandra Henderson; Lynn Hill; Jean Miller; Carol Newton;

Mary Petterborg; Jonelle Pierce; Pat Stephens; David Wassman

Field Representatives: Leon Chilton; Kent Kurtz; Bill Miles; Terry Turlington

INDEPENDENT STUDY



A TRADITION OF LEARNING

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.

The University of Missouri Center for Independent Study, a unit of University of Missouri-Columbia Extension Division, 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.

As a leader in distance education, the Center for Independent Study offers valuable learning opportunities to students around the world.

UNIVERSITY PROGRAM: Our university program includes more than 175 courses; most of these have been developed by faculty members from one of the four University of Missouri campuses. Students use independent study to:

- Supplement their on-campus course schedules**
- Ease classroom scheduling conflicts**

Professionals and others not attending school use independent study to:

- Advance in their jobs or prepare for career changes**
- Continue their education while out of school or working**

HIGH SCHOOL PROGRAM: Our high school program has been an important resource at many schools for more than 50 years. Our curriculum includes nearly 125 courses; each of these has been developed under the supervision of a teacher certified by the state of Missouri. Students use independent study to:

- Earn extra credits in order to finish high school early**
- Supplement their schedules with courses not offered at their schools**
- Enrich their high school experiences with more challenging courses**
- Make up credits they lack to graduate on time**

The Center for Independent Study has earned a solid reputation based on a commitment to providing quality courses and superior service to students. Our program features:

AWARD-WINNING COURSES:

Since 1980, more than 35 of our independent study courses have received excellence awards from the University Continuing Education Association.

TECHNOLOGY-BASED COURSES AND SERVICE:

We are utilizing the web in all aspects of our program. Students benefit from the power, speed, and resources the Internet provides.

EXCELLENT STUDENT SERVICE:

Our operations staff is committed to providing prompt, helpful, and friendly service to all independent study students.

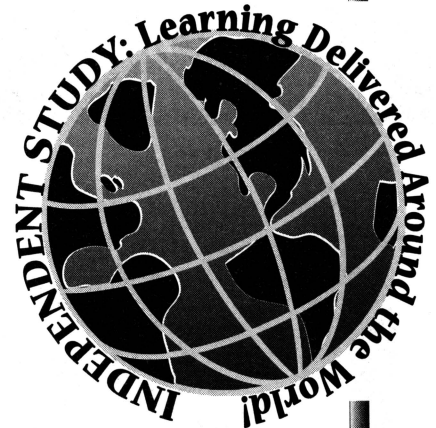
QUICK TURNAROUND OF GRADED ASSIGNMENTS:

Computer-evaluated assignments are processed the same day they are received; faculty-evaluated assignments are returned in an average of five working days.

UNIVERSITY OF MISSOURI ACCREDITATION

INDEPENDENT STUDY PROGRAM

DISTANCE EDUCATION: AN OVERVIEW



PROGRAM FEATURES

ENROLLMENT PROCEDURE

You may enroll in a Center for Independent Study course at any time. Please note that enrollment in an independent study course does not constitute admission to the University of Missouri and that the Center for Independent Study does not award high school diplomas or university degrees.

1. SELECT YOUR INDEPENDENT STUDY COURSE

It is your responsibility to determine whether a particular course will apply toward your diploma, degree, certification, or other educational goals. If necessary, please check with your advisor to be sure that the course you want to take will satisfy your academic needs.

Veterans: Independent study university courses are approved for veterans and other persons eligible under the provisions of the GI Bill. We will send you information and forms to complete if you let us know that you intend to apply for VA benefits.

2. COMPLETE COURSE APPLICATION/TEXTBOOK ORDER FORM

A separate application form is required for each course enrollment. Generally we recommend that you enroll in no more than two independent study courses at one time. Your social security number is used to identify your records and keep track of your progress in each course; please include it in the space provided on your application form. If you choose not to provide us with your social security number, you will be assigned a nine-digit number to use in its place.

Textbooks and Other Course Materials: 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, see page 62.)

3. SUBMIT COURSE APPLICATION TO THE CENTER

IN PERSON OR BY MAIL: Mail or deliver application and textbook order form, along with a check, money order, or credit card information, to:

CENTER FOR INDEPENDENT STUDY

136 Clark Hall — Columbia, MO 65211-4200

BY TELEPHONE OR BY FAX: You can call or fax your application to:

TELEPHONE: 573-882-2491 OR 1-800-609-3727 — FAX: 573-882-6808

ON THE WORLD WIDE WEB: Direct your browser to the Center for Independent Study web site, select the "ENROLL IN A COURSE" option, complete the online enrollment form, and then submit it to the Center. Our web address is:

<http://indepstudy.ext.missouri.edu>

4. PAY INDEPENDENT STUDY ENROLLMENT FEES

The Center accepts personal checks, money orders, VISA, MasterCard, and Discover. Payment must be made by credit card for enrollments submitted by telephone or fax or on the web.

Enrollment Receipt: The Center will ship your course materials within 24 hours of processing your enrollment; an enrollment receipt will be included in this shipment. Please check this receipt carefully, and if you find a problem, contact us immediately.

5. BEGIN YOUR INDEPENDENT STUDY COURSEWORK

Studies show that students are more likely to succeed at independent study if they begin their coursework right away. It is important to set goals for yourself and maintain steady progress when you study on your own. Keep in mind that your success at independent study depends primarily on you and your commitment to completing your course.

**ENROLL
ON THE WEB!**



TUITION AND OTHER ENROLLMENT COSTS

Each enrollment requires a tuition and a nonrefundable handling fee; in many cases, textbooks, an airmail fee, a supplementary materials rental or miscellaneous 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. ENROLLMENT FEE: TUITION

To avoid a delay in your enrollment, calculate your tuition carefully.

TUITION RATES

ELEMENTARY	\$87.00 PER PART
HIGH SCHOOL	\$87.00 PER HALF UNIT
UNIVERSITY: Undergraduate Level	\$128.50 PER CREDIT HOUR
UNIVERSITY: Graduate Level	\$162.60 PER CREDIT HOUR

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.

3. TEXTBOOKS AND OTHER COURSE MATERIALS

Required textbooks and supplementary course materials are available and may be ordered through the Center. Check the course description for prices; add sales tax if materials are mailed to a Missouri address. Textbook order forms are included in the back of this bulletin.

4. UPS OVERNIGHT FEE - DOMESTIC DELIVERY ONLY

For an additional fee, the Center offers overnight delivery of textbooks and other course materials to addresses served by UPS. 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; check the application for specific details.

6. SUPPLEMENTARY MATERIALS RENTAL/MISCELLANEOUS FEE

Some courses require audio-visual or other supplementary materials that can be rented from the Center, and some courses require an additional miscellaneous fee. Check the course description for details, and include the rental deposit/miscellaneous fee with your enrollment payment.

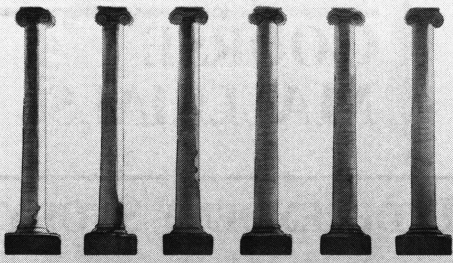
7. LESSON RETURN FAX FEE

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 a.m. and 4 p.m., USA Central Time Zone, on Monday through Friday. The Center will attempt three transmissions. If these attempts are unsuccessful, we will return your lesson, along with an explanation of the problem we encountered, by mail.

8. PAYMENT OF ENROLLMENT FEES

Make your check or money order payable to the **University of Missouri**. All fees and other charges must be paid in U.S. dollars; no foreign checks or money orders, except postal money orders, can be accepted. Send payment, along with your application form, to the Center. Tuition and other enrollment fees may also be paid by credit card; the Center accepts VISA, MasterCard, and Discover.

INDEPENDENT STUDY



**We have more than 15,000
enrollments annually.**

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, see page 6.)

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 1st month after enrolling 70% REFUND
Requests postmarked within 2nd month after enrolling 50% REFUND
Requests postmarked after 2nd month of enrolling NO REFUND

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

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. COURSE STUDY GUIDE

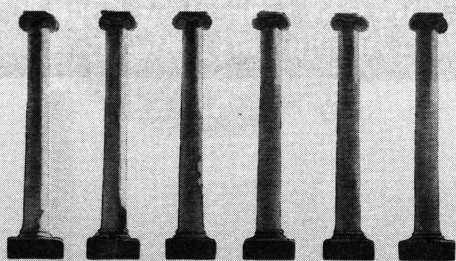
Everyone who enrolls in independent study will receive a study guide containing lessons and all the instructions necessary to complete the course. If you need a replacement study guide, send us a request stating the course title, along with a check for \$15.00 made payable to the University of Missouri. Add sales tax if study guide is mailed to a Missouri address. Please note that if you enroll in one of our new web courses, your course syllabus (or study guide) will be online and provided to you on the World Wide Web. (For more information on independent study web courses, see page 18.)

2. COURSE 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, we recommend that you wait to buy your books until after you receive your study guide. 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.

INDEPENDENT STUDY



All course materials can be purchased from our bookstore.

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.

Textbook 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 required 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.

3. SUPPLEMENTARY COURSE MATERIALS

Some courses require supplementary equipment and reference books 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 Registrar. You are responsible for returning all materials in good condition.

4. SHIPPING OF COURSE MATERIALS

Course materials are usually sent the day after your application is received. An enrollment receipt will be included in this shipment; please check this receipt carefully, and contact us if you find a problem.

Course materials, including texts, are sent by United Parcel Service (UPS) or U.S. Postal Service first class, depending upon your address. United Parcel Service 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 do not want your packages sent through the U.S. Postal Service, 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.

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.

CHECK FOR CURRENT COURSE INFORMATION ON THE WEB!



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 of Missouri policy.

COURSE INFORMATION

Enrollment in a Center for Independent Study course does not constitute admission to the University of Missouri. 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

All high school courses offered through the Center for Independent Study have been developed under the supervision of a teacher certified by the state of Missouri. In terms of the amount of study required and credit given, our courses are equivalent to courses offered in accredited public high schools.

To enroll in a high school course, we recommend that you have completed the eighth grade. The Center does not award high school diplomas. If you intend to apply independent study credit toward a high school diploma, you must obtain your principal's or counselor's signature on the application form.

1. HIGH SCHOOL STUDENTS — UNIVERSITY COURSES

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. University fees and regulations apply to university courses taken by high school students.

2. HIGH SCHOOL GROUP ENROLLMENTS

Many high school counselors arrange for group enrollments in independent study so that students can enroll in courses not offered at their schools. Students in the group meet for regularly scheduled sessions under the supervision of a faculty member at the school. Course materials are provided by the Center, and the completed assignments are returned to the Center for evaluation. Please contact the Center for more information on group enrollments.

3. HIGH SCHOOL COURSES FOR GIFTED STUDENTS

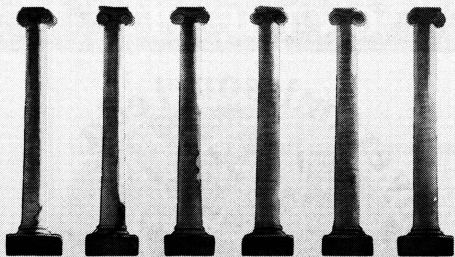
The Center offers several more challenging courses designed for academically talented high school students. These courses are designated **GIFTED COURSE** in the course description.

UNIVERSITY

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

The Center for Independent Study does not award university 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 intend 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 at your college or school on the application form. Other universities may have similar requirements.

INDEPENDENT STUDY



Our high school curriculum includes more than 125 courses.

COURSE INFORMATION

1. UNIVERSITY VIDEO COURSES

Some university courses, designated **VIDEO COURSE** in the course description, use videotapes, television cable, or broadcast programming to accompany the printed course materials. Video courses carry University of Missouri resident credit. Students enrolling in video courses must indicate on their application how they want to view tapes. Because distributorship/producer licensure requirements vary, viewing options are not 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 on cable or broadcast television. Students who plan to view tapes on television should enroll three weeks prior to broadcast time so they are able to receive course materials on time.

Home Use: In most cases, videotapes may be borrowed for home use. Tapes are available on 1/2-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.

