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UNIVERSITY OF
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1983-84 CATALOG

Center for Independent Study

High School - University - Continuing Education Courses

University of Missouri Extension

Columbia-Kansas City-Rolla-St. Louis

University of Missouri System

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About the 1983 University of Missouri - Independent Study Catalog Cover:

"View from the highway 63 S. bridge" is the title of the watercolor painting from which the cover was produced. The landscape depicts the Missouri River at Jefferson City, the state capitol. For hundreds of years travelers on the river have watched the cliff dwelling Giant Canada Geese that make the Missouri River bluffs home. This unique species of waterfowl is native to the region.

Artist,
Terry L. Martin

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

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UNIVERSITY OF MISSOURI

University Extension

Center for Independent Study
through Correspondence

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FROM THE DIRECTOR'S DESK

We are estimating, as this catalog goes to press, that there will be approximately 16,500 new enrollments in Center for Independent Study courses during the 1982-83 school year. We are pleased that we're able to provide this service and we're proud of the quality of courses offered. The University of Missouri has provided correspondence study for more than 70 years to help Missourians, and others, to attain their educational goals.

One feature of our program is unique among university correspondence programs and deserves special recognition--Computer Assisted Lesson Service. Courses listed in the catalog with CALS following their titles provide computer responses to the lessons that students submit. Our recent increased enrollments attest to the popularity of this service. Not only are the computer responses to each programmed lesson returned very promptly, but the computer feedback itself, which is prepared by the professor or high school instructor who designed the course, contains special instructional commentary and feedback. Approximately 165 of the courses listed in this catalog are CALS courses.

Whatever your reasons for enrolling in Center for Independent Study courses, we wish you well as you pursue your educational goals. Motivation, concentration, persistence and good study habits will aid you in successfully completing the coursework. Please contact us if we can assist you in choosing a specific course or answer questions regarding our curriculum or enrollment procedures.

Best regards,

Roger G. Young
Director

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INFORMATION AND REGULATIONS

ACCREDITATION

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

ADMISSION

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

COURSES (GENERAL INFORMATION)

University Courses

All university courses offered by correspondence instruction are developed by University faculty members at one of the four campuses of the University of Missouri. They have been approved by appropriate chairpersons and are equivalent to courses taught on campus. Each listing contains the course number, title, and initials of the campus offering the course.

Multicampus Courses

Please see the description on page 12.

Special Readings/Problems Courses

If you make arrangements for a University of Missouri professor* to design and supervise a Special Readings or Problems course for you, the Center for Independent Study will handle your registration and report your grade to the appropriate UM campus.

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

*Must have the rank of Assistant Professor or above.

High School Courses

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

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

Continuing Education Courses

Please refer to the continuing education course section of this catalog, beginning on page 45.

Independent Study Courses From Other Universities

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

If a course in which you have an interest is not listed in this catalog, you can find a copy of the *Guide* in each University of Missouri Extension Center, or you can purchase one for \$5.95 from the National University Continuing Education Association, Book Order Department, Box 2123 Princeton, New Jersey 08540

COLLEGE-AT-HOME PROGRAM (Through Video)

Through the use of television, videocassettes, audiocassettes, textbooks, study guides and other printed materials, the University of Missouri's College-At-Home Program (Through Video) provides individuals with an alternative to campus based college courses.

HOW THE PROGRAM WORKS: Each course has been approved and is offered by an academic department at one or more of the four University of Missouri campuses: Columbia, Kansas City, Rolla or St. Louis.

Lessons for some of the courses are broadcast over television beginning each February and September. All courses are available for viewing on videocassettes at CAH Learning Centers across the state.

Mentors (instructors) are available one evening a week by phone (students call collect or on a toll-free number) to answer questions and discuss exams.

Students view the lessons, study the textbooks and talk with mentors. After completing the necessary work, students take the exams at CAH Learning Centers or other designated testing areas.

COURSES AVAILABLE: Courses are available in the following areas:

Accounting & Management
Computer Science
Criminology/Sociology
Economics
Education

English
Humanities
Symphonic Music
Philosophy/Religion
Psychology

All courses offer credit, but their suitability to a particular degree program is subject to the regulations of the institution and department offering the degree. It is urged that students pursuing a degree ascertain from their academic advisors the applicability of a course to the degree sought before enrolling in a CAH course. Grade reports will be issued and credit awarded by the University of Missouri as regular resident credit and is transferable to other colleges and universities (subject to the regulations of these colleges and universities). If you do not need or want college credit, you may enroll in any course on a non-credit basis.

MORE INFORMATION: If you would like more information about the College-At-Home Program (Through Video) write to:

College-At-Home Program
201 Lewis Hall
University of Missouri
Columbia, MO 65211

They will be happy to send you a free brochure describing the program in more detail and listing the courses available. If you would like to discuss the program with someone, call the toll-free number, 1-800-392-0536 (Missouri residents only). This number is *only* for the College-At-Home Program (Through Video); it is not for other programs or departments of the University.

ENROLLING IN INDEPENDENT STUDY COURSES

Advisers

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

Eligibility

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

Enrollment in a correspondence course does not constitute admission to the University of Missouri.

University Courses for High School Students

Students who have completed the 11th grade may enroll in entry-level university courses. Your high school principal should indicate approval by signing your application.

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

Group Enrollment in High School Courses

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

This program offers a combination of classroom interaction, provided by the local school, and subject matter expertise, provided by the Center.

Enrollment Procedure

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

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

Use a separate application form for each course in which you enroll. Generally, we recommend that you not enroll in more than two Independent Study courses at one time.

The Center for Independent Study through Correspondence reserves the right to change instructors, discontinue courses, change policies, or adjust fees listed in this catalog as circumstances warrant.

Social Security Administration Number (SSAN)

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

Veterans

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

The course fee must accompany your application. The VA will reimburse you after they receive the Certification of Enrollment from us.

The VA will allow veterans who are enrolled on campus to add a maximum of five credit hours of independent study to "on campus" hours to determine educational benefit payments for each semester. Independent study course work must be completed by the end of the semester concerned.

We will send you additional information and forms to complete if you mark the appropriate item on the application form.

Overseas Students

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

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

Mail Service: "See "Overseas Students" under heading "Mailing of Study Materials."

Payment: Payment for all fees and texts must be made in U.S. dollars and accompany your application. We cannot accept foreign checks.

Course Materials: Persons with addresses without U.S. Zip Code designations may not enroll in courses that require materials such as filmstrips, records, or cassettes. Check the course descriptions for these.

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

Transfer to Different Courses

A request to transfer to a different course must be made in writing within two months of the date of enrollment. The transfer fee is \$10.00, plus \$2.00 for each lesson and each exam submitted. The date of

the initial enrollment remains effective for the new course. Fees cannot be transferred to another student.

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

Repeating Courses

Anyone who fails to make a passing grade in an Independent Study course may repeat the course by reenrolling 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.

FEES

Course fees for out-of-state students are the same as for Missouri residents. Fees are included in the course descriptions.

Course fees are:

\$43.00—per undergraduate semester credit hour.

\$54.00—per graduate semester credit hour.

\$38.00—for each $\frac{1}{2}$ unit of high school credit.

If you do not have a U.S. Zip Code address, you must pay an Air Mail fee in addition to the standard fee, unless your address is in Canada or Mexico, in which case the Air Mail fee is optional. The Air Mail fee provides Air Mail Service for the study guide, return lesson service and regular correspondence we send to you. See information on application form.

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

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

Financial Aid

No scholarships or other forms of financial aid are available through the Center for Independent Study. For information on financial assistance for veterans, please see page 7.

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

In some instances, high schools pay tuition and fees for students within their school district who are of regular school age. Please check with local school administrators to ascertain the policy in your district.

Refunds

If you withdraw from a course, the refund, if any, will be issued to the individual who made the payment. Payment will be made according to the following schedule:

Requests to withdraw from a course must be made in writing. A postcard form is provided in the back of the study guide. The postmark will be used as the withdrawal date. We make refunds according to the following terms:

Request postmarked within first month after enrolling70% refund.

Request postmarked within second month after enrolling50% refund.

After second month of enrollingno refund.

No refund can be made after a student has submitted all of the lessons.

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

The amount of your refund will be reduced by \$2.50 for each lesson and examination you submitted for evaluation before withdrawing.

We do not refund amounts less than \$1.00.

TIME LIMITS

The enrollment period for each course is nine months, but one three-month extension will be granted upon your request, along with payment of a \$5.00 extension fee. If you do not complete a course by the date of expiration, your enrollment will be cancelled and no record will be entered on your transcript.

Although the amount of time you will actually require to complete a course will depend upon your individual circumstances, the average completion time for a 3 hour credit university course is about six months. Average high school completion time for a ½ unit high school course is about four months. Only under extraordinary circumstances could a student complete an Independent Study course in less than six weeks; therefore you should not enroll with this expectation. Most courses require you to take a midterm and a final exam. At least two weeks must elapse between the date of enrollment and the time the first exam can be taken. There must be a minimum of one week between exams.