2. UNIVERSITY COURSES FOR CERTIFICATION PURPOSES

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: contact the Missouri Department of Elementary and Secondary Education at 205 Jefferson St.; P.O. Box 480; Jefferson City, MO 65102.

3. UNIVERSITY COURSE SEMINARS/GROUP ENROLLMENTS

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.

4. UNIVERSITY MULTICAMPUS COURSES

Courses that list initials from more than one University of Missouri campus are called multicampus courses. If departments of two or more UM campuses cooperate in developing a course, it is called a multicampus course. If you enroll in a multicampus course, be sure to use the title and number of the campus where you want your credit reported on your application form.

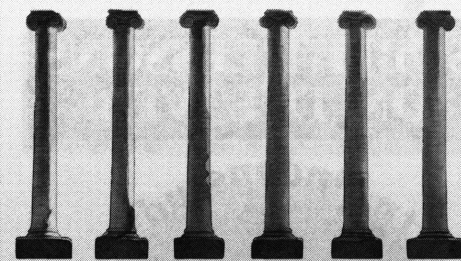
5. UNIVERSITY PROBLEMS COURSES

If you arrange 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 campus. Contact the Center to request a Problems approval form. After you complete this form, return it to us along with your enrollment application.

6. INDEPENDENT STUDY FROM OTHER UNIVERSITIES

The Center 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 from the UCEA Book Order Department at Box 2123; Princeton, NJ 08543-2123.

INDEPENDENT STUDY



Our university curriculum includes more than 175 courses.

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.

Independent study course lessons are either computer-evaluated or faculty-evaluated. Computer-evaluated lessons are usually processed on the same day that they are received at the Center. Faculty-evaluated lessons 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-evaluated 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.

2. LESSON SUBMISSION: METHODS

COMPUTER-EVALUATED LESSONS:

Computer-evaluated lessons may be submitted in person or by mail. Computer-evaluated lessons submitted by mail are usually processed and on their way back to the student the same day they are received at the Center.

In addition, if you have access to the Internet, you may use your computer to submit your computer-evaluated lessons via the Center for Independent Study web site: <http://indepstudy.ext.missouri.edu>. Students in Columbia may use a computer located at the Center to submit their lessons on the web. Response time is immediate for lessons submitted on the World Wide Web. (For more information, see page 18.)

FACULTY-EVALUATED LESSONS:

Faculty-evaluated lessons may be submitted in person, by mail, by fax, or by computer, depending upon the nature of the assignments. Check the study guide for a description of the course assignments.

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 with the term **E-MAIL** in the course descriptions. Contact the Center for more information about how to use E-mail for lesson submission.

**SUBMIT LESSONS
ON THE WEB!**



EXAMINATIONS

The number of examinations is stated in each course description; the maximum time limit for exams varies from 1 hour to 4 hours. The course study guide contains more detailed information regarding examinations. Before you are allowed to take 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 guide; you must send this form to the Center when you are ready to take an exam. Please note that it is also possible to submit an exam request on the web via the Center's web site.

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

UNIVERSITY: MISSOURI RESIDENTS:

You may 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 office 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 for Independent Study 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: NON-MISSOURI RESIDENTS:

You must make arrangements to take your examinations under the supervision of a full-time faculty member at an accredited university or college or a superintendent or principal at 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.

**REQUEST EXAMS
ON THE WEB!**



GRADES

Because examinations are the only supervised activities required for independent study courses, examination grades are major factors in determining final course grades.

HIGH SCHOOL

The A, B, C, D, F system of grading is used.

UNIVERSITY

PLUS/MINUS GRADING SYSTEM:

A plus/minus A, B, C, D, F 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 (UMC) 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. The grade F carries no credit; a D carries no credit in the University's Graduate School.

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; you do not take exams. 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

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

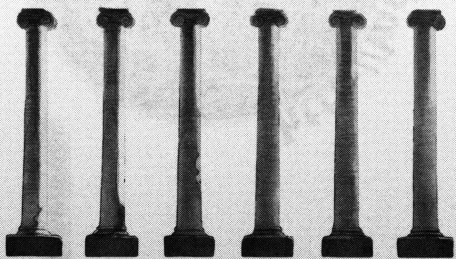
When you have completed a course and returned all borrowed materials to the Center, we will send you a notice of your final exam grade and your course grade. A short time later, the Registrar at the University of Missouri-Columbia will send your high school a transcript of secondary work.

UNIVERSITY

University of Missouri (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 UMC Registrar's office at 130 Jesse Hall; Columbia, MO 65211, indicating the college or university to which the transcript should be sent.

INDEPENDENT STUDY



Students can enroll in our courses any time of the year.

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

Please note that it is not possible to complete an independent study course in less than one month.

1. COMPLETING A COURSE: 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

ELEMENTARY COURSE	\$15.00
HIGH SCHOOL COURSE	\$15.00
UNIVERSITY COURSE	\$35.00

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. (For an explanation of our refund policy, see 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 page 8.)

5. TRANSFERRING CREDIT TO OTHER INSTITUTIONS

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 toward your specific educational goals, check with the institution where you plan to transfer credit.

The Center for Independent Study maintains a student 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**
- Offering suggestions on how to succeed at independent study**

COURSE COMPLETION INFORMATION

**SEND US YOUR
COMMENTS/QUESTIONS
ON THE WEB!**



STUDENT SERVICES

1-800-858-6413

UNIVERSITY CREDIT AND DEGREES

1. UNDERGRADUATE CREDIT

You cannot earn a degree from the University of Missouri (UM) 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 accreditation agencies or associations.

(Adopted by the Board of Curators of the University of Missouri, April 22, 1965.)

You will find specific information concerning courses and residency requirements in the bulletins issued by each University of Missouri college/division offering degrees. For additional information, write to the Director of Admissions at the campus concerned.

UMC: 230 Jesse Hall - Columbia, MO 65211

UMKC: 111 Student Services Building - 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 page 21 for an explanation of the University of Missouri course numbering system.) 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.

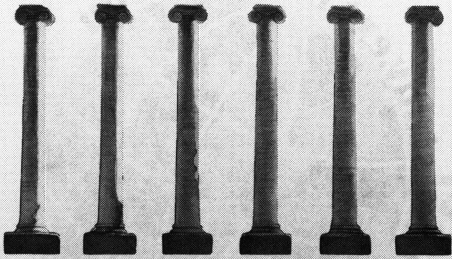
Graduate credit is awarded only to students who have been admitted to a university graduate school and who have satisfactorily completed a course designated as graduate level. UM System students must have the Graduate School Dean's approval to receive graduate credit for an independent study course. Transcripts do not specifically indicate graduate credit.

3. UNIVERSITY COURSE 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.

<u>SEMESTER HOURS</u>	<u>QUARTER HOURS</u>
1	1 ½
2	3
3	4 ½
4	6
5	7 ½

INDEPENDENT STUDY



— A Flexible Method of Learning —
Students use our program
because of scheduling conflicts.

If you cannot attend the University of Missouri at one of its 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. 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 more information, call: **518-464-8500**, write: **REGENTS COLLEGE, THE UNIVERSITY OF THE STATE OF NEW YORK** — 7 Columbia Circle — Albany, NY 12203-5159, or visit their web site: www.regents.edu.

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, Thomas Edison State College accepts credits from the University of Missouri Center for Independent Study. 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 more information, call: **609-292-6565**, write: **THOMAS EDISON STATE COLLEGE** — Admissions Office — 101 West State Street — Trenton, NJ 08608-1176, or visit their web site: www.tesc.edu.

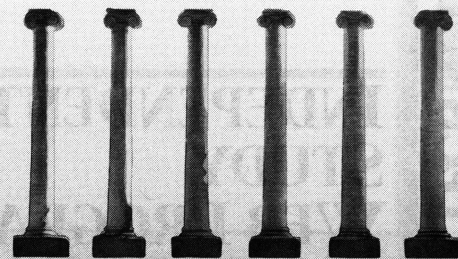
A third external degree program is offered by the Center for Distance Learning of Empire State College of the State University of New York. The Center accepts credits from the University of Missouri Center for Independent Study. SUNY Empire State College is fully accredited by the Middle States Association of Colleges and Schools. For more information, call: **518-587-2100**, EXT. 300, write: **CENTER FOR DISTANCE LEARNING: SUNY EMPIRE STATE COLLEGE** — Saratoga Springs, NY 12866, or visit their web site: www.esc.edu.

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. Columbia College accepts credits earned through independent study courses. In addition to the home campus with a traditional day program and an evening college option, Columbia College operates 25 extended studies sites across the country. For more information, call: **1-800-325-2986** OR **573-875-8700**, write: **COLUMBIA COLLEGE** — 1001 Rogers Street — Columbia, MO 65216, or visit their web site: www.ccis.edu.

Stephens College, founded in 1833 and accredited by North Central Association of Colleges and Schools, offers an external degree completion program. 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 more information, call: **1-800-388-7579** OR **573-876-7125**, write: **STEPHENS COLLEGE** — Campus Box 2083 — Columbia, MO 65215, or visit their web site: www.stephens.edu.

UNIVERSITY EXTERNAL DEGREE PROGRAMS

INDEPENDENT STUDY



— A Convenient Method of Learning —
**Professionals use our program
for career advancement.**

COMPUTER-EVALUATED COURSES

The Center for Independent Study pioneered the use of the computer to evaluate course assignments in 1974. Before that time, all independent study course assignments were evaluated directly by a faculty member. Assignments for computer-evaluated courses are scored by computer. This speeds up lesson-response time and provides computer-generated feedback that helps students review lessons and study for exams. Lesson questions in computer-evaluated courses are either multiple-choice, matching, or true/false. NOTE: Some courses include both computer-evaluated and faculty-evaluated assignments.

Computer-evaluated lessons submitted in person or by mail: You must complete your lesson assignments on answer forms provided in the back of each course study guide; answer forms are evaluated the same day they are received at the Center. After your lesson is processed, a computer-generated report, which contains your score, general comments on your performance, and feedback on all incorrect answers, will be returned to you. Please note that you should not submit answer forms used in computer-evaluated courses by fax. Our optical scanning equipment cannot read a fax.

Computer-evaluated lessons submitted via the World Wide Web: You must have access to a web browser, such as Netscape or Microsoft Explorer, to submit lessons via the Center's web site. When online, your report appears on your computer screen as soon as you submit the lesson; you can use your browser options to print your report. Students in Columbia can use a computer located at the Center to submit lessons. To learn more about how you can utilize the Internet to complete your coursework, please call us at 1-800-609-3727 or visit our web site at <http://indepstudy.ext.missouri.edu>.

INDEPENDENT STUDY WEB PROGRAM

Realizing that Internet access is becoming a reality for an increasing number of people around the world, we are committed to utilizing this powerful technology in all aspects of our program.

1. INDEPENDENT STUDY PROGRAM INFORMATION

By accessing our web site, you can get up-to-the-minute information about our courses, fees, book prices, academic policies, and enrollment procedures.

2. INDEPENDENT STUDY STUDENT SERVICES

In an effort to provide quick and efficient service to our large and diverse student body, the Center has made it possible to perform many functions over the Internet. By accessing our web site, you can:

ENROLL IN A COURSE

SUBMIT LESSONS FOR COMPUTER-EVALUATED COURSES

REQUEST A COURSE EXAM

3. INDEPENDENT STUDY WEB CURRICULUM

To provide students the option to access their course syllabus online, the Center is developing a number of independent study web courses. Designated **WEB COURSE** in the course description, these courses have been created to take advantage of the speed, storage capacity, and interactivity of the Internet. All lessons and instructions needed to complete these courses are accessible on the World Wide Web; if supplementary materials are required, they can be purchased from our bookstore.

Taking a course on the web has one distinct advantage: a world of information is at your fingertips. Links to sites that further illustrate ideas discussed in the course can make independent study on the web a more valuable learning experience for students. If you want to enroll in the web version of a course, you must specify **WEB COURSE** on your application form.



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 has hired certified teachers to develop a core curriculum in the subjects of language arts, mathematics, science, and social studies for grades three through eight; these courses are in various stages of development. 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.

There are two ways in which students may enroll in an independent study elementary course: **OPTION 1: University Evaluated and Tested** or **OPTION 2: Parent Evaluated and Tested**.