To receive maximum educational benefit from a course, you should wait for the return of each lesson before submitting the next. The lessons are either processed by computer, which takes about three days, or by an instructor, which will take from three to ten days, not counting delivery time. Because the Center is open throughout the year except for national holidays, you can expect to receive your computer-processed lesson reports without interruption; instructor-evaluated lessons, however, may be returned more slowly during those times of year when University classes are not in session.

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

STUDY MATERIALS

Study Guide

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

If you need a replacement study guide, send your request, naming the course, and a check for \$6.00 payable to the University of Missouri.

CALS (Computer-Assisted Lesson Service): Whenever these letters appear with the description of a course, it means that you send your lesson assignments to the Center to be processed by computer. Submitted lesson assignments and examinations therefore require objective responses, which you mark on answer sheets included in the study guide. Instructional comments based on your answers will be returned to you in a computer print-out. Partly CALS means that some of the lessons are computer processed, and some are evaluated by an instructor.

Textbooks

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

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

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

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

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

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

Supplementary Materials

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

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

Note: Most courses that require supplementary materials are not available to persons with addresses without U.S. Zip Code designations. These courses will be identified with a mark ★ in the course listing.

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

Mailing of Study Materials

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

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

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

United Parcel Service

Since UPS cannot deliver to Post Office boxes, General Delivery or APO/FPO addresses and may have difficulty delivering to out-of-town addresses, we will use US Postal Service for your package unless you furnish us an alternate address for UPS delivery. This address should be attached to the application and clearly designated as the UPS address. NOTE: Only the course materials will be sent to this address; correspondence and graded lessons will be mailed to the address on your application.

Libraries

More than thirty-five public and private colleges and universities throughout Missouri have generously agreed to permit students in university Independent Study courses to use their library facilities and to borrow their books. If you are enrolled in a university course, we will send you, upon request, a list of these libraries, regulations, and a library card.

EXAMINATIONS

UNIVERSITY (Missouri Residents): You are expected to take examinations under the direct supervision of a staff member at a University of Missouri County Extension Center. Examinations may also be taken at the University of Missouri Extension offices on the St. Louis, and Rolla campuses, the Continuing Education offices on the Kansas City campus, and at the Center for Independent Study in Columbia. (See pages 50-51 in this catalog for addresses and phone numbers.) Students who have serious difficulty in scheduling examinations in one of the above locations may request an exception that would allow the examination to be supervised by a faculty member of an accredited university or college or a superintendent or principal in a fully approved school district. Exceptions can be granted only by local Extension Centers or by the Center for Independent Study.

UNIVERSITY (Non-Missouri Residents): You must make arrangements to take your examinations under the supervision of a faculty member of an accredited university or college, or a superintendent or principal of a fully accredited school district. The Independent Study Departments of institutions which are members of the National University Continuing Education Association may also supervise examinations. (A list of these institutions is available on request.)

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

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

Information and Regulations

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

A maximum time limit for each examination is stated with the number of exams in each course description. Before you will be given an examination, all required lessons must have been received by the Center. Course study guides contain more detailed information regarding examinations.

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

CREDIT

Credit Value

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

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

Credit Applicability

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

Credit and Degrees

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

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

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

Graduate Level Credit

Graduate Level Credit refers to the number of a course and may or may not be accepted as graduate credit. This depends on the student's eligibility to receive graduate credit and is determined by the school accepting the credit.

Generally, teachers can use graduate level courses for certification and salary improvement without being admitted to 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 (see Course Numbering System on page 13). UM students must have the Graduate Dean's Office approval in order to receive graduate credit for an independent study course.

Continuing Education Units (CEU)

For information about Continuing Education Units, see page 45.

Transfer of Credit

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

Special Uses of Credit

Certification: The Center offers many university courses that may be used to meet various certification requirements. If you want to know whether or not a certain course may be used to meet the certification requirements of a particular state, you should check with the appropriate certifying agency. For teachers the address of the Missouri Department of Education Certification is: 100 East Capital, Jefferson City, MO 65101.

Grades

Since examinations are the only supervised activities required for Independent Study courses, examination grades are major factors in determining course grades. Academic dishonesty will be dealt with according to University policy.

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

The grade "F" carries no credit; the "D" carries no credit in the Graduate School. If a course is not completed, no record of the course is made on your transcript.

Satisfactory/Unsatisfactory

Only university courses may be taken on a S/U basis. Your adviser should give approval before you enroll. A grade of S is reported for A, B, or C grades. A grade of U is reported for D or F grades.

HEARER: If you enroll as a "Hearer," you only submit the lessons for evaluation. Your enrollment in the course is indicated on your record by an H and carries no credit. There is no reduction of fees.

Transcripts

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

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

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

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

Check these important points before enrolling in a university course through independent study!

A

The italicized number before the course title is called a "key code." This is a three-digit number we use to identify that course (see sample below).

B

The number before the title is the official university course number. This is used by the registrar's office.

C

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

D

The number in parentheses after the course title indicates the number of semester credit hours for the course (see sample below).

E

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

A
key code 590

B

C

D

E

R370 Educational Statistics I (3) UMC (CALS) 12 lessons, 11 submitted. 3 exams-3 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Introduces statistical techniques employed in education: descriptive statistics, correlation, simple regression, hypothesis testing. Text: FERGUSON, *Statistical Analysis in Psychology and Education*, 5th ed., 1981. Price: \$25.50. Also see STATISTICS, page 30.



Courses with initials from more than one campus are referred to as "Multicampus Courses". This means that departments of two or more campuses of the University of Missouri have cooperated in developing the course. If you enroll in one of these courses, use the title and number of the campus where you want your credit reported.

Campus Initials

UMC-University of Missouri-Columbia
UMKC-University of Missouri-Kansas City
UMR-University of Missouri-Rolla
UMSL-University of Missouri-St. Louis



If you receive approval, you may take courses that are 200 level and above to fulfill graduate credit requirements. It is the responsibility of each student to obtain approval, if required, of an academic advisor, department chair, or dean's office before enrolling. If the course is to be taken for graduate credit, be sure to pay the graduate credit fee. See page 8.



★ indicates courses not available to students with addresses that do not have U.S. Zip Codes.

UNIVERSITY COURSES

Before you fill out your application to enroll in an independent study course, be sure to read the “important points” listed on page 12. These points will help you interpret the course descriptions.

Course Number System of the University of Missouri

Columbia Campus

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

Kansas City Campus

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

Rolla Campus

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

St. Louis Campus

1 to 99, courses primarily for freshmen and sophomores;
100 to 199, courses primarily for upperclassmen, no graduate credit;
200 to 299, courses for undergraduates and appropriate professional and graduate students, except those whose graduate majors are in the department in which the course is given;
300 to 399, courses for undergraduate, appropriate professional students in special programs; upperclass students are admitted to courses in this series only with the approval of the graduate dean.
400 to 499, primarily for graduate and appropriate professional students in special programs; upperclass students are admitted to courses in this series only with the approval of the graduate dean.

Prerequisites

If the prerequisite course is offered by the same department being described, we list its number only. For example, under 37 Accounting II, the prerequisite is listed as 36. A prerequisite from a department other than the one being described will include the department's name. See 31 Elementary Statistics, where the

University Courses

prerequisite is listed as Math 10. Prerequisites for multicampus courses include the initials of the campus to which the prerequisite applies. Generally, a course with a number of 300 or more is restricted to upperclass students, who have earned 60 credit hours or more.

ACCOUNTANCY

key code 556 **36 Accounting I (3) UMC (CALS)** 17 lessons, 17 submitted. 2 exams-1 hour each. Course Fee: \$129.00. Prerequisite: *sophomore standing*. Introduction to the field of accounting: fundamentals of financial accounting.

Texts: WELSCH, *Fundamentals of Financial Accounting*, Revised ed., 1977. Price \$19.00. WELSCH, *Fundamentals of Financial Accounting, Working Papers*, Revised ed., 1977. Price: \$6.50.

key code 554 **37 Accounting II (3) UMC (CALS)** 11 lessons, 11 submitted. 2 exams-1 hour each. Course Fee: \$129.00. Prerequisite: 36. Fundamentals of managerial accounting. Introduces organizational and behavioral concepts, operations research methods, and manufacturing processes.

Text: GARRISON, *Managerial Accounting Concepts for Planning, Control, and Decision Making*, Revised ed., 1979. Price: \$23.00.

AGRICULTURAL ECONOMICS

key code 501 **220 General Agricultural Marketing (3) UMC (CALS)** 18 lessons, 17 submitted. 2 exams-3 hours each. Course Fee: \$129.00, undergraduate; \$162, graduate. Prerequisite: 50. Analysis of farm products marketing systems from the industry and firm points of view.

Text: SHEPPARD, *Marketing Farm Products-Economic Analysis*, 6th ed., 1976. Price: \$20.00.

AGRICULTURAL ENGINEERING

key code 601 **103 Planning Farm Buildings (3) UMC (CALS)** 20 lessons, 14 submitted. 2 exams-Midterm, 1½ hours; Final, 2 hours. Course Fee: \$129.00. Prerequisite: *Math 10*. Functional requirements of farm buildings. Farmstead and building planning. Materials, sanitation, ventilation, convenience.

Text: MIDWEST PLAN SERVICE, *Structures and Environment Handbook*, 10th ed., 1980. Price: \$15.50.

ANTHROPOLOGY

key code 703 **1 General Anthropology (3) UMC (CALS)** 18 lessons, 18 submitted. 1 exam-1½ hours. Course Fee: \$129.00. General survey course in fields of anthropological concern—archaeology, cultural anthropology, physical anthropology—with emphasis on underlying concepts and principles. Examples from nonliterate peoples of the world.

Texts: FAGAN, *People of the Earth*, 2nd ed., 1977. Price: \$10.00. HALL, *The Silent Language*, 1973. Price: \$3.50. HOEBEL, *Anthropology: The Study of Man*, 4th ed., 1972. Price: \$14.95.

key code 593 **155 Introduction to Cultural Anthropology (3) UMC (CALS)**

key code 594 **85 Cultural Anthropology (3) UMR (CALS)**

key code 595 **11 Man, Culture, and Society (3) UMSL (CALS)** 10 lessons, 10 submitted. 2 Exams—Midterm, 1½ hours; Final, 2 hours. Course Fee: \$129.00. Prerequisite: UMC- 1 *Anthropology* or junior/senior status (UMC only). General survey that emphasizes the diversity of human culture and the cultural determinants of individual behavior.

Texts: PELTO & PELTO, *The Cultural Dimension of the Human Adventure*, 1979. Price: \$18.95. POGGIE ET AL., *The Evolution of Human Adaptions*, 1976. Price: \$13.95.

ATMOSPHERIC SCIENCE

key code 552 **50 Introductory Meteorology (3) UMC (CALS)** 15 lessons, 8 submitted. 2 exams-Midterm, 1 hour; Final, 1¼ hours. Course Fee: \$129.00. Physical processes of atmosphere in relation to day-to-day changes in weather.

Text: NEIBURGER, *Understanding Our Atmospheric Environment*, 1973. Price: \$21.00.

CHEMISTRY

key code 603 **10 Preparation for General Chemistry (2) UMC (CALS)** 10 lessons, 10 submitted. 2 exams, 2 hours each. Course Fee: \$129.00. For students lacking adequate preparation for general chemistry. Emphasizes basic chemical calculations. Not open to students with credit in any other college chemistry course. No advanced standing permitted in lieu of this course. Chemistry 1 may be taken after Chemistry 10 only with reduced credit (3 hours). Does not fulfill general educational requirements in physical sciences in college of Arts and Science.

Text: HERRON, *Understanding Chemistry: A Preparatory Course*, 1st ed., 1981. Price \$19.00.

CLASSICAL CIVILIZATION

key code 704 **60 Classical Mythology (3) UMC (Partly CALS)** 22 lessons, 10 submitted. 3 exams-First and Second, 1½ hours each; Final, 2 hours. Course Fee: \$129.00. Myths of Greece and Roma as an aid in interpretation of literature and art.

Texts: GRENE, *The Complete Greek Tragedies: Sophocles I*, 1954. Price: \$3.95. HUMPHRIES, *Ovid: Metamorphoses*, 1955. Price: \$5.00. REINHOLD, *Past and Present: The Continuity of Classical Myths*, 1972. Price: \$7.00. VELLACOTT, *Euripides: The Bacchae and Other Plays*, 1964. Price: \$2.95.

key code 586 **116 Roman Culture (3) UMC (CALS)** 18 lessons, 6 submitted. 2 exams, 2 hours each. Course Fee: \$129.00. Survey of Roman life and thought. Principal developments in the arts, politics, religion, philosophy, private life, and their influence on Western civilization.

Texts: DUDLEY, *The Civilization of Rome*, 1962. Price: \$2.25. GRANT editor, *Latin Literature*, 1978. Price: \$4.95. MANDELBAUM, translator, *The Aeneid of Virgil*, 1971. Price: \$2.95. ROSE, *Religion in Greece and Rome*, 1959. Price: \$6.50. WILKINSON, *The Roman Experience*, 1974. Price: \$6.00.

CURRICULUM AND INSTRUCTION

See COLLEGE OF EDUCATION

ECONOMICS

key code 565 **1 Fundamentals of Macroeconomics (3) UMC (CALS)**

key code 566 **110 Principles of Economics (MACRO) (3) UMR (CALS)**

key code 567 **52 Principles of Macroeconomics (3) UMSL (CALS)** 20 lessons, 20 submitted. 4 exams-First and Final, 1¼ hours each; Second and Third, 2 hours each. Course Fee: \$129.00. Prerequisite: UMSL- 51. Survey of economic principles and their application to contemporary economic issues. Not open to students who have completed UMC 41 or 51.

Texts: BAUMOL, *Economics: Principles & Policy*, 1979. Price: \$24.00. SWAN, *Study Guide for Baumol & Binder's Economics: Principles & Policy*. 1979. Price: \$8.00.

key code 592 **3 Economic Analysis for Social Issues (3) UMC (CALS)** 15 lessons, 12 submitted. 2 exams-1 hour each. Course Fee: \$129.00. UMC students: This course cannot be substituted for Economics 2: "Fundamentals of Economics". An introduction to the basic tools of economic analysis and their use in analyzing current economic and social issues. Cannot be substituted for Economics 1, 2, 41, or 51. Course offered only through correspondence.

Texts: BEESON & SLESINGER, *Economics 82/83, Annual Editions*, 1982. Price \$7.95. ROBINSON, MORTON, CALDERWOOD, *An Introduction to Economic Reasoning*, 5th ed., 1980. Price: \$5.50.

COLLEGE OF EDUCATION

Curriculum and Instruction

key code 810 **T230 Art Activities in the Elementary School (2) UMC** 7 lessons, 7 submitted. 2 exams -2 hrs. each. Course Fee: \$86.00, undergraduate; \$108.00, graduate. Consideration of the vital role of art activities and creative experience in the growth and development of children. Prerequisite: junior standing. Texts: LOWENFELD, *Creative and Mental Growth*, 6th ed., 1975. Price: \$22.00. WISEMAN, *Making Things: The Hand Book of Creative Discovery*, 4th ed., Price: \$7.95.

T250 Special Readings (1-3) UMC Course Fee: \$43.00 per credit hour, undergraduate; \$54.00 per credit hour, graduate. Directed study of literature and research reports in secondary and elementary

University Courses

education. If you are not a UMC student, send your application form and the fee for the number of hours for which you are applying. Also, on a separate sheet, write a concise statement describing 1) why you wish to take this course, 2) your particular objective, area of interest, or other information that will assist the professor in assigning the work to be done, and 3) your previous courses or experiences in the field of your interest. For more information about special readings/problems courses, see page 5.

key code 812 **T267 Teaching Mathematics in the Elementary School (3) UMC** 14 lessons, 5 submitted. 3 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisites: *Math 7 and 8*. Materials and techniques used in the elementary school to develop mathematical concepts and skills.

Texts: REYS, *The Mathematics Laboratory: Theory and Practice*, 1973. Price: \$15.00. SWENSON, *Teaching Mathematics to Children*, 2nd ed., 1973. Price: \$19.00. Also see MATHEMATICS, 7 *Algebra for Elementary Teachers* and 8 *Geometry for Elementary Teachers*, page 24.

key code 516 **T315 Teaching of Reading (3) UMC (CALS)** 25 lessons, 6 submitted. 3 exams-First and Second, 1½ hours each; Final, 2 hours. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: *Educational Psychology A102*. Materials and methods used in teaching reading in the elementary grades.

Text: TINKER, *Teaching Elementary Reading*, 4th ed., 1975. Price: \$23.00.

key code 813 **T420 Issues and Trends in Reading Instruction (3) UMC** 17 lessons, 0 submitted. 2 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisites: *T315*, *T316*, or equivalents or instructors consent. Provides intensive study of significant issues and current trends in reading on all instructional levels.

Text: HARRIS, *Readings on Reading Instruction*, 2nd ed., 1972. Price: \$12.00.

key code 525 **T445 The Secondary School Curriculum (3) UMC (CALS)** 16 lessons, 8 submitted. 2 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. For secondary school principals, teachers, superintendents. Present trends in curricular change and methods of curricular investigation.

Text: ZAIS, *Curriculum: Principles and Foundations*, 1976. Price: \$18.75.

Educational and Counseling Psychology

key code 714 **A102 Educational Psychology (2) UMC (CALS)** 18 lessons, 0 submitted. 3 exams-2 hours each. Course Fee: \$86.00. Prerequisites: *General Psychology* and *sophomore standing*. General elementary course to acquaint students with scientific psychological principles underlying education.