Under OPTION 1, students submit their lessons to the Center for processing; the Center maintains a record of the students' scores and sends them a certificate when they have successfully completed their course.

Under OPTION 2, answer keys for course lessons are provided in the back of the parent manual; parents are responsible for scoring their children's lessons and monitoring their progress in the course.

For up-to-date information on our elementary courses, academic policies, and enrollment procedures, please contact our student services office at 1-800-858-6413, or visit our web site at <http://indepstudy.ext.missouri.edu>.

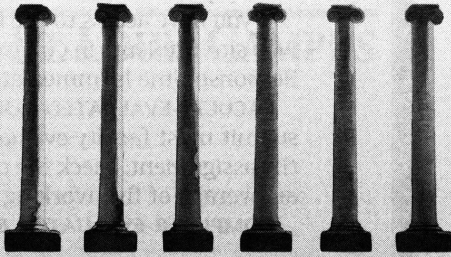
ELEMENTARY HOME SCHOOL CURRICULUM

(Please note that not all of these courses are open; most courses in our elementary program are in various stages of development.)

- THIRD GRADE:** Language Arts — Mathematics — Science — Social Studies
- FOURTH GRADE:** Language Arts — Mathematics — Science — Social Studies
- FIFTH GRADE:** Language Arts — Mathematics — Science — Social Studies
- SIXTH GRADE:** Language Arts — Mathematics — Science — Social Studies
- SEVENTH GRADE:** Language Arts — Mathematics — Science — Social Studies
- EIGHTH GRADE:** Language Arts — Mathematics — Science — Social Studies

— EVERY ELEMENTARY COURSE CONSISTS OF TWO PARTS —

INDEPENDENT STUDY



We offer learning opportunities to students of all ages.

GUIDE TO UNIVERSITY COURSE DESCRIPTIONS

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

Tuition for the university program is not included in the course descriptions; please review the fee structure on page 7.

A	202 General Genetics: UMC	B
	231 General Genetics: (Life Sciences) UMR	C
D	224 Genetics: (Biology) UMSL	
	COMPUTER-EVALUATED COURSE	
E	4 CREDIT COURSE: UMC. 3 CREDIT COURSE: UMR and UMSL. 12 lessons, 12 submitted. 2 exams.	
	PREREQUISITES: UMC-Bio. Sci. 10, Chem. 31, 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, <i>Principles of Genetics</i> , 4th ed., 1993 (used only): \$40.35.	

A This is the official course number and title used by the University Registrar; copy this accurately on your application.

B These are the initials of the campus where the course was written. Courses with initials of more than one campus are "multicampus" courses. (See page 11 for more information on multicampus courses.) 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

UMR - University of Missouri-Rolla

UMKC - University of Missouri-Kansas City

UMSL - University of Missouri-St. Louis

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

D Independent study university courses are designated computer-evaluated and/or faculty-evaluated.

COMPUTER-EVALUATED COURSE: Assignments for these courses are evaluated by computer. Lesson questions in computer-evaluated 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. Computer-evaluated lessons submitted in person or by mail are usually processed and returned to you the same day they are received at the Center.

If you have access to the Internet, you may use your computer to submit computer-evaluated lessons via the Center's web site. Students in Columbia may submit lessons on the web at a computer terminal located at the Center's facilities. Response time is immediate for lessons submitted on the World Wide Web. (See page 18.)

FACULTY-EVALUATED COURSE: Assignments for these courses are evaluated directly by a faculty member. You can submit most faculty-evaluated assignments in person, by mail, by fax, or by computer, depending upon the nature of the assignment; check the course study guide for a description of the assignments. Faculty-evaluated assignments take an average of five working days to be graded and returned to you.

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE: Some courses include both methods of evaluation.

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

VIDEO COURSE: Courses designated as video courses grant University of Missouri resident credit. (See page 11.)

WEB COURSE: All lessons and instructions needed to complete courses with this designation are online and accessible on the World Wide Web. (See page 18.) If you enroll in an independent study web course, you must access the course syllabus on the web. In order to enroll in a web course, please specify **WEB COURSE** on your application form.

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

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.

COLUMBIA 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.

KANSAS CITY 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.

ROLLA 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.

ST. LOUIS CAMPUS

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.

COURSE REQUIREMENTS

ACCOUNTANCY

36 Accounting I: UMC

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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.

ANIMAL SCIENCES

212 Applied Nutrition: UMC

FACULTY-EVALUATED COURSE

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: \$90.95.

325 Horse Production: UMC

COMPUTER-EVALUATED COURSE

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

PREREQUISITES: Anim. Sci. 202, 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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

VIDEO COURSE

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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


COMPUTER-EVALUATED COURSE

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: \$59.70.

 **WEB COURSE:** The syllabus for this course is online and can be accessed over the World Wide Web. To enroll in the web version of this course, please specify WEB COURSE on your application form.

BIOLOGICAL AND AGRICULTURAL ENGINEERING

201 Surface Water Management: UMC

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

3 CREDIT COURSE: 12 lessons, 12 submitted. 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.

BIOLOGICAL SCIENCES

1 General Biology: UMC

COMPUTER-EVALUATED COURSE

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: \$64.05.

202 General Genetics: UMC

231 General Genetics: (Life Sciences) UMR

224 Genetics: (Biology) UMSL

COMPUTER-EVALUATED COURSE

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

PREREQUISITES: UMC-Bio. Sci. 10, Chem. 31, 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.

BLACK STUDIES

104 African-American Literature: UMC

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

PREREQUISITES: English 20 or equivalent.

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.

108 Social Inequalities: UMC

FACULTY-EVALUATED COURSE

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

PREREQUISITES: Soc. 1, 4, or 50. Course is required for sociology majors.

This course surveys inequalities based upon criteria such as race, ethnicity, sex, age, religion, and social class in contemporary societies, with focus directed at the dynamics by which privilege and inequality are structured.

TEXTS: ROSENBLUM & TRAVIS, *The Meaning of Difference*, 1996: \$32.00. ROTHMAN, *Inequality and Stratification: Class, Color, and Gender*, 2nd ed., 1993: \$30.00.

CLASSICAL STUDIES

Classical Civilization

60 Classical Mythology: UMC

COMPUTER-EVALUATED COURSE

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.



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Author: INTERCULTURAL COMMUNICATION

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

Latin

1 Elementary Latin I: UMC

FACULTY-EVALUATED COURSE

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

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

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

TEXTS: WHEELLOCK, *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

FACULTY-EVALUATED COURSE

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: WHEELLOCK, *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

COMPUTER-EVALUATED COURSE

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.

COMPUTER SCIENCE

71 Introduction to BASIC: UMR VIDEO COURSE
FACULTY-EVALUATED COURSE

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.

NEW 100 Computer Survival: Applications: UMKC
COMPUTER-EVALUATED COURSE

3 CREDIT COURSE: 12 lessons, 12 submitted. 3 exams.
 PREREQUISITES: Basic math skills, including fractions and percentages. Course is not applicable to computer science major requirements. **Students must have Internet access to complete this course.**

This course covers essential computer skills and concepts. The emphasis is on using the computer as a tool to enhance productivity. Students will learn how to create word processing, spreadsheet, database, and presentation documents using the *Microsoft Office* suite of applications.

TEXTS: TOLIVER & JOHNSON, *Microsoft Office 97 Professional* (optional): \$52.10. YOUNG & HALVORSON, *Running Microsoft Office 97* (optional): \$28.00. Miscellaneous Course Fee: \$51.00. NOTE: *Students will need two 3 1/2-inch floppy diskettes.*

NOTICE: The UM Board of Curators charges a fee for all enrollments in credit courses offered by the UMKC Computer Science Telecommunications Division. See above course description for miscellaneous fee charge.

There are specific software/hardware requirements for CS 100. Students must visit the course web site before enrolling: <http://indepstudy.ext.missouri.edu/cs100.htm>.

WEB COURSE: The syllabus for this course is online and must be accessed over the World Wide Web.

CONSUMER AND FAMILY ECONOMICS

183 Personal and Family Finance: UMC
COMPUTER-EVALUATED COURSE

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 y² button.*

NOTICE: Textbooks for this course are in limited supply; before enrolling, please contact the Center to see if the course is open.

CRIMINOLOGY AND CRIMINAL JUSTICE

010 Introduction to Criminology and Criminal Justice: UMSL

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

40 Introduction to the American Economy: UMSL VIDEO COURSE

COMPUTER-EVALUATED COURSE

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.

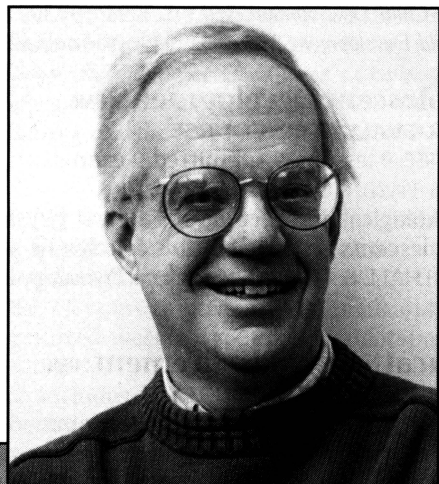
An introduction to economic analysis that examines the development and operation of the American economy, this course studies its evolutions, institutions, and principal problems.

TEXTS: MANSFIELD & BEHAVESH, *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.

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 WEB SITE!**





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ISSUES AND TRENDS IN READING INSTRUCTION,
and THE SECONDARY SCHOOL CURRICULUM

229 Money and Banking: UMC

320 Money and Banking: UMR

220 Money, Banking, and Monetary Theory: UMSL

COMPUTER-EVALUATED COURSE

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

PREREQUISITES: UMC-Econ. 4, 5, 14, 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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

FACULTY-EVALUATED COURSE

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

PREREQUISITES: junior 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.

 **WEB COURSE:** A web version of this course is being developed.

T316 Teaching Reading in the Content Areas: UMC

FACULTY-EVALUATED COURSE

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

PREREQUISITES: junior standing.

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.

NOTICE: Students who require an additional credit hour should contact the Center.

T373 Photography for Teachers: UMC VIDEO COURSE

FACULTY-EVALUATED COURSE

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

VIDEO COURSE

FACULTY-EVALUATED COURSE

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* 3rd ed., 1997: \$37.85.

VIDEOTAPES: *Teaching Reading Comprehension* (Wisconsin ETU). Home Use Deposit: \$95.00.

T420 Issues and Trends in Reading Instruction: UMC**FACULTY-EVALUATED COURSE**

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**COMPUTER-EVALUATED COURSE**

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: \$60.95.

Educational and Counseling Psychology**A170 Career Visions:****A Career Planning Course for Adults: UMC****FACULTY-EVALUATED COURSE**

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: \$27.60.

A205 Learning and Instruction: UMC**COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE**

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 basis 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**COMPUTER-EVALUATED COURSE**

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**COMPUTER-EVALUATED COURSE**

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**COMPUTER-EVALUATED COURSE**

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**COMPUTER-EVALUATED COURSE**

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.

A380 Foundations of Educational and Psychological Measurement: UMC**COMPUTER-EVALUATED COURSE**

3 CREDIT COURSE: 10 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: COHEN, *Psychological Testing & Assessment*, 3rd ed., 1996: \$62.95. COHEN, *101 Exercises in Psychological Testing & Assessment*, 3rd ed., 1996: \$18.95.

489D Special Topics (A New Approach to Discipline: The Democratic Classroom): UMC**VIDEO COURSE****FACULTY-EVALUATED COURSE**

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*, 4th ed., 1997: \$14.95.
 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 **VIDEO COURSE**
FACULTY-EVALUATED COURSE

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 **VIDEO COURSE**
FACULTY-EVALUATED COURSE

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.

489S Special Topics (Dealing With Teacher Stress and Burnout): UMKC **VIDEO COURSE**
FACULTY-EVALUATED COURSE

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.



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489T Special Topics (Teaching Tolerance to Students): UMKC **VIDEO COURSE**
FACULTY-EVALUATED COURSE

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 role models of tolerance. *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: \$14.80. 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 **VIDEO COURSE**
FACULTY-EVALUATED COURSE

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 **VIDEO COURSE**
FACULTY-EVALUATED COURSE

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

VIDEO COURSE

FACULTY-EVALUATED COURSE

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

VIDEO COURSE

FACULTY-EVALUATED COURSE

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.