Text: SMITH, *Educational Psychology and Its Classroom Applications*, 1975. Price: \$8.95 (used texts only).

key code 521 **A207 The Psychological and Educational Development of the Child (3) UMC (CALS)** 16 lessons, 4 submitted. 2 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: *A102*. Provides basic knowledge for identifying, explaining, predicting, and controlling child behavior by presenting a theoretical and empirical orientation on psychological and education stages of development.

Text: SMART, *Children: Development and Relationships*, 3rd ed., 1977. Price: \$18.00.

key code 536 **A240 Introduction to Educational Measurement and Evaluation (2) UMC (CALS)** 8 lessons, 3 submitted. 3 exams-1 hour each. Course Fee: \$86.00. Prerequisite: *A102*. Use of educational and mental tests in improvement of instruction at elementary and secondary levels.

Text: SAX, *Principles of Educational Measurement and Evaluation*, 1974. Price: \$17.00.

Educational Research and Statistics

key code 590 **R370 Educational Statistics I (3) UMC (CALS)** 12 lessons, 11 submitted. 3 exams-3 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Introduces statistical techniques employed in education: descriptive statistics, correlation, simple regression, hypothesis testing.

Text: FERGUSON, *Statistical Analysis in Psychology and Education*, 5th ed., 1981. Price: \$25.50. Also see STATISTICS, page 30.

Health and Physical Education

key code 604 **H65 Elements of Health Education (2) UMC (CALS)** 10 lessons, 7 submitted. 2 exams—2 hours each. Course Fee: \$86.00. Health needs of university students and school-aged children

are investigated through knowledge about personal and community health problems.

Text: CARROLL and MILLER, *Health: The Science of Human Adaptation*, 3rd ed., 1982. Price: \$19.00.

key code 509 **H199 Organization and Administration of Physical Education Programs (2) UMC (CALS)** 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$86.00. Introductory course on problems, methods of organization and administration of physical education programs, relative to use of facilities, schedule of activities, budget, personnel, purchase and care of equipment.

Texts: BUCHER, *Administration of Health and Physical Education Programs Including Athletics*, 6th ed., 1975. Price: \$15.00.

Social and Philosophical Foundations

key code 803 **B351 Historical Foundations of American Education (3) UMC**

key code 804 **330 History of American Education (3) UMSL** 15 lessons, 7 submitted. 3 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: *course in American history*. Historical development of American education—purposes, content, methodology, and organization—in the context of parallel developments in the economic, intellectual, political, religious, and social life of American society.

Texts: BAILYN, *Education in the Forming of American Society*, 1960. Price: \$2.45. CHURCH, *Education in the United States*, 1976. Price: \$14.95. CREMIN, *The Transformation of the School*, 1964. Price: \$4.95. CURTI, *The Social Ideas of American Educators*, 1974. Price: \$6.95. TYACK, *The One Best System*, 1974. Price: \$3.95. WELTER, *Popular Education and Democratic Thought in America*, 1962. Price: \$7.50.

Special Education

key code 589 **313 The Psychology and Education of Exceptional Individuals (3) UMSL (CALS) 9** lessons, 4 submitted. 2 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate.

Prerequisite: *Psychology 270 or 271 or equivalent*. The psychology and education of exceptional individuals with special problems and/or abilities. Survey of theories and strategies for the learning-teaching process and sources of assistance to educators and parents. Required in certification programs.

Text: HALLAHAN, *Exceptional Children: Introduction to Special Education*, 2nd ed., 1982. Price: \$23.00.

key code 775 **330 Introduction to Mental Retardation (3) UMSL (CALS) (formerly 311.)** 11 lessons, 0 submitted. 3 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate.

Prerequisites: *313, Educational Foundations 111*. An introductory course dealing with the characteristics, classification, and cause of the mentally retarded.

Text: CHINN, *Mental Retardation: A Life Cycle Approach*, 1975. Price: \$2.00 rental, \$10.00 deposit.

ENGINEERING

Engineering Graphics

key code 814 **11 General Engineering Drawing (3) UMR** 20 lessons, 20 submitted. 2 exams-Midterm, 2½ hours; Final, 3 hours. Course Fee: \$129.00. Designed to give the student a working knowledge of the fundamentals of drawing and geometric relationships of lines and planes in space. Includes freehand lettering, freehand sketching and instrumental drawing of structures and machine parts, sectional and auxiliary views, dimensioning, conventional drafting practices.

Text: LUZADDER, *Fundamentals of Engineering Drawing*, 7th ed., 1977. Price: \$18.00. Materials packet. Price: \$15.00.

Engineering Management

key code 605 **208 Engineering Economy (3) UMR (CALS)** 13 lessons, 6 submitted, 2 exams 2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Techniques for capital investment decision making; time-value of money and the concept of equivalence, multiple alternatives, replacement criteria, and cost of capital depreciation.

Text: RIGGS, *Essentials of Engineering Economics*, 1982. Price: \$25.00.

Engineering Mechanics

key code 816 **110 Mechanics of Materials (3) UMR** 5 lessons, 5 submitted. 6 exams-I through V, 2 hours each; VI, 2½ hours. Course Fee: \$129.00. Prerequisites: *50 and Math 22 or equivalent*. Application of the principles of mechanics to engineering problems of strength and stiffness. Topics include stress, strain, thin cylinders, torsion, beams, columns, and combined stresses at a point.
Text: BYARS, *Engineering Mechanics of Deformable Bodies*, 3rd ed., 1975. Price \$23.00.

key code 817 **150 Engineering Mechanics-Dynamics (2) UMR** 3 lessons, 3 submitted. 4 exams I through III, 2 hours each; IV, 2½ hours. Course Fee: \$86.00. Prerequisites: *50 and Math 22 or equivalent*. Application of the principles of mechanics to engineering problems of motion and acceleration. Topics include plane motion, force, mass and acceleration, work and energy, and impulse and momentum. Not open to students who have earned credit in Engineering Mechanics 160.
Text: HIGDON, *Engineering Mechanics, Volume II: Dynamics*, Second Vector Ed., 1976. Price: \$24.00.
NOTE: This textbook is also used for 160 ENGINEERING MECHANICS-DYNAMICS.

key code 818 **160 Engineering Mechanics-Dynamics (3) UMR** 4 lessons, 4 submitted. 5 exams-I through IV, 2 hours each; V, 3 hours. Course Fee: \$129.00. Prerequisites: *50 and Math 22 or equivalent*. Designed for those students who desire a broader coverage, with a more general development of the topics covered in Engineering Mechanics 150; more emphasis is given to three dimensional kinematics and kinetics. Not open to students who have earned credit in Engineering Mechanics 150.
Text: HIGDON, *Engineering Mechanics, Volume II: Dynamics*, Second Vector Ed., 1976. Price: \$24.00.
NOTE: This textbook is also used for 150 ENGINEERING MECHANICS-DYNAMICS.

ENGLISH

Composition and Creative Writing

key code 505 **1 Composition (3) UMC (Partly CALS)**

key code 502 **10 Composition (3) UMSL (Partly CALS)**

key code 503 **110 Freshman English (3) UMKC (Partly CALS)**

key code 504 **1 Rhetoric and Composition (3) UMR (Partly CALS)** 18, lessons, 14 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. Course Fee: \$129.00. Theory and practice of composition. Because this is a writing course, lessons must be submitted in the order assigned with sufficient time in between to allow for instructor comment.

Texts: FEINSTEIN, *Programmed Writing Skills*, 1976. Price: \$12.50. McCRIMMON, *Writing with a Purpose*, 6th ed., 1976. Price: \$11.00. McCUEN, *Readings for Writers*, 2nd ed., 1977. Price: \$9.00.

key code 584 **50 Creative Writing: Short Story (3) UMC (Partly CALS)** 12 lessons, 12 submitted, 2 exams-2 hours each. Course Fee: \$129.00. Prerequisite: *1 or equivalent*. Introduction to basic techniques, including writing original stories. Because this is a writing course, lessons must be submitted in the order assigned with sufficient time in between to allow for instructor comment.

Texts: *The Norton Anthology of Short Fiction*, ed. R. V. CASSILL. 1978. Price: \$10.95. C. HUGH HOLMAN, *A Handbook to Literature*, 4th ed., 1980. Price: \$9.75.

key code 883 **60 Exposition (3) UMC** 15 lessons, 8 submitted. 3 exams, 1½ hours on first 2 exams, 2 hours on final exam. Course Fee: \$129.00. Prerequisites: *1 or placement test exemption, and sophomore standing or above*. Required at UMC. Theory and practice of expository writing. Because this is a writing course, lessons must be submitted in the order assigned with sufficient time in between to allow for instructor comment.

Texts: BAKER, *The Complete Stylist and Handbook*, 2nd ed., 1980. Price: \$13.25. EASTMAN, *The Norton Reader, (Shorter Edition)*, 5th ed., 1980. Price: \$10.00.

key code 718 **70 Creative Writing: Poetry (3) UMC (Partly CALS)** 16 lessons, 15 submitted. 2 exams-3 hours each. Course Fee: \$129.00. Prerequisites: *1 or equivalent*. Introduction to basic poetic techniques, including writing original poems. Because this is a writing course, lessons must be submitted in the order assigned with sufficient time in between to allow for instructor comment.

Texts: BRINNIN, *The Modern Poets*, 2nd ed. Price: \$9.50. BROOKS, *Understanding Poetry*, 3rd ed. Price: \$8.25.

key code 588 **161 Technical Writing (3) UMC (Partly CALS)** 14 lessons, 12 submitted. 2 exams-1 hour each. Course Fee: \$129.00. Prerequisite: *English 60 and junior standing*. Advanced composition for pre-medical students, science majors in Arts and Science, and students in various professional schools and

other technical curricula. Because this is a writing course, lessons must be submitted in the order assigned with sufficient time in between to allow for instructor comment.

Texts: HOUP & PEARSALL, *Reporting Technical Information*, 4th ed., 1980. Price: \$17.00.

Literature

key code 715 **12 Literary Types (3) UMSL (CALS)** 12 lessons, 6 submitted. 3 exams-1½ hours each. Course Fee: \$129.00. The student is introduced to the various literary types, including poetry, drama, fiction, and the essay.

Text: PARRISH, *Celebration: Introduction to Literature*, 1977. Price: \$14.00.

key code 582 **101 Topics: Gothic Fiction (3) UMC (CALS)** 14 lessons, 11 submitted. 2 exams-Midterm, 1½ hours; Final, 2 hours. Course Fee: \$129.00. A survey of English and American Gothic fiction from the eighteenth century to the present. Examines major novels and short stories which define the Gothic tradition in literature.

Texts: WALPOLE, *The Castle of Otranto*, RADCLIFFE, *The Mysteries of Udolpho*, AUSTEN, *Northanger Abbey*, 1963. Price: \$7.50. SHELLEY, *Frankenstein*, STOKER, *Dracula*, STEVENSON, *Dr. Jekyll and Mr. Hyde*, 1978. Price: \$3.50. POE, *The Fall of the House of Usher and Other Tales*, 1960. Price: \$2.50. KING, *Salem's Lot*, 1975. Price: \$3.50.

key code 564 **101 Topics: Women's Experiences in Modern Fiction (3) UMC (CALS)** 14 lessons, 11 submitted. 2 exams-Midterm, 1½ hours; Final, 2 hours. Course Fee: \$129.00. A survey of modern fiction by and about women. Includes related essays, many of which are written by the women whose fiction is studied.

Texts: CAHILL, ed., *Women and Fiction: Short Stories By and About Women*, 1975. Price: \$2.95. CHOPIN, *The Awakening*, Norton Critical Ed. Price: \$4.95. WEBBER, *Woman as Writer*, 1978. Price: \$12.50.

key code 506 **104 Afro-American Literature (3) UMC (CALS)** 15 lessons, 15 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Survey of representative fiction and essays written by American black authors from emancipation through the Harlem Renaissance to the modern period.

Texts: *Three Negro Classics: Up From Slavery, The Souls of Black Folk, the Autobiography of an Ex-Colored Man*, 1965. Price: \$3.50. BALDWIN, *Go Tell It on the Mountain*, 1953. Price: \$1.95. CHAPMAN, *Black Voices*, 1968. Price: \$3.95. ELLISON, *Invisible Man*, 1972. Price: \$2.95. WRIGHT, *Native Son*, 1966. Price \$1.95.

key code 558 **135 Introduction to Shakespeare (3) UMC (CALS)** 14 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Shakespeare's life and background of his age; a reading of thirteen of his major plays—histories, comedies, and tragedies—representing all phases of his development. Includes *Hamlet, Othello, King Lear and Macbeth*.

Text: EVANS, ed., *The Riverside Shakespeare*, 1974. Price: \$24.00.

key code 820 **201 The Tradition of English Literature: Beginnings to 1784 (3) UMC**

key code 821 **211 Introduction to British Literature I (3) UMKC**

key code 822 **75 Introduction to British Masterpieces (3) UMR**

key code 823 **131 English Literature I (3) UMSL** 15 lessons, 2 submitted. 2 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: UMC- *sophomore standing*. The development of English literature from the Middle Ages through the eighteenth century. Reading and analysis of representative works of selected major writers. UMKC, *required of all English majors*; UMC, *strongly recommended for English majors*.

Text: ABRAMS, *The Norton Anthology of English Literature, Volume I*, 3rd ed., 1974. Price: \$10.00.

key code 555 **285 Introduction to Folklore (3) UMC (CALS)** 9 lessons, 9 submitted. 2 exams-1½ hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Introduces the study of folklore, including the methodology, approaches, and genres of folklore.

Texts: BRUNVAND, *The Study of American Folklore*, 2nd ed., 1978. Price: \$15.00. DORSON, *Buying the Wind*, 1964. Price: \$6.95.

ENTOMOLOGY

key code 523 **101 Insects in the Environment (3) UMC (CALS)** 23 lessons, 8 submitted. 2 exams-Midterm, 1½ hours; Final, 2 hours. Course Fee: \$129.00. Introduction to the study of insects, with emphasis on species important to man and general principles of integrated insect control. Designed for all students interested in a study of insects affecting man's environment.

University Courses

Text: PFADT, *Fundamentals of Applied Entomology*, 3rd ed., 1978. Price: \$28.00. Also required is purchase of a filmstrip specially designed to provide visual aid for the study of this course. Price: \$10.00.

EXTENSION EDUCATION

400 Problems (credit to be arranged) UMC Course Fee: \$43.00 per credit hour, undergraduate; \$54.00 per credit hour, graduate. Independent investigation of extension problems. In you are not a UMC student, send your application form with the fee for the number of hours for which you are applying. Also, on a separate sheet, write a concise statement describing 1) why do you wish to take this course, 2) your particular objective, area of interest, or other information that will assist the professor in assigning the work to be done, and 3) your previous courses or experiences in the area of your interest. For more information about special readings/problems courses, see page 5.

key code 533 **403 Program Development and Evaluation (3) UMC (CALS)** 15 lessons, 4 submitted. 2 exams-Midterm, 1 hour; Final, 1 hour, 40 minutes. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: *instructor's consent*. Principles and procedures of program development and evaluation used in extension or any other formal adult education agency. Includes a review of concepts found useful in curriculum development. Experience in working with people would be helpful. Texts: U.S. DEPARTMENT OF COMMERCE, *The Concept Approach to Programming in Adult Education*, 1974. Price: \$17.00. VINES, *Heritage Horizons: Extension's Commitment to People*, 1976. Price: \$4.50. Students must also purchase a *Reader* compiled by the course author. Price: \$5.00.

key code 532 **406 Fundamentals of Extension Teaching of Adults (3) UMC (CALS)** 14 lessons, 12 submitted. 2 exams-1½ hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: *instructor's consent*. An examination of the special needs of adult students in extension education, including a historical survey of extension education and a study of possible classroom techniques. Recommended for students who have work experience in extension or any other informal adult education agency in the United States. Texts: HARRINGTON, *The Future of Adult Education*, 1977. Price: \$15.00. MAGER, *Preparing Instructional Objectives*, 1975. Price: \$6.00.

FAMILY AND COMMUNITY MEDICINE

key code 705 **25 Community Health (2) UMC (CALS)** 25 lessons, 25 submitted. 2 exams-2 hours each. Course Fee: \$86.00. Overview of current personal, school, and community health problems and issues. Emphasizes concepts of health and informed decision making. Text: KOGAN, *Health: Man in a Changing Environment*, 2nd ed., 1974. Price: \$14.00.

FINANCE

key code 530 **123 Principles of Finance (3) UMC (CALS)** 13 lessons, 7 submitted. 2 exams-Midterm, 1 hour; Final, 1¼ hours. Course Fee: \$129.00. Financing business, consumer and government activity; stocks, bonds, real estate and financial markets; risk; insurance; inflation; cash and income management; capital accumulation and appreciation. Students already admitted to B & PA are not permitted to enroll in this course. Text: WOLF, *Personal Finance*, 5th ed., 1978. Price: \$19.00.

FRENCH

See ROMANCE LANGUAGES.