Enroll in a course on the web!

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

VIDEO COURSE

FACULTY-EVALUATED COURSE

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.

489Z Special Topics (Working With Students At Risk): UMKC

VIDEO COURSE

FACULTY-EVALUATED COURSE

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 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

K420 Organizational Analysis in Higher and Adult Continuing Education: UMKC

FACULTY-EVALUATED COURSE

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.

Special Education

L311 Introduction to Special Education: UMC **L312 Introduction to Special Education for Regular Educators: UMC**


COMPUTER-EVALUATED COURSE

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.

 **WEB COURSE:** The syllabus for this course is online and can be accessed over the World Wide Web. To enroll in the web version of this course, please specify WEB COURSE on your application form.

L433 Affective Development of Gifted Students: UMC

VIDEO COURSE

589JM Meeting Affective Needs of Gifted Individuals: (Education/Curriculum and Instruction) UMKC

FACULTY-EVALUATED COURSE

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

VIDEO COURSE

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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: GEARHEART 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.

NOTICE: The textbook for this course is in limited supply; before enrolling, please contact the Center to see if the course is open.

<http://indepstudy.ext.missouri.edu>



DEANNA WASMAN

Hickman High School: Columbia, MO

Author: **GEOMETRIC CONCEPTS FOR TEACHERS**

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

COMPUTER-EVALUATED COURSE

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: \$60.95.

ENGINEERING

Basic Engineering

50 Engineering Mechanics — Statics: UMR

FACULTY-EVALUATED COURSE

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

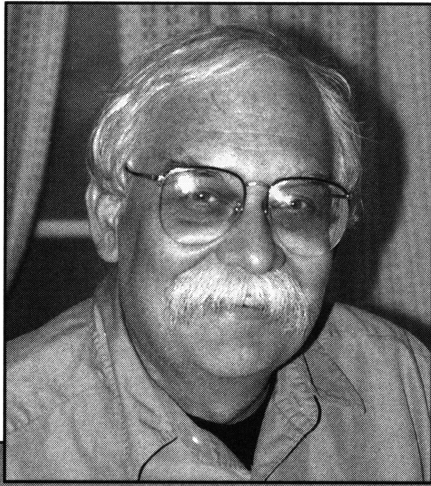
FACULTY-EVALUATED COURSE

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*, 6th ed., 1997: \$78.00.



DENNIS BOHNENKAMP
UMSL Department of English
Multicampus Course Author: ENGLISH LITERATURE I

ENGLISH

Composition and Creative Writing

20 Exposition and Argumentation: UMC FACULTY-EVALUATED COURSE

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 COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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 FACULTY-EVALUATED COURSE

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 FACULTY-EVALUATED COURSE

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: \$27.80.

Literature

12 Literary Types: UMSL COMPUTER-EVALUATED COURSE

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 FACULTY-EVALUATED COURSE

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: MARTIN, ed., *Colonial American Travel Narratives*, 1994: \$8.75. SILVERMAN, ed., *The Autobiography and Other Writings: Benjamin Franklin*, 1986: \$4.70. HAWTHORNE, *The Scarlet Letter*, 1983: \$4.00. DOUGLASS, *Narrative of the Life of Frederick Douglass*, 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: \$9.40. O'CONNOR, *Three by Flannery O'Connor*, 1983: \$4.70. HOLMAN & HARMON, *A Handbook to Literature*, 7th ed., 1996: \$30.00. CHOPIN, *The Awakening*, 1997: \$4.50.

101 Topics (American Poetry: A Survey): UMC

VIDEO COURSE
COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE
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.

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WEB SITE!**



101 Topics (Experiencing American Cultures in the Contemporary Novel): UMC**COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE**
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**COMPUTER-EVALUATED COURSE**

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****FACULTY-EVALUATED COURSE**

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****FACULTY-EVALUATED COURSE**

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**COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE**

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

PREREQUISITES: English 20 or equivalent.

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**COMPUTER-EVALUATED COURSE**

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**COMPUTER-EVALUATED COURSE**

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**COMPUTER-EVALUATED COURSE**

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**FACULTY-EVALUATED COURSE**

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**COMPUTER-EVALUATED COURSE**

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****211 Introduction to British Literature I: UMC****75 Introduction to British Masterpieces I: UMR****131 English Literature I: UMSL****FACULTY-EVALUATED COURSE**

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: \$41.95.

301 Topics (Shakespeare): UMC**VIDEO COURSE****450 Special Readings (Shakespeare): UMC****301 Special Topics (Shakespeare): UMR****225 Themes and Forms in Literature (Shakespeare): UMSL****FACULTY-EVALUATED COURSE**

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.*

ENTOMOLOGY

110 Insects in the Environment: UMC**COMPUTER-EVALUATED COURSE**

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**COMPUTER-EVALUATED COURSE**

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**COMPUTER-EVALUATED COURSE**

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**COMPUTER-EVALUATED COURSE**

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**COMPUTER-EVALUATED COURSE**

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.


50 Introductory Meteorology: UMC**COMPUTER-EVALUATED COURSE**

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: \$59.70.

 **WEB COURSE:** The syllabus for this course is online and can be accessed over the World Wide Web. To enroll in the web version of this course, please specify WEB COURSE on your application form.



Current course information is on the web!

111 Physical Geography: UMC

COMPUTER-EVALUATED COURSE

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, *Earthscope: A Physical Geography*, 1987: \$41.95.

225 Geography of Missouri: UMC

COMPUTER-EVALUATED COURSE

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

I Principles of Geology: (Geological Sciences) UMC

51 Physical Geology: UMR

COMPUTER-EVALUATED COURSE

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

VIDEO COURSE

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

PREREQUISITES: C or better in German I 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 & CREAM, *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.

NOTICE: A revised version of this course is expected to open in Fall 1998.

3 Elementary German III: UMC

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

FACULTY-EVALUATED COURSE

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**

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

2 History of Modern Europe: UMC

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

101 American History To 1877: UMKC

175 American History To 1877: UMR

3 American Civilization: UMSL

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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.



Enroll in a course on the web!

4 Survey of American History Since 1865: UMC

176 American History Since 1877: UMR

4 American Civilization Since 1865: UMSL

COMPUTER-EVALUATED COURSE

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 VIDEO COURSE
(The War in Vietnam and the U.S.): UMC**

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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.

202 Western Civilization Since 1600: UMKC

112 Modern Western Civilization: UMR

32 Topics in European Civilization,

1715 to the Present: UMSL

COMPUTER-EVALUATED COURSE

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: \$44.20. SHERMAN, *Western Civilization, Images and Interpretations, Volume 2*, 3rd ed., 1991: \$20.60.

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


COMPUTER-EVALUATED COURSE

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.

 **WEB COURSE:** The syllabus for this course is online and can be accessed over the World Wide Web. To enroll in the web version of this course, please specify WEB COURSE on your application form.

220 Making of Modern Britain: UMR
COMPUTER-EVALUATED COURSE

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

PREREQUISITES: History 112.

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.

275 History of Science: UMR

VIDEO COURSE

FACULTY-EVALUATED COURSE

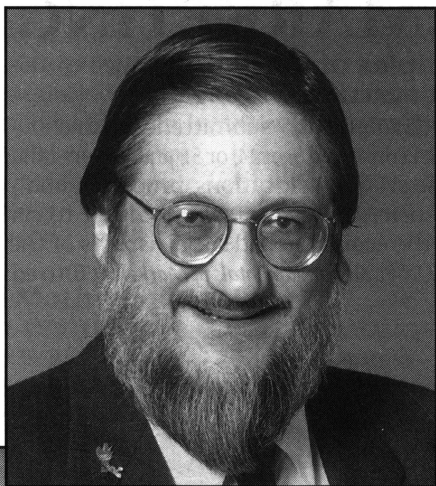
3 CREDIT COURSE: 10 lessons, 2 submitted. 10 video programs. 2 exams.

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.



HERMAN HATTAWAY
 UMKC Department of History

Multicampus Course Reviewer: HISTORY OF THE OLD SOUTH

308B America, 1945 to the Present: UMKC

FACULTY-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

PREREQUISITES: History 175.

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

358R History of the American South I: UMKC

254 History of the Old South: UMR

COMPUTER-EVALUATED COURSE

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.

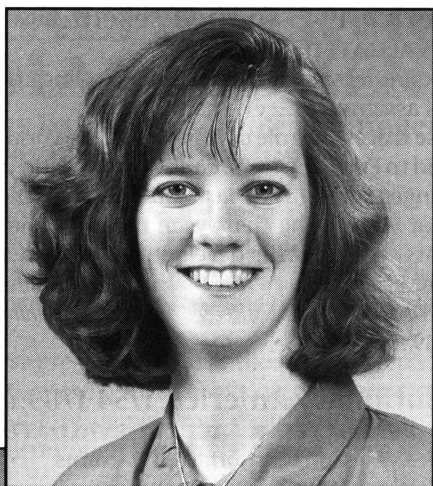
361 American Foreign Relations: UMKC

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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: \$13.45. 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.



KATIE RAMOS

UMC Dept. of Human Development & Family Studies

Author: MULTICULTURAL STUDY OF CHILDREN AND FAMILIES

HUMAN DEVELOPMENT AND FAMILY STUDIES

241 Multicultural Study of Children and Families: UMC

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

PREREQUISITES: HDFS. 175 or instructor's consent.

This course studies multicultural groups within the context of their unique cultural heritage. Special attention is focused on the external conditions that affect the internal workings of these families.

TEXTS: HUTTER, ed., *The Family Experience: A Reader in Cultural Diversity*, 2nd ed., 1997: \$33.75. ROTHENBERG, ed., *Race, Class, and Gender in the United States: An Integrated Study*, 4th ed., 1997: \$30.60. THOMPSON & SANGEETA, eds., *Names We Call Home: Autobiography on Racial Identity*, 1996: \$23.00.

VIDEOTAPES: *My Family, Mi Familia* (New Line Cinema): \$18.75.

358 Administration of Programs for Children and Families: UMC

FACULTY-EVALUATED COURSE

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

PREREQUISITES: HDFS. 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

380 High School Journalism: UMC

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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.

310 Human Resource Management: UMC

COMPUTER-EVALUATED COURSE

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: \$57.50.

330 Organizational Theory: UMC

COMPUTER-EVALUATED COURSE

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 Principles of Marketing: UMC

COMPUTER-EVALUATED COURSE

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

PREREQUISITES: Econ. 4 and 5; or 14; or 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.



Submit your lessons on the web!



Request your exams on the web!

MATHEMATICS

5 Intermediate Algebra: UMC

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

PREREQUISITES: Course does not earn credit toward any UMC 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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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.

30 College Algebra: UMSL

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

PREREQUISITES: grade of A or B in high school algebra II, or grade of C or better in a two- or four-year college intermediate algebra course, or a satisfactory score on the mathematics placement examination.

Course topics include algebra and probability, polynomial functions, the binomial theorem, logarithms, exponentials, and solutions to systems of equations.

TEXTS: SOBEL & LERNER, *College Algebra*, 4th ed., 1995: \$68.45. SOBEL & LERNER, *College Algebra, Student Solutions Manual*, 4th ed., 1995 (optional): \$24.75.

60 Finite Mathematics: UMC

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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.

NOTICE: A revised version of this course is expected to open in Fall 1998.

68 Geometric Concepts for Teachers: UMC

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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: \$51.95. *Solutions Manual for Addison-Wesley Geometry*, 1st ed., 1990: \$51.05.

130 Number Systems and Applications: UMKC

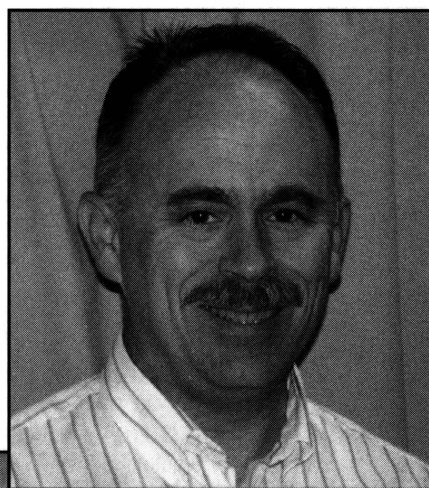
COMPUTER-EVALUATED COURSE

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.



LEON HALL

UMR Department of Mathematics & Statistics
Multicampus Course Author and Reviewer: CALCULUS

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

FACULTY-EVALUATED COURSE

5 CREDIT COURSE: UMR, UMSL. 4 CREDIT COURSE: UMKC. 14 lessons, 14 submitted. 3 exams.

PREREQUISITES: 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 studies limits, continuity, differentiation and integration of algebraic and trigonometric functions. Applications of these concepts in physical as well as mathematical settings are considered.

TEXTS: STEWART, *Calculus*, 3rd ed., 1995: \$92.80. ANDERSON et al., *Student Solutions Manual*, Volume One, 1995 (optional): \$23.40. ST. ANDRE, *Study Guide*, Volume One, 1995 (optional): \$27.20. NOTE: These textbooks are also used for Calculus II and III.

NOTICE: This course is expected to open in Winter 1999.

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

FACULTY-EVALUATED COURSE

5 CREDIT COURSE: UMR, UMSL. 4 CREDIT COURSE: UMKC. 13 lessons, 13 submitted. 3 exams.

PREREQUISITES: UMKC-Math 210; UMR-Math/Stat. 8 and Math/Stat. 6 or by placement exam; UMSL-Math 80.

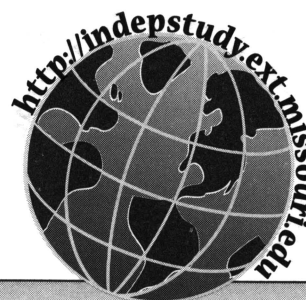
This course discusses select topics from plane analytic geometry and calculus.

TEXTS: STEWART, *Calculus*, 3rd ed., 1995: \$92.80. ANDERSON et al., *Student Solutions Manual*, Volume One, 1995 (optional): \$23.40. ST. ANDRE, *Study Guide*, Volume One, 1995 (optional): \$27.20. NOTE: These textbooks are also used for Calculus I and III.

NOTICE: This course is expected to open in Winter 1999.



MARY ELLEN KIRGAN
 UMR Department of Mathematics & Statistics
 Multicampus Course Author and Reviewer: CALCULUS



Enroll in a course on the web!

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

FACULTY-EVALUATED COURSE

5 CREDIT COURSE: UMSL. 4 CREDIT COURSE: UMKC, UMR. 12 lessons, 12 submitted. 3 exams.

PREREQUISITES: UMKC-Math 220; UMR-Math 21; UMSL-Math 175.

Topics in this course include vectors, solid analytic geometry, partial derivatives, multiple integrals, line and surface integrals, and ordinary differential equations.

TEXTS: STEWART, *Calculus*, 3rd ed., 1995: \$92.80. ANDERSON et al., *Student Solutions Manual* (optional), Volume One, 1995: \$23.40 and Volume Two, 1995: \$29.00. ST. ANDRE, *Study Guide* (optional), Volume One, 1995: \$27.20 and Volume Two, 1995: \$25.95. NOTE: These textbooks are also used for Calculus I and II.

NOTICE: This course is expected to open in Winter 1999.

MILITARY SCIENCE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE
 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
COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE
 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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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.

327 Operation of Therapeutic Recreation: Procedures and Principles: UMC

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

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: \$67.50.

PEST MANAGEMENT

305 Theory and Concepts of Plant Pathology: UMC

COMPUTER-EVALUATED COURSE

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: UMC

15 Introduction to Logic: UMR

60 Logic and Language: UMSL

COMPUTER-EVALUATED COURSE

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

PREREQUISITES: UMC-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 VIDEO COURSE COMPUTER-EVALUATED COURSE

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

PREREQUISITES: sophomore standing.

This course examines ethical issues confronted by professionals in medicine, law, business, journalism, and engineering.

TEXTS: NEWTON, *Ethics in America Study Guide*, 1989: \$31.50. NEWTON, *Ethics in America Source Reader*, 1989: \$31.50.

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

153 Mathematical Logic: UMC

423 Symbolic Logic: UMC

355 Symbolic Logic: UMR

160 Formal Logic: UMSL

FACULTY-EVALUATED COURSE

3 CREDIT COURSE: 9 lessons, 7 submitted. 2 exams.

PREREQUISITES: UMC-grade of C- or better in Math 10 or equivalent; UMR-Phil. 15.

This course presents an introductory study of logical truth and deductive inference, with emphasis on the development and mastery of a formal system.

TEXTS: BERGMANN et al., *The Logic Book*, 2nd ed., 1990 (includes *Solutions to Selected Exercises in The Logic Book*): \$51.25.

210 Foundations of Philosophy: UMC

5 Introduction to Philosophy: UMR

50 Major Questions in Philosophy: UMSL

COMPUTER-EVALUATED COURSE

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

PREREQUISITES: UMC-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 VIDEO COURSE

FACULTY-EVALUATED COURSE

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

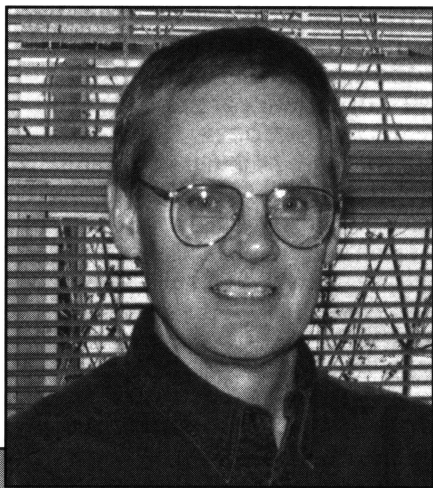
COMPUTER-EVALUATED COURSE

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.



PAUL WEIRICH
 UMC Department of Philosophy
Multicampus Course Reviewer:
INTRODUCTION TO LOGIC and FORMAL LOGIC

PLANT SCIENCE

25 Basic Home Horticulture: UMC

COMPUTER-EVALUATED COURSE

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.

POLITICAL SCIENCE

1 American Government: UMC

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

3 CREDIT COURSE: 17 lessons, 17 submitted. 2 exams.

PREREQUISITES: Students taking this course may not take Pol. Sci. II, 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.

NOTICE: A revised version of this course is expected to open in Summer 1998.

11 Introduction to Political Science: UMC


COMPUTER-EVALUATED COURSE

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

PREREQUISITES: Students taking this course may not take Pol. Sci. I, 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: \$53.20.

 **WEB COURSE:** The syllabus for this course is online and can be accessed over the World Wide Web. To enroll in the web version of this course, please specify WEB COURSE on your application form.

55 International Relations: UMC

COMPUTER-EVALUATED COURSE

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.

140 Public Administration: UMSL

COMPUTER-EVALUATED COURSE

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

PREREQUISITES: Pol. Sci. II 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

VIDEO COURSE

407 Congressional Politics: UMKC

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

3 CREDIT COURSE: 11 lessons, 7 submitted, including a term paper. 26 video programs. 3 exams.

PREREQUISITES: UMC-Pol. Sci. I or II, and junior standing.

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 VIDEO COURSE

FACULTY-EVALUATED COURSE

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

PREREQUISITES: Pol. Sci. I or II, 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

COMPUTER-EVALUATED COURSE

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.

380F The War in Vietnam and the U.S.: UMKC

VIDEO COURSE

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

50 General Psychology I: UMR

3 General Psychology: UMSL

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

PREREQUISITES: Psych. 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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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 (used only): \$35.20.

NOTICE: Textbooks for this course are in limited supply; before enrolling please contact the Center to see if the course is open.

245 Abnormal Psychology: UMSL

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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.

NOTICE: A new course, 180 Fundamentals of Abnormal Psychology: UMC, will replace this course in Summer 1998.

271 Adolescent Psychology: UMSL

COMPUTER-EVALUATED COURSE

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: \$55.00.

315 Environmental Psychology: UMR

COMPUTER-EVALUATED COURSE

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**COMPUTER-EVALUATED COURSE**

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**220 Psychology of Sensation and Perception: UMR****COMPUTER-EVALUATED COURSE**

3 CREDIT COURSE: 9 lessons, 9 submitted. 2 exams.
PREREQUISITES: UMC-Psych. 216; 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**305 Cognitive Psychology: UMR****356 Thinking and Cognition: UMSL****COMPUTER-EVALUATED COURSE**

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**FACULTY-EVALUATED COURSE**

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

This course gives an introduction to French grammar and composition; students hear and practice speaking French by using audiocassette tapes. NOTE: *The Center cannot return graded lesson reports for this course by fax.*

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**FACULTY-EVALUATED COURSE**

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

PREREQUISITES: grade of C or better in French I or equivalent.

This course is a continuation of French I. Students hear and practice speaking French by using 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**COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE**

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

This course gives an introduction to the Spanish language; students hear and speak Spanish by using 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: \$35.00. SABLÓ-YATES, *Laboratory Manual to Accompany Puntos de Partida*, 4th ed., 1993: \$27.20. 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**COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE**

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

PREREQUISITES: grade of C or better in Spanish I or equivalent.

This course is a continuation of Spanish I. Students hear and practice speaking Spanish by using 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**COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE**

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.

**VISIT OUR
WEB SITE!**



110 Elementary Spanish I: UMC

FACULTY-EVALUATED COURSE

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): \$4.95. 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.

VIDEO COURSE

RURAL SOCIOLOGY

1 Rural Sociology: UMC

COMPUTER-EVALUATED COURSE

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 the sociology of rural and small towns. The structure, functioning, and trends of rural society are discussed, and basic sociological principles are emphasized.

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

216 Urban Sociology: UMC

COMPUTER-EVALUATED COURSE

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

PREREQUISITES: Rural Soc. 1 or equivalent or Soc. 1 or 4.

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: \$15.00.

SOCIAL WORK

410 Social Policy and Service Delivery in Social Work: UMC

COMPUTER-EVALUATED COURSE

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.



TOLA PEARCE
UMC Department of Sociology
Author: SOCIAL INEQUALITIES

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

COMPUTER-EVALUATED COURSE

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. Students must have an IBM-compatible computer with a 3 1/2-inch disk drive in order to take the disk version of the course. *Hyper-Soc™* Disk Package: \$15.60.

110 Social Inequalities: UMC

FACULTY-EVALUATED COURSE

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

PREREQUISITES: Soc. 1, 4, or 50. Course is required for sociology majors.

This course surveys inequalities based upon criteria such as race, ethnicity, sex, age, religion, and social class in contemporary societies, with focus directed at the dynamics by which privilege and inequality are structured.

TEXTS: ROSENBLUM & TRAVIS, *The Meaning of Difference*, 1996: \$32.00. ROTHMAN, *Inequality and Stratification: Class, Color, and Gender*, 2nd ed., 1993: \$30.00.

211 Criminology: UMC**COMPUTER-EVALUATED COURSE**

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**431 Social Organization of the City: UMKC****251 Urban and Rural Sociology: UMR****202 Urban Sociology: UMSL****COMPUTER-EVALUATED COURSE**

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: \$15.00.

410R Aging in Contemporary Society: UMKC**FACULTY-EVALUATED COURSE**

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.

VIDEO COURSE**STATISTICS****31 Elementary Statistics: UMC****COMPUTER-EVALUATED COURSE**

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.

WOMEN STUDIES**101 Topics (Women's Experiences in Modern Fiction): UMC****FACULTY-EVALUATED COURSE**

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**FACULTY-EVALUATED COURSE**

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 73.

Tuition for the high school program is \$87 per half unit course.

B	Critical Thinking	GIFTED COURSE	A
	COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE		
C	ONE HALF UNIT: 10 lessons, 8 submitted. 2 exams.		
	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. <i>NOTE: The course author takes no stance on these issues.</i>		
	TEXTS: BARNET & BEDAU, <i>Current Issues and Enduring Questions</i> , 3rd ed., 1993 (used only): \$12.00.		

A Courses designated as gifted courses are more challenging and designed for academically talented high school students.

B Independent study high school courses are designated computer-evaluated and/or faculty-evaluated.

COMPUTER-EVALUATED COURSE: Assignments for these courses are evaluated by computer. Lesson questions in computer-evaluated 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. Computer-evaluated lessons submitted in person or by mail are usually processed and returned to you the same day they are received at the Center.