GEOGRAPHY

key code 535 **1 Regions and Nations of the World I (3) UMC (CALS)** 15 lessons, 15 submitted. 3 exams-2 hours each. Course Fee: \$129.00. Introductory analysis for general education. Regional character, spatial relationships, major problems of Europe, Anglo-America (United States and Canada), Latin America. Organized around basic concepts in field of geography. Text: WHEELER, *Regional Geography of the World*, updated 3rd ed., 1975. Price: \$30.00. NOTE: This textbook is also used for 2 REGIONS AND NATIONS OF THE WORLD II.

key code 568 **2 Regions and Nations of the World II (3) UMC (CALS)** 15 lessons, 15 submitted. 4 exams-2 hours each. Course Fee: \$129.00. Introductory analysis for general education. Regional character, spatial relationships, major problems of Soviet Union, Middle East, Orient, Africa, Pacific world. Organized around basic concepts in field of geography.
Text: WHEELER, *Regional Geography of the World*, updated 3rd ed., 1975. Price: \$30.00. NOTE: This textbook is also used for 1 REGIONS AND NATIONS OF THE WORLD I.

key code 827 **100 Economic Geography (3) UMC*** 13 lessons, 13 submitted. 2 exams-3 hours each. Course Fee: \$129.00. Prerequisite: *Math 10 or equivalent*. Introduction to location and spatial organization of economic activity.
Text: The textbook for this course is RENTED. No copies are available for sale. The charge for this book is \$8.00, of which \$5.00 will be refunded when the book is returned in satisfactory condition. The text is: GRIFFIN, *Culture, Resource, and Economic Activity: an Introduction to Economic Geography*, 1971.

key code 511 **111 Physical Geography I (3) UMC (CALS) (Formerly 11.)** 13 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Introductory study of man's physical environment: maps, landforms and water. Man's effect on natural environmental systems. May be taken independently of 112.
Text: STRAHLER, *Geography and Man's Environment*, 1977. Price: \$24.00. NOTE: This textbook is also used for 112 PHYSICAL GEOGRAPHY II. Packet containing maps and air photos. Price: \$2.00.

key code 591 **112 Physical Geography II (3) UMC (CALS)** 13 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Introductory study of man's physical environment: elements of climate, climatic types, soils, vegetation. May be taken independently of 111.
Text: STRAHLER, *Geography and Man's Environment*, 1977. Price: \$24.00. NOTE: This textbook is also used for 111 PHYSICAL GEOGRAPHY I.

GEOLOGY

key code 609 **2 Physical Geology (4) UMC* (CALS)**

key code 610 **51 Physical Geology (4) UMR* (CALS)**

key code 611 **1 General Geology (4) UMSL* (CALS)** 20 lessons, 8 submitted. 2 exams-Midterm, 2 hours; Final, 2 hours. Course Fee: \$172.00. Rental Materials: \$2.00. Deposit: \$10.00. Study of common minerals and rocks, topographic and geologic maps.
Texts: FLINT and SKINNER, *Physical Geology*, 2nd ed., 1977, Price: \$28.00 HOWARD, *Exercises in Physical Geology*, 5th ed., 1980. Price: \$13.00.

key code 583 **101 Man and His Earth (3) UMC (CALS)** 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Interaction of man and his environment. Topics include the energy crisis, pollution, mineral wealth of the oceans, and the prediction and control of earthquakes. Rental charge for rock sets for this course is \$5.00, of which \$4.00 will be refunded when the material is returned in satisfactory condition. Include the \$5.00 charge for the rock sets with the course fees.
Texts: COATES, DONALD R., *Environmental Geology*, 1981. Price: \$26.00.

HEALTH AND PHYSICAL EDUCATION

See COLLEGE OF EDUCATION

HEALTH SERVICES MANAGEMENT

key code 597 **210HM The American Health Care System (3) UMC (CALS)** 12 lessons, 2 submitted. 2 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. The purpose of the course is to provide the student with a basic understanding of the major components of the American health care system. Information concerning the financing, planning, and regulating of health care services and health care manpower is presented. Additionally, emphasis is placed on the current issues in health care delivery and the impact they are having on the delivery system.
Texts: JONAS, *Health Care Delivery in the United States*, 1981. Price: \$21.00. HEALTH SERVICES MANAGEMENT DEPARTMENT, *Readings for the American Health Care System*. 1982. Price: \$5.00.

key code 577 **250HM Health Planning Principles (3) UMC (CALS)** 12 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: *HSM 210HM*. The course introduces students with the theories, concepts, and principles upon which the practice of planning is based. The course acquaints the student to the context in which health planning is practiced in the United

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States. The course also summarizes the current practice (application of process and techniques) at the community and institutional levels.

Texts: REEVES, *Introduction to Health Planning*, 1979. Price: \$25.00. WEBBER, "Effective Planning Committees for Hospitals," *Harvard Business Review*, May-June 1974. Price: \$.75.

key code 575 **270HM Principles of Health Care Finance (3) UMC (CALS)** 14 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: 6 hours of accounting. The course provides the basic principles of financial management and application of same. Basic financial tools used in planning and controlling health care institution activities and financial management techniques are presented.

Texts: MARTIN, *Basic Financial Management*, 1979. Price: \$21.00. POSYNIK, *Guide to Accounting Principles, Practices, and Systems for Nursing Homes*. Price: \$11.50.

key code 580 **300 Problems (Management of Long-Term Health Care Facilities) (3) UMC (CALS)** 15 lessons, 9 submitted. 2 exams-3 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: instructor's consent. This course provides for training in management principles as they apply to the management of a long-term health care facility. It also presents an overview of the patient care demands of the long-term patient, and defines departmental responsibilities in meeting these demands. Texts: ROGERS, *General Administration in the Nursing Home*, 3rd ed., 1980. Price: \$19.00. KANE, *Health Services Management, Vol. I & II*, 1980. Price: \$5.00.

key code 578 **340HM Economics of Health Care (3) UMC (CALS)** 13 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: 3 hours of economics and HSM 210HM *The American Health Care System*. Course is designed to provide an understanding of the application of basic economic principles and concepts to the health care delivery system. The emphasis of the course is on the delivery of personal health care services and the financing of those services. Focus is directed to definitions, measurements, and selection of public policies to achieve economic efficiency and equity in the financing and delivery of personal health care services.

Texts: HEALTH SERVICES MANAGEMENT, *Supplementary Reader on the Economics of Health Care*, 1981. Price: \$5.00. HEALTH SERVICES MANAGEMENT, *Economics of Health Care Lecture Series*, 1981. Price: \$5.00.

HISTORY

There are no specific prerequisites for courses in the Department of History with the exception of the usual class standing.

key code 831 **1 Foundations of Western Civilization (4) UMC** 26 lessons, 6 submitted. 3 exams-First and Second, 1 hour each; Final, 2 hours. Course Fee: \$172.00. Development of characteristic ideas and institutions of Western cultural tradition, from origin of civilization in ancient Near East to beginning of rapid social, political, intellectual transformation of Europe in the eighteenth century.

Texts: ADAMS, *The Western World, Volume I: to 1700*, 1968. Price: \$13.50. BAINTON, *Here I Stand: A Life of Martin Luther*. Price: \$2.95. ERICKSON, *Civilization and Society in the West*, 1978. Price: \$14.00. KEARNEY, *Science and Change, 1500-1700*, 1971. Price: \$5.95. STRAYER, *On the Medieval Origins of the Modern State*, 1970. Price: \$6.00. TIERNEY, *The Decline and Fall of the Roman Empire*, Historical Pamphlet Edition No. 3. Price: \$2.00. TIERNEY, *Feudalism—Cause or Cure of Anarchy?*, Historical Pamphlet Edition No. 4. Price: \$2.00. VOLTAIRE, *Candide, Zadig, and Selected Stories*. Price: \$2.25.

key code 560 **3 Survey of American History to 1865 (3) UMC (CALS)**

key code 561 **101 American History I (3) UMKC (CALS)**

key code 562 **175 American History I (3) UMR (CALS)**

key code 563 **3 American Civilization (3) UMSL (CALS)** 12 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Introduction to U.S. history through the Civil War, surveying political, economic, social, and cultural development of the American people.

Texts: DEGLER, *The Democratic Experience*, 4th ed., 1977. Price: \$16.00. DONALD, *Lincoln Reconsidered: Essays on the Civil War Era*, 2nd ed., (enlarged), 1961. Price: \$3.95. DOUGLASS, *Narrative of the Life of an American Slave*, 1968. Price: \$1.95. FLEXNER, *Washington, the Indispensable Man*, 1974. Price: \$3.95. HOFSTADTER, *The American Political Tradition*, 1974. Price: \$3.95.