If you have access to the Internet, you may use your computer to submit computer-evaluated lessons via the Center's web site. Students in Columbia may submit lessons on the web at a computer terminal located at the Center's facilities. Response time is immediate for lessons submitted on the World Wide Web. (See page 18.)

FACULTY-EVALUATED COURSE: Assignments for these courses are evaluated directly by a faculty member. You can submit most faculty-evaluated assignments in person, by mail, by fax, or by computer, depending upon the nature of the assignment; check the course study guide for a description of the assignments. Faculty-evaluated assignments take an average of five working days to be graded and returned to you.

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE: Some courses include both methods of evaluation.

C 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, 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 in several faculty-evaluated English courses can be submitted by electronic mail (E-mail).

WEB COURSE: All lessons and instructions needed to complete courses with this designation are online and accessible on the World Wide Web. (See page 18.) If you enroll in an independent study web course, you must access the course syllabus on the web. In order to enroll in a web course, please specify **WEB COURSE** on your application form.

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.



Check our web site for current course information: <http://indepstudy.ext.missouri.edu>



**Watch our web site for the opening of
COMPUTER APPLICATIONS, a new course
designed to teach computer skills on the web.**



AGRICULTURE

Introductory Agriculture

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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: \$22.50. NOTE: These textbooks are also used for Accounting, Second Half Unit.

Accounting

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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: \$48.00.

Business Mathematics

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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: \$55.60.

Keyboarding / Typewriting

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

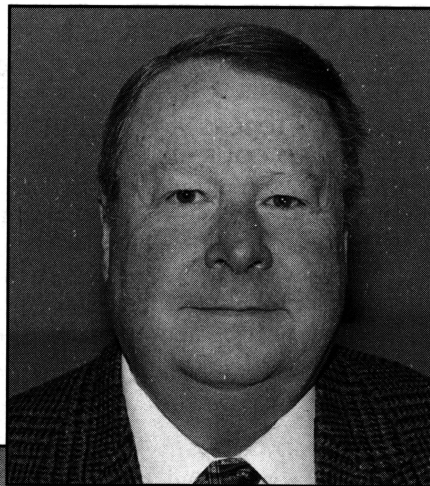
COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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.



C. ALEX PHILLIPS
Center for Independent Study

Assistant Director: HIGH SCHOOL PROGRAM

Principles of Marketing

COMPUTER-EVALUATED COURSE

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: \$36.90. PALMER & STULL, *Marketing Projects Workbook - Principles of Marketing*, 2nd ed., 1991: \$16.55.

Advanced Marketing

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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 AND FAMILY SCIENCES

Food for Fun and Fitness

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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: \$43.70.

DRIVER EDUCATION

Driver Education

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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: \$33.10. Art Reprint Packet: \$3.90. *Students are responsible for obtaining art supplies; the approximate cost for these supplies is \$100.00.*

Art Appreciation

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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*: \$7.50.



Enroll in a course on the web!

FOREIGN LANGUAGES

French I

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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.

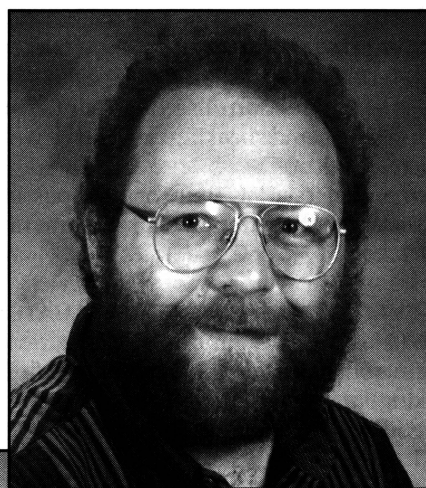
French II

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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.



TIMOTHY STOFFREGEN

Regensburg, Germany

Author: GERMAN II

German I

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

FIRST HALF UNIT: 10 lessons, 10 submitted. 2 exams.

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: \$35.00. 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

FACULTY-EVALUATED COURSE

FIRST HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course introduces basic Spanish grammar and vocabulary; students practice building simple sentences and learn common idioms. Spanish-speaking peoples, along with their countries and cultures, are discussed. NOTE: *The Center cannot return graded lesson reports for this course by fax.*

TEXTS: VALETTE & VALETTE, *Spanish for Mastery 1: ¿Qué tal?*, 1994: \$49.95. VALETTE & VALETTE, *Spanish for Mastery 1: ¿Qué tal? Workbook*, 1994: \$14.70. 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.



HAZEL BREITENBACH
West Junior High School: Columbia, MO
Author: SPANISH I and SPANISH II

Spanish I

FACULTY-EVALUATED COURSE

SECOND HALF UNIT: 10 lessons, 10 submitted. 2 exams.

This course continues the study of Spanish grammar and vocabulary, as well as the study of the countries and cultures 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 II

FACULTY-EVALUATED COURSE

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

FACULTY-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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.

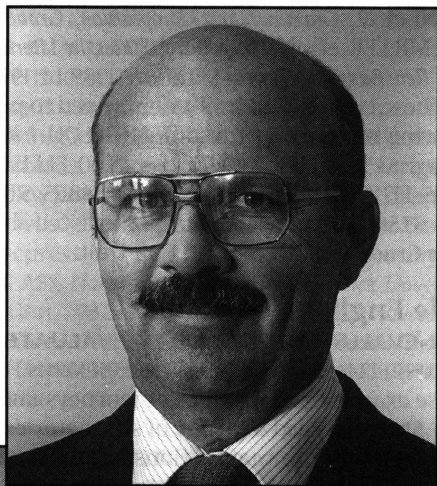
Health

COMPUTER-EVALUATED COURSE

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*, 4th ed., 1994: \$54.95.



JAMES HERAUF
Northwest Missouri State University: Maryville, MO
Author: HEALTH

INDUSTRIAL ARTS

Amateur Radio

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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.



**VISIT OUR
WEB SITE!**

General Drafting

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

FACULTY-EVALUATED COURSE

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

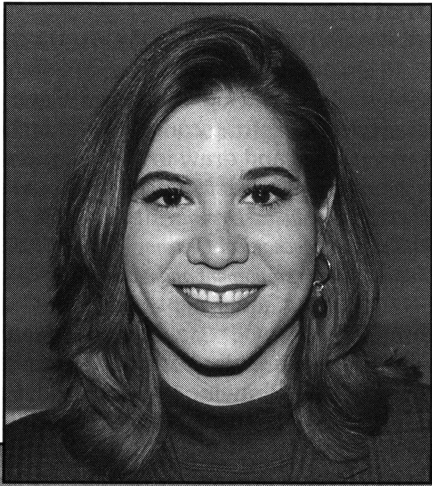
9th Grade English

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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.



KAREN KOEBEL
Center for Independent Study
 Author and Instructor: LANGUAGE ARTS COURSES

9th Grade English

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE
 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.

10th Grade English

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE
 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: \$47.30. McDONNELL et al., *Traditions in Literature*, Classic Edition, 1989: \$56.00. NOTE: These textbooks are also used for 10th Grade English, Second Half Unit.

10th Grade English

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE
 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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE
 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: \$59.05. 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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE
 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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE
 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: \$59.05. 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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE
 SECOND HALF UNIT: 12 lessons, 12 submitted. 2 exams.

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.



Submit your lessons on the web!

African-American Literature

COMPUTER-EVALUATED COURSE

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, novel, short story, and drama; and various time periods — antebellum, Reconstruction, 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: \$10.95. HANSBERRY, *A Raisin in the Sun*, 1959/1988: \$2.70. WILSON, *Fences*, 1986: \$5.75.


American Literature: Society and Developing Identities

COMPUTER-EVALUATED COURSE

ONE HALF UNIT: 10 lessons, 8 submitted. 2 exams.

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*: \$3.50. 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*: \$8.00.

 **WEB COURSE:** The syllabus for this course is online and can be accessed over the World Wide Web. To enroll in the web version of this course, please specify WEB COURSE on your application form.

Creative Writing

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

ONE HALF UNIT: 12 lessons, 7 submitted. 1 exam.

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

ONE HALF UNIT: 10 lessons, 8 submitted. 2 exams.

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

COMPUTER-EVALUATED COURSE

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: \$28.60. SHAKESPEARE, *The Tragedy of Macbeth*, The Folger Library: \$4.00.

Grammar, Spelling, and Vocabulary

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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.



NANCY SINGER
Boonville High School: Boonville, MO
Author: CRITICAL THINKING

King Arthur and the Middle Ages

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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

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

COMPUTER-EVALUATED COURSE

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.

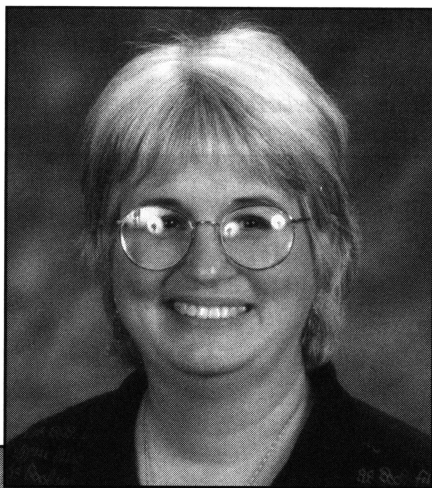
Mystery Fiction

COMPUTER-EVALUATED COURSE

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: \$4.70. SCHWARTZ, *The Detective Story*, 1975: \$23.95.



VICKI JONES

Liberty High School: Liberty, MO

Author: KING ARTHUR AND THE MIDDLE AGES

Readings in Science Fiction

COMPUTER-EVALUATED COURSE

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*, 1990: \$5.75. CLARKE, *Childhood's End*, 1987: \$5.60. HEINLEIN, *Stranger in a Strange Land*, 1987: \$7.85.

Readings in the American Novel

COMPUTER-EVALUATED COURSE

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*: \$4.85. 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

COMPUTER-EVALUATED COURSE

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.

Search for Identity Through Literature

COMPUTER-EVALUATED COURSE

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*: \$3.50. LAWRENCE & LEE, *Inherit the Wind*: \$3.50. LEE, *To Kill a Mockingbird*: \$3.95. TWAIN, *The Adventures of Huckleberry Finn*, Riverside Edition, 1958: \$9.30. STEINBECK, *The Grapes of Wrath*: \$8.00.

Short Stories for Reluctant Readers

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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: \$15.50.

MATHEMATICS

Algebra I

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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; rational 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.

Applied Math

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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.

Business Mathematics

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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.

 **WEB COURSE:** A web version of this course is being developed.


General Mathematics

COMPUTER-EVALUATED COURSE

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.

 **WEB COURSE:** A web version of this course is being developed.

Geometry

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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.



Current course information is on the web!


Aerospace: Crossing the Space Frontier

COMPUTER-EVALUATED COURSE

ONE HALF UNIT: 9 lessons, 5 submitted. 2 exams.

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.

 **WEB COURSE:** A web version of this course is being developed.

Astronomy

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

FIRST HALF UNIT: 8 lessons, 7 submitted. 2 exams.

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

SECOND HALF UNIT: 8 lessons, 7 submitted. 2 exams.

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.

Biology

COMPUTER-EVALUATED COURSE

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: \$56.20. NOTE: This textbook is also used for Biology, Second Half Unit.

Biology

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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: \$58.50. Basic Laboratory Kit: \$23.75. Chemicals: \$2.50. NOTE: This textbook and basic laboratory kit are also used for Chemistry, Second Half Unit.

Chemistry

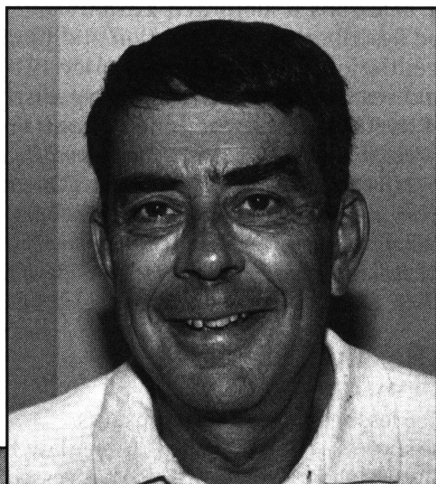
COMPUTER-EVALUATED COURSE

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.



LARRY PEERY

Central Methodist College: Fayette, MO

Author: ASTRONOMY

Conservation of Natural Resources

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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 textbook is also used for Physical Science, Second Half Unit.

Physical Science

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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. NOTE: This textbook is also used for Physics, Second Half Unit, but the laboratory kit used for Physics, Second Half Unit is different.

Physics

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

ONE HALF UNIT: 9 lessons, 5 submitted. 2 exams.

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. Students who enroll in the web version of this course do not need to purchase the photo packet.

 **WEB COURSE:** The syllabus for this course is online and can be accessed over the World Wide Web. To enroll in the web version of this course, please specify WEB COURSE on your application form.


The Underground World of Caves

COMPUTER-EVALUATED COURSE

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: \$9.00. MOORE & SULLIVAN, *Speleology: The Study of Caves*, 1978: \$7.00.

 **WEB COURSE:** The syllabus for this course is online and can be accessed over the World Wide Web. To enroll in the web version of this course, please specify WEB COURSE on your application form.

SOCIAL STUDIES

Anthropology

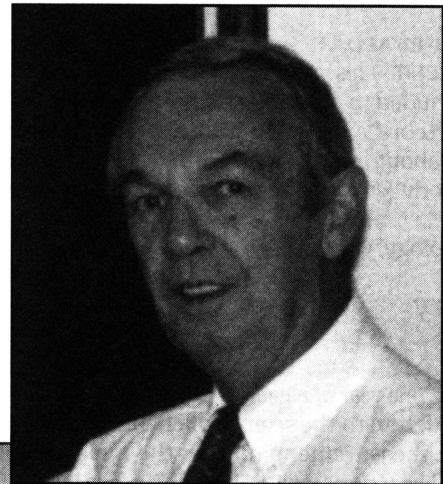
Anthropology

COMPUTER-EVALUATED COURSE

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.



THOMAS BECKER

Space Technology Education Consultant

Author: AEROSPACE: CROSSING THE SPACE FRONTIER
and STUDYING PLANET EARTH: THE SATELLITE CONNECTION

Indians of Missouri

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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: \$50.00.

You and the Law

COMPUTER-EVALUATED COURSE

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: \$43.75.

Contemporary Issues

Societal Issues in the Contemporary World

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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.



Request your exams on the web!

Government


American Government

COMPUTER-EVALUATED COURSE

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.

 **WEB COURSE:** The syllabus for this course is online and can be accessed over the World Wide Web. To enroll in the web version of this course, please specify WEB COURSE on your application form.

History

American History To 1898


COMPUTER-EVALUATED COURSE

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.

 **WEB COURSE:** The syllabus for this course is online and can be accessed over the World Wide Web. To enroll in the web version of this course, please specify WEB COURSE on your application form.


American History Since 1898

COMPUTER-EVALUATED COURSE

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.

 **WEB COURSE:** The syllabus for this course is online and can be accessed over the World Wide Web. To enroll in the web version of this course, please specify WEB COURSE on your application form.

Medieval History

COMPUTER-EVALUATED COURSE

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: \$38.75.

Missouri History

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

FACULTY-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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: \$43.70.

Planning for College

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED & FACULTY-EVALUATED COURSE

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.

 **WEB COURSE:** The syllabus for this course is online and can be accessed over the World Wide Web. To enroll in the web version of this course, please specify WEB COURSE on your application form.

You and the World of Work

COMPUTER-EVALUATED COURSE

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

COMPUTER-EVALUATED COURSE

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 & SNELGROVE, *Psychology: Its Principles and Applications*, 9th ed., 1989: \$57.40. NOTE: This textbook is also used for Psychology: Foundations of Human Behavior.

Four retired educators (pictured on page 61) serve as field representatives for the Center. During the school year, these field reps visit counselors at high schools across Missouri and its surrounding states to discuss independent study and the valuable learning opportunities it provides.

Psychology and Everyday Topics

COMPUTER-EVALUATED COURSE

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: \$46.80.

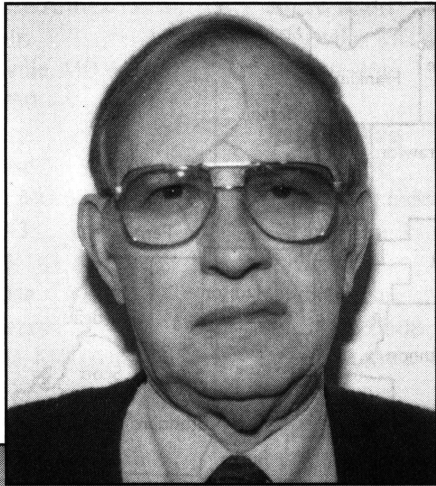
Psychology: Foundations of Human Behavior

COMPUTER-EVALUATED COURSE

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.



LEON CHILTON
Center for Independent Study
HIGH SCHOOL FIELD REPRESENTATIVE



KENT KURTZ
Center for Independent Study
HIGH SCHOOL FIELD REPRESENTATIVE

Religion

World Religions

COMPUTER-EVALUATED COURSE

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

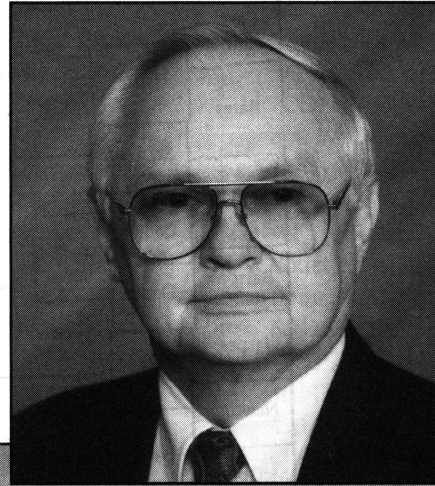
Sociology

COMPUTER-EVALUATED COURSE

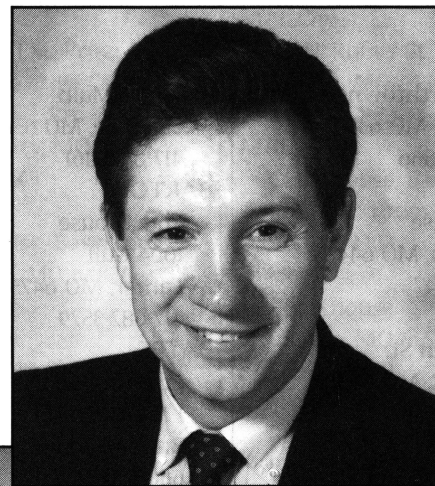
ONE HALF UNIT: 8 lessons, 8 submitted. 2 exams.

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.



BILL MILES
Center for Independent Study
HIGH SCHOOL FIELD REPRESENTATIVE



TERRY TURLINGTON
Center for Independent Study
HIGH SCHOOL FIELD REPRESENTATIVE

UNIVERSITY OF MISSOURI COUNTY OUTREACH AND 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
660-665-9866

ANDREW
Courthouse
Savannah, MO 64485
816-324-3147

ATCHISON
518 S. Main St.
Rock Port, MO 64482
660-744-6231

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
660-679-4167

BENTON
119 W. Main
Warsaw, MO 65355
660-438-5012

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.
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
5803 County Road 302
Fulton, MO 65251
573-642-0755

CAMDEN
113 Kansas Street
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
660-542-1792

CARTER
Courthouse
Van Buren, MO 63965
573-323-4418

CASS
Courthouse Annex #3
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
660-288-3239

CHRISTIAN
203 E. Brick
Ozark, MO 65721
417-485-3558

CLARK
115 W. Court
Kahoka, MO 63445
660-727-3339

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
608 E. Spring St.
Boonville, MO 65233
660-882-5661

CRAWFORD
202 Main St.
Steelville, MO 65565
573-775-2135

DADE
Courthouse
Greenfield, MO 65661
417-637-2112

DALLAS
Courthouse
Buffalo, MO 65622
417-345-7551

DAVIES
Courthouse, 1st Floor
Gallatin, MO 64640
660-663-3232

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
660-726-5610

GREENE
833 N. Boonville Ave.
Springfield, MO 65802
417-862-9284

GRUNDY
Courthouse, 3rd Floor
700 Main
Trenton, MO 64683
660-359-5643

HARRISON
Courthouse, Basement
Bethany, MO 64424
660-425-6434

HENRY
Courthouse, Rm. 16
100 W. Franklin
Clinton, MO 64735
660-885-5556

HICKORY
203 Cedar St.
Hermitage, MO 65668
417-745-6767

HOLT
Courthouse
Oregon, MO 64473
660-446-3724

HOWARD
#1 Courthouse Square
Fayette, MO 65248
660-248-2272

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
Hillsboro, MO 63050
314-797-5391

JOHNSON
135 W. Market
Warrensburg, MO 64093
660-747-3193

KNOX
Courthouse, Basement
Edina, MO 63537
660-397-2179

LACLEDE
299 E. Second St.
Lebanon, MO 65536
417-532-7126

LAFAYETTE
16 E. 19th St.
Higginsville, MO 64037
660-584-3658

LAWRENCE
Courthouse
Mt. Vernon, MO 65712
417-466-3197

LEWIS
Courthouse Annex
Monticello, MO 63457
573-767-5273

LINCOLN
880 W. College
Troy, MO 63379
314-528-4613

LINN
Courthouse, 1st Floor
Linneus, MO 64653
660-895-5123

LIVINGSTON
3rd Floor Library
450 Locust
Chillicothe, MO 64601
660-646-0811

McDONALD
Old Courthouse
Pineville, MO 64856
417-223-4775

MACON
119 N. Rubey St.
Macon, MO 63552
660-385-2173

MADISON
Courthouse, Basement
Fredericktown, MO 63645
573-783-3303

MARIES
Courthouse
Vienna, MO 65582
573-422-3359

MARION
Rm. 21, Courthouse
Palmyra, MO 63461
573-769-2177

MERCER

Courthouse Annex
102 S. Broadway
Princeton, MO 64673
660-748-3315

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
660-327-4158

MONTGOMERY

Courthouse
211 E. Third St.
Montgomery City, MO 63361
573-564-3733

MORGAN

Courthouse
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
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
660-582-8101

OREGON

Courthouse
Alton, MO 65606
417-778-7490

OSAGE

Courthouse
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
660-827-0591

PEHELPS

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
660-947-2705

RALLS

Courthouse
New London, MO 63459
573-985-3911

RANDOLPH

101 N. Johnson
Moberly, MO 65270
660-263-3534

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

ST. LOUIS

121 S. Meramec, Ste. 501
Clayton, MO 63105
314-889-2911

STE. GENEVIEVE

County Service Bldg.
255 Market
Ste. Genevieve, MO 63670
573-883-3548

SALINE

Courthouse, Basement
Rm. 100
Marshall, MO 65340
660-886-6908

SCHUYLER

Courthouse
Lancaster, MO 63548
660-457-3469

SCOTLAND

Rm. 200, Courthouse
117 S. Market St.
Memphis, MO 63555
660-465-7255

SCOTT

Highway 77
Benton, MO 63736
573-545-3516

SHANNON

Courthouse
Eminence, MO 65466
573-226-5544

SHELBY

106 N. Washington
Shelbyville, MO 63469
573-633-2640

STODDARD

Northeast Corner at
Courthouse Square
Bloomfield, MO 63825
573-568-3344

STONE

Courthouse, 1st Floor
Galena, MO 65656
417-357-6812

SULLIVAN

Courthouse, 2nd Floor
Milan, MO 63556
660-265-4541

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
660-564-3363

WRIGHT

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.
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.
Jefferson City, MO 65102
573-634-2464

University of Missouri-Columbia
Arts and Science Bldg. - Rm. 36
Columbia, MO 65211
573-882-2857

NORTHWEST MISSOURI AREA

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St. Joseph, MO 64506
816-232-5479

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
660-885-2612

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 Circulation Desk
Rolla, MO 65401
573-341-4008

KANSAS CITY AREA

Miller-Nichols Library
800 E. 51st St.
Kansas City, MO 64110
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University of Missouri
Jackson County Extension Center
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Independence, MO 64055
816-252-5051

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St. Charles City-County Library
427 Spencer Rd.
St. Peters, MO 63376
314-447-2320

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

COURSE APPLICATION

Mail, Telephone, Fax, or Deliver to:

UNIVERSITY OF MISSOURI CENTER FOR INDEPENDENT STUDY

136 Clark Hall — Columbia, Missouri 65211-4200

TELEPHONE: 573-882-2491 OR 1-800-609-3727 — FAX: 573-882-6808

YOU CAN ENROLL ON THE WORLD WIDE WEB: <http://indepstudy.ext.missouri.edu>

1. Student's Name _____ (_____)
last first initial maiden

2. Social Security Number _____ 3. Telephone: Day (_____) Evening (_____)

4. Address _____
City _____ State _____ Zip Code _____

5. Permanent Address, if different from above _____

6. Electronic Mail (E-mail) Address, if you have one _____

7. University of Missouri Student Number and Campus Designation, if you have one _____

8. Are you currently enrolled in residence at the University of Missouri? YES NO

9. If you answered yes to #8, give Campus _____ School/College _____ Department _____

10. Course — Fill Out A Separate Application For Each Course

a. Elementary Course Title _____ Which part 1 2 Which option 1: University-Evaluated 2: Parent-Evaluated

b. High School Course Title _____ Which half unit 1st 2nd Homeschool Student? YES NO
see section A on other side

c. University Course Title _____ Course Number _____ Credit Hours _____
see section B, C, or D on other side

11. WEB COURSE: If the syllabus for this course can be accessed on the web, do you want to enroll in the web version? YES NO

12.