- key code 725 **4 Survey of American History Since 1865 (3) UMC (CALS)**
- key code 726 **102 American History II (3) UMKC (CALS)**
- key code 727 **176 American History II (3) UMR (CALS)** 13 lessons, 9 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Introduction to U.S. history since 1865, surveying political, economic, social, and cultural development of the American people. Texts: LITWACK, *The United States*, vol. II, 5th ed., 1982. Price: \$17.00. YOUNGS, *AMERICAN REALITIES*, vol. II, 1981. Price: \$10.00.
- key code 587 **173 Age of Ascendancy (3) UMC (CALS)** 10 lessons, 10 submitted. 2 exams-1½43 Seach. Course Fee: \$129.00. Prerequisite: *sophomore standing*. Surveys the Cold War in Europe and Asia, the Vietnam War, Middle East Policy, and the nuclear arms race. Not for advanced students in history. Texts: YERGIN, *Shattered Peace: The Origins of the Cold War and the National Security State*, 1977. Price: \$10.95. AMBROSE, *Rise to Globalism: American Foreign Policy, 1938-80*, 2nd revised edition, 1980. Price: \$4.95. HERRING, *America's Longest War: The United States and Vietnam: 1950-1975*, 1979. Price: \$10.00.
- key code 729 **231 Contemporary Europe (3) UMC (CALS)** 15 lessons, 6 submitted. 3 exams-1½ hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Political, social, and economic development of Europe from 1900 to the present, with emphasis on the period between the two world wars. Texts: BULLOCK, *Hitler: A Study in Tyranny*, abridged ed., 1964. Price: \$2.95. HUGHES, *Contemporary Europe: A History*, 4th ed., 1976. Price: \$22.00. VON LAUE, *Why Lenin? Why Stalin?*, 2nd ed. Price: \$5.00. WEBER, *Varieties of Fascism*, 1964. Price: \$5.00. WISKEMANN, *Fascism in Italy: Its Development and Influence*, 2nd ed., 1970. Price: \$4.50. WRIGHT, *The Ordeal of Total War, 1939-1945*, 1968. Price: \$3.95.
- key code 543 **359 History of the Old South (3) UMC (CALS)**
- key code 544 **358 History of the American South (3) UMKC (CALS)**
- key code 545 **254 The Antebellum South (3) UMR (CALS)**
- key code 546 **327 History of the American South (3) UMSL (CALS)** 14 lessons, 14 submitted. 2 exams-1½ hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Study of the South to 1860. Texts: EATON, *A History of the Old South: The Emergence of a Reluctant Nation*, 3rd ed., 1975. Price: \$25.00. GENOVESE, *Roll, Jordan, Roll*, 1977. Price: \$8.95. HUGGINS, *Black Odyssey*, 1977. Price: \$2.50. RAWICK, *From Sundown to Sunup: The Making of the Black Community*, 1972. Price: \$4.45.
- key code 598 **364 The Period of the American Revolution, 1760-1789 (3) UMC (CALS)** 9 lessons, 5 submitted. 2 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Analysis of the Revolution, its causes and consequences, through the establishment of the new government in 1789. Texts: FERGUSON *The American Revolution: A General History, 1763-1790*, 1979. Price: \$10.65. LENDER, *A Respectable Army: The Military Origins of the Republic, 1763-1789*, 1982. Price: \$8.95.
- key code 832 **400 Special Topics in American History (3) UMKC** 14 lessons, 14 submitted. 2 exams-1½ hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. This course traces the role of America after the beginning of the Cold War. A brief summary of post-World War II events, including aid to Europe, the Korean War, domestic, political, and cultural changes preceding the Eisenhower years, the New Frontier, the Great Society, and the changes in the 1970's. Topics such as the rise of the "third world" in foreign policy consideration, the civil rights crisis at home and the development of the welfare state all receive attention. Texts: HAMMOND, *Cold War and Detente*, 1975. Price: \$12.00. HERBERS, *The Black Dilemma*, 1973. Price: \$1.95. MARCUS, *A Brief History of the United States Since 1945*, 1975. Price: \$7.50.

HORTICULTURE

- key code 576 **20 Basic Home Horticulture (3) UMC (CALS)** 13 lessons, 13 submitted. 2 exams 1½ hours each. Course Fee: \$129.00. Discussions and scientific rationale of the current cultural practices for the growing of home horticultural plants. Texts: BIENZ, *The Why and How of Home Horticulture*, 1980. Price: \$20.00. UNIVERSITY OF MISSOURI EXTENSION, *Grounds for Gardening, A Horticultural Guide*. Price: \$6.00.

JOURNALISM

key code 526 **309 History and Principles of Journalism (3) UMC (CALS)** 15 lessons, 15 submitted. 2 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. History of the mass media in America, tracing the development from the colonial press through the complex mass media of today. Students taking the B.J. degree are required to take this course on the campus.
Text: EMERY, *The Press and America*, 4th ed., 1978. Price: \$20.00

key code 513 **380 High School Journalism (2) UMC (CALS)** 10 lessons, 10 submitted. 2 exams 2 hours each. Course Fee: \$86.00, undergraduate; \$108.00, graduate. Stresses the topics to be taught at the secondary level and how to teach them. Analysis of problems facing scholastic journalism, resources and aids available to the teacher.
Text: ENGLISH, *Scholastic Journalism*, 6th ed., 1978. Price: \$9.00.

MANAGEMENT

key code 573 **202 Fundamentals of Management (3) UMC (CALS)** 15 lessons, 6 submitted. exams-Midterm, 1½ hours; Final, 2 hours. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Introduction to the basic concepts of management and organization; their application to operations and personnel management.
Text: TREWATHA, *Management Functions and Behavior*. Revised ed. Price: \$20.00.

key code 733 **310 Personnel Management (3) UMC (CALS)** 9 lessons, 9 submitted. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: 202 or instructor's consent. Manpower policies, procedures of business enterprise.
Texts: BEACH, *Personnel: The Management of People at Work*, 3rd ed., 1975. Price: \$18.00. BEACH, *Managing People at Work: Readings in Personnel*, 2nd ed., 1975. Price: \$11.00.

MARKETING

key code 581 **204 Principles of Marketing (3) UMC (CALS)** 18 lessons, 9 submitted. 2 exams. Midterm, 1 hour; Final, 1½ hours. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: Economics 51. Institutions, processes, problems involved in transferring goods from producer to consumer; emphasis for economics, social aspects.
Texts: ENIS, *Marketing Principles*, 3rd ed., 1980. Price: \$24.50. PATHAK, *Student Involvement Guide: Marketing Principles*, 3rd ed., 1980. Price: \$10.00.

MATHEMATICS

key code 529 **3 Basic Algebra (2) UMC (CALS)** 14 lessons, 14 submitted. 2 exams-Midterm, 1 hour; Final, 2 hours. Course Fee: \$86.00. For students with less than one unit of high school algebra. No credit in Arts and Science and not recommended for credit toward any baccalaureate degree.
Texts: GROSS, *Algebra by Example: An Elementary Course*, 1978. Price: \$18.00. GROSS, *Algebra by Example: Student Solutions Manual 1*, 1978. Price: \$9.00.

key code 522 **4 Business Mathematics (3) UMC (CALS)** 10 lessons, 10 submitted. 2 exams-2½ hours each. Course Fee: \$129.00. For students in Education specializing in commercial education, distributive education; others on Dean's request. Application of elementary arithmetic and algebra to retailing, general business. No credit in B & PA.
Text: WILLERDING, *The Business of Mathematics*, 1977. Price: \$16.25.

key code 735 **7 Algebra for Elementary Teachers (3) UMC (CALS)** 15 lessons, 15 submitted. 3 exams-2 hours each. Course Fee: \$129.00. Open only to students majoring in Elementary Education. Focuses on development of real number systems, other numeration systems; some elementary number theory; functions, relations, linear equations, inequalities, other polynomials.
Text: PETERSON, *Theory of Arithmetic*, 3rd ed. Price: \$27.00.

key code 833 **8 Geometry for Elementary Teachers (3) UMC** 18 lessons, 18 submitted. 2 exams-Midterm, 2 hours; Final, 3 hours. Course Fee: \$129.00. Prerequisite: 7. Devoted primarily to informal geometry, including study of points, lines, planes, space similarity, congruence, measurement, and elementary geometric constructions. Other topics discussed: probability and characteristics of other geometries.
Text: KEEDY, *Geometry: A Modern Introduction*, 2nd ed. Price: \$16.00.

key code 585 **9 Trigonometry (2) UMC (CALS)** 8 lessons, 8 submitted. 2 exams-Midterm, 2 hours; Final, 3 hours. Course Fee: \$86.00. Prerequisite: *either 1½ units algebra and 1 unit geometry; or 1 unit geometry and concurrent enrollment in 10 (college algebra).* The course covers the basic trigonometric functions (sine, cosine, and tangent) and their reciprocals; radian measure, fundamental relations (identities), combinations of angles, logarithms, oblique triangles, and inverse functions.
Text: C. L. JOHNSTON, *Plane Trigonometry: A New Approach*, Second Edition. 1978. Price: \$21.50.

key code 736 **12 Basic Concepts of Modern Mathematics (3) UMC (CALS)**

key code 737 **10 Introduction to Mathematical Ideas (3) UMR (CALS)**

key code 738 **15 Mathematics: Ideas and Structures (3) UMSL (CALS)** 11 lessons, 11 submitted. 2 exams-3 hours each. Course Fee: \$129.00. Basic ideas in mathematics, with emphasis on its variety and structure. Gives an appreciation of mathematics in everyday life. *Math 12 (UMC) satisfies the basic skills required for math for Arts and Science, but will not substitute for Math 10 (UMC) as a prerequisite for other courses.*

Text: MILLER, *Mathematics: An Everyday Experience*, 1976. Price: \$15.00.

key code 524 **60 Finite Mathematics (3) UMC (CALS)** 7 lessons, 7 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Prerequisite: *C or better in Math 10 or equivalent.* Introduces matrices and linear programming and probability. Primarily for non-physical science majors.

Text: MAKI, *Finite Mathematics*, 1978. Price: \$20.00.

key code 835 **61 Elements of Calculus (3) UMC** 9 lessons, 9 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Prerequisite: *C or better in Math 10 or equivalent.* Introductory analytic geometry, derivatives, definite integrals. Restricted to students preparing to enter College of Business and Public Administration. No credit for students who have completed a calculus course.

Text: WHIPKEY, *The Power of Calculus*, 2nd ed., 1975. Price: \$14.00. NOTE: This textbook is also used for CALCULUS FOR SOCIAL AND NATURAL SCIENCES I.

key code 836 **80 Analytic Geometry and Calculus I (5) UMC**

key code 837 **8 Calculus with Analytic Geometry I (5) UMR**

key code 838 **80 Analytic Geometry and Calculus I (5) UMSL** 13 lessons, 13 submitted. 2 exams-Midterm, 1½ hours; Final, 2 hours. Course Fee: \$215.00. Prerequisites: *UMC-C or better in Math 14 or equivalent; UMR-by placement exam or by 4 and 6 or equivalent; UMSL-C or better in 40 or knowledge of trigonometry and either 30 or satisfactory score on placement exam.* Straight lines, conic sections, polar coordinates, coordinate transformations, functions, limits, continuity, derivatives, anti-derivatives, definite integrals.

Text: GOODMAN, *Analytic Geometry and the Calculus*, 1974. Price \$20.50. NOTE: This textbook is also used for CALCULUS II and CALCULUS III.

key code 839 **175 Calculus II (5) UMC**

key code 840 **21 Calculus with Analytic Geometry II (5) UMR**

key code 841 **175 Analytic Geometry and Calculus II (5) UMSL** 14 lessons, 14 submitted. 3 exams-First and Second, 2 hours each; Final, 3 hours. Course Fee: \$215.00. Prerequisites: *UMC-C or better in 80 or 81 or equivalent training; UMR-8 or equivalent; UMSL-C or better in 80 or equivalent.* Definite integrals, applications and techniques of integration, elementary transcendental functions, infinite series.

Text: GOODMAN, *Analytic Geometry and the Calculus*, 1974. Price: \$20.50. NOTE: This textbook is also used for ANALYTIC GEOMETRY and CALCULUS I and CALCULUS III.

key code 842 **201 Calculus III (4) UMC**

key code 843 **22 Calculus with Analytic Geometry III (4) UMR**

key code 844 **201 Analytic Geometry and Calculus III (4) UMSL** 11 lessons, 11 submitted. 2 exams-2½ hours each. Course Fee: \$172.00, undergraduate; \$216.00, graduate. Prerequisites: *UMC-C or better in 175 or equivalent training; UMR-21 or equivalent; UMSL-C or better in 175 or equivalent.* Vectors, solid analytic geometry, calculus of several variables.

Text: GOODMAN, *Analytic Geometry and The Calculus*, 1974. Price: \$20.50. NOTE: This textbook is also used for ANALYTIC GEOMETRY and CALCULUS I and CALCULUS II.

key code 845 **207 Calculus for Social and Natural Sciences I (3) UMC** 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: *C or better in Math 10 or equivalent.* The real number system, functions, analytic geometry, sequences, derivatives, maximum-minimum problems. No credit for students who have completed a calculus course.

Text: WHIPKEY, *The Power of Calculus*, 2nd ed., 1975. Price: \$14.00 NOTE: This textbook is also used for ELEMENTS OF CALCULUS.

PHILOSOPHY

- key code 517 **1 General Introduction to Philosophy (3) UMC (CALS)**
key code 518 **210 Foundations of Philosophy (3) UMKC (CALS)**
key code 520 **50 Major Questions in Philosophy (3) UMSL (CALS)**
key code 519 **5 Introduction to Philosophy (3) UMR (CALS)** 20 lessons, 0 submitted. 3 exams-1½ hours each. Course Fee: \$129.00. Principal problems of philosophy, their typical solutions. Problems of knowledge, natural world, society.
Texts: DESCARTES, *Discourse on Method and Meditations*, 1960. Price: \$4.25. EDWARDS, *A Modern Introduction to Philosophy*, 3rd ed., 1973. Price: \$19.00.
- key code 537 **10 Introduction to Logic (3) UMC (CALS)**
key code 538 **222 Foundations of Logic and Scientific Methods (3) UMKC (CALS)**
key code 539 **15 Introduction to Logic (3) UMR (CALS)**
key code 540 **60 Logic and Language (3) UMSL (CALS)** 11 lessons, 11 submitted. 3 exams-1½ hours each. Course Fee: \$129.00. Introduction to the principles of inductive reasoning, the critical analysis of arguments, and the detection of fallacies.
Text: COPI, *Introduction to Logic*, 5th ed., 1978. Price: \$19.00.

POLITICAL SCIENCE

- key code 541 **1 American Government (3) UMC (CALS)** 15 lessons, 4 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Theory, politics, and constitutional development of American democracy at national and state levels; examines contemporary issues in foreign, military, and economic affairs; meets state law requirement.
Text: HARRINGTON, *The Other America*, 1969. Price: \$4.95. WATSON & FITZGERALD, *Promise and Performance of American Democracy*, (National, State, and Local Edition), 3rd ed., 1978. Price: \$17.00.
- key code 739 **11 Introduction to Political Science (3) UMC (Partly CALS)** 16 lessons, 8 submitted. 2 exams-3 hours each. Course Fee: \$129.00. Introduction to scope and content of politics: theory and operation of democratic and nondemocratic governments. Meets Missouri state law constitutional requirement. Students taking this course may not take 1, and vice versa.
Texts: BRZEZINSKI, *Political Power: USA/USSR*, 1971. Price: \$4.95. MERKL, *Political Continuity and Change*, 1972. Price: \$13.00. KENNEDY, *Thirteen Days: A Memoir of the Cuban Missile Crisis*, 1969. Price: \$1.95.
- key code 574 **310 Introduction to Public Administration (3) UMC (CALS)** 10 lessons, 10 submitted. 2 exams-1 hour each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. This course surveys recurring themes, conceptual problems, and substantive findings in the literature of public administration with particular attention to U.S. public bureaucracies.
Texts: SHAFRITZ, *Classics of Public Administration*. Price: \$12.50. MEIER, *Politics of the Bureaucracy: Policymaking in the Fourth Branch of Government*. Price: \$12.00.

PSYCHOLOGY

- key code 740 **1 General Psychology (3) UMC (CALS)**
key code 741 **210 General Psychology (3) UMKC (CALS)**
key code 742 **50 General Psychology I (3) UMR (CALS)**
key code 743 **3 General Psychology (3) UMSL (CALS)** 20 lessons, 20 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Survey of facts, principles, and methods in the study of human behavior.
Text: McCONNELL, *Understanding Human Behavior*, 2nd ed., 1977. Price: \$16.00.
- key code 527 **170 Child Psychology (3) UMC (CALS)** 12 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Prerequisite: 1 or 2. Origins and development of child behavior with emphasis on basic processes, theory, and research rather than on application or guidance.
Text: McCANDLESS, *Children: Behavior and Development*, 3rd ed., 1977. Price: \$24.00.
- key code 547 **180 Fundamentals of Abnormal Psychology (3) UMC (CALS)** 12 lessons, 12 submitted. 2 exams-1½ hours each. Course Fee: \$129.00. Prerequisite: 1 or 2. Basic survey of maladaptive human behavior and experience; character disorder, alcohol and drug abuse, neurosis, psychosis.
Texts: McMAHON, *Abnormal Behavior: Psychology's View*, 1976. Price: \$25.00. SHEAN, ed., *Dimensions in Abnormal Psychology*, 2nd ed., 1976. Price: \$16.00.

key code 744 **260 Social Psychology (3) UMC (Partly CALS)**

key code 745 **270 Social Psychology (3) UMR (Partly CALS)**

key code 746 **160 Social Psychology (3) UMSL (Partly CALS)** 10 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Social bases of behavior and behavior of individuals in social situations. Prerequisite: UMC-1 or 2 and/or Sociology 1; UMR-no prerequisite; UMSL-3 or 10 or Sociology 10.

Text: WRIGHTSMAN, *Social Psychology in the Eighties*, 3rd ed., 1980.

key code 602 **212 Human Learning (3) UMC (CALS)** 13 lessons, 5 submitted. 2 exams-2 hours each.

Course Fee: \$129.00, undergraduate; \$162.00, graduate. The factors that affect human learning and memory; the basic principles of learning and retention and forgetting. Prerequisite: 1 or 2.

Text: HOUSTON, *Fundamentals of Learning and Memory*, 2nd ed., 1981. Price: \$22.50.

key code 548 **271 Adolescent Psychology (3) UMSL (CALS)** 15 lessons, 6 submitted. 3 exams-2 hours