MONTH	DAY	YEAR

Date of Birth*

13. Gender* M F
Male Female

14.

--	--	--	--	--	--

Mailing Label Code
If there is a code above your name on your bulletin mailing label, please copy it into the above boxes.

15. Highest grade/year completed

8	9	10	11	12
HIGH SCHOOL				

13	14	15	16	17	18
COLLEGE		BAC.	MAS.		

16. Credit hours completed to date _____

17. Ethnic Origin Code* American Indian Hispanic
Asian or Pacific Islander White Non-Hispanic
Black 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.



FOR OFFICE USE ONLY

COURSE _____
DATE _____ COURSE GRADE _____ HOURS CREDIT _____
UNDERGRADUATE FEE _____ GRADUATE FEE _____
SIGNATURE _____

STUDENTS ENROLLING FOR CREDIT — READ CAREFULLY

6-98

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: You 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 School 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: TUITION

- a. **ELEMENTARY COURSES:** \$87.00 per part.....
- b. **HIGH SCHOOL COURSES:** \$87.00 per 1/2 unit
- c. **UNIVERSITY COURSES:**
 Undergraduate Students: \$128.50 / credit hour X _____ number hours
- Graduate Students: \$162.60 / credit hour X _____ number hours

TUITION

\$ _____ 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 only for textbooks and other required course materials.
\$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)

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.

6. CHECK THIS BOX IF YOU DO NOT PLAN TO BUY YOUR TEXTS FROM THE CENTER.

VIDEO HOME-USE FEE

\$ _____ 7.

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.)

TAX

\$ _____ 7.

RENTAL/MISCELLANEOUS FEE

\$ _____ 8.

8. SUPPLEMENTARY MATERIALS RENTAL/MISCELLANEOUS FEE

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

\$ _____

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 _____

CENTER FOR INDEPENDENT STUDY

6-98

COURSE APPLICATION

Mail, Telephone, Fax, or Deliver to:

UNIVERSITY OF MISSOURI CENTER FOR INDEPENDENT STUDY

136 Clark Hall — Columbia, Missouri 65211-4200

TELEPHONE: 573-882-2491 OR 1-800-609-3727 — FAX: 573-882-6808

YOU CAN ENROLL ON THE WORLD WIDE WEB: <http://indepstudy.ext.missouri.edu>

1. Student's Name _____ (_____)
last first initial maiden

2. Social Security Number _____ 3. Telephone: Day (_____) Evening (_____)

4. Address _____

City _____ State _____ Zip Code _____

5. Permanent Address, if different from above _____

6. Electronic Mail (E-mail) Address, if you have one _____

7. University of Missouri Student Number and Campus Designation, if you have one _____

8. Are you currently enrolled in residence at the University of Missouri? YES NO

9. If you answered yes to #8, give Campus _____ School/College _____ Department _____

10. Course — Fill Out A Separate Application For Each Course

a. Elementary Course Title _____ Which part 1 2 Which option 1: University-Evaluated 2: Parent-Evaluated

b. High School Course Title _____ Which half unit 1st 2nd Homeschool Student? YES NO
see section A on other side

c. University Course Title _____ Course Number _____ Credit Hours _____
see section B, C, or D on other side

11. WEB COURSE: If the syllabus for this course can be accessed on the web, do you want to enroll in the web version? YES NO

12.

MONTH	DAY	YEAR

Date of Birth*

13. Gender* M F
Male Female

14.

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Mailing Label Code
If there is a code above your name on your bulletin mailing label, please copy it into the above boxes.

15. Highest grade/year completed

8	9	10	11	12
HIGH SCHOOL				

13	14	15	16	17	18
COLLEGE			BAC	MAS	

16. Credit hours completed to date _____

17. Ethnic Origin Code* American Indian Hispanic
Asian or Pacific Islander White Non-Hispanic
Black 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.



FOR OFFICE USE ONLY

COURSE _____
DATE _____ COURSE GRADE _____ HOURS CREDIT _____
UNDERGRADUATE FEE _____ GRADUATE FEE _____
SIGNATURE _____

STUDENTS ENROLLING FOR CREDIT — READ CAREFULLY

6-98

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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
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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 School Dean's Signature	Date	Area Code	Telephone Number
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STUDENTS — COMPLETE THIS SECTION CAREFULLY

OFFICE USE ONLY

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TAX

\$ _____ 7.

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DO NOT SEND CASH. You may use your credit card by completing the information below.

GRAND TOTAL

\$ _____

	Card Number _____	Expiration Date _____
	Print name as shown on card _____	
<small>(Circle Credit Card)</small>	Signature of Card Holder _____	

_____ cash
_____ ck
_____ mo
_____ inv
_____ visa
_____ mc
_____ dis

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CENTER FOR INDEPENDENT STUDY 6-98

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136 Clark Hall — Columbia, Missouri 65211-4200

TELEPHONE: 573-882-2491 OR 1-800-609-3727 — FAX: 573-882-6808

Please send the books and materials listed below for the independent study course:

If elementary or high school course, which part / unit? 1st 2nd

Course Name _____ Course Number _____

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 6-98

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AUTHOR	TITLE	PRICE	OFFICE USE ONLY
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VISA, MasterCard, or Discover Card Number _____ Card Expiration Date _____

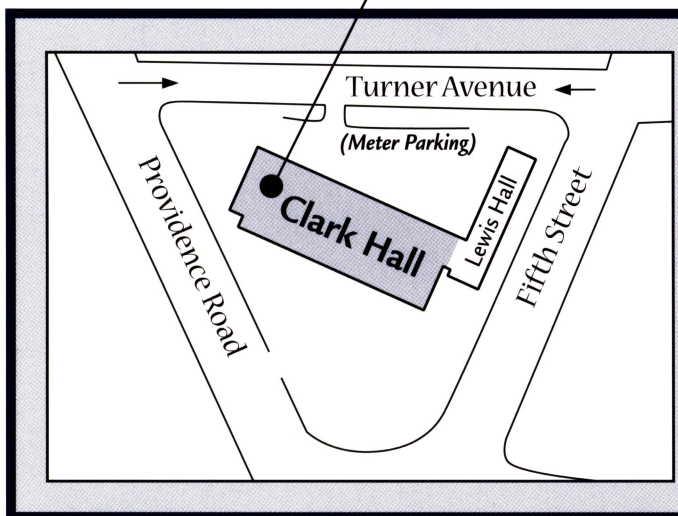
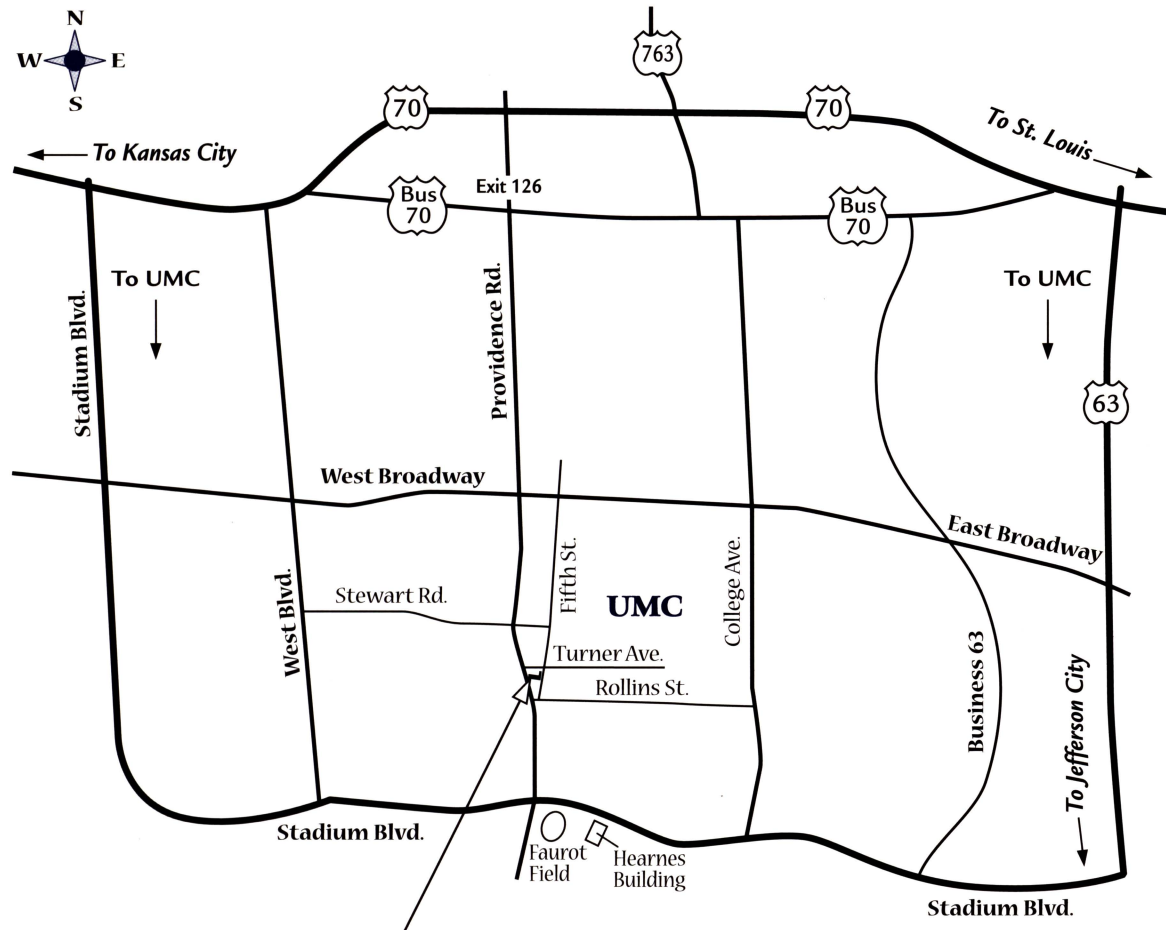
Check or money order payable to the University of Missouri

Print name as shown on card

Sign name here



CENTER FOR INDEPENDENT STUDY



LOCATION:
136 CLARK HALL
at the corner of
Providence Road
and Turner Avenue
(area enlarged)



INDEPENDENT STUDY

University Libraries
University of Missouri

Digitization Information Page

Local identifier Missouri99-01-IndependentStudy1998-99

Source information

Format Book
Content type Text with images
Source ID 010-509904338
Notes

Capture information

Date captured 09/05/2020
Scanner manufacturer Plustek OpticBook
Scanner model A300 Plus
Scanning system software Book Pavilion
Optical resolution 600 dpi
Color settings 24 bit color and 8 bit grayscale
File types tiff
Notes

Derivatives - Access copy

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Editing software Adobe Photoshop CC
Resolution 600 dpi
Color color and grayscale mix
File types pdf created from tiffs
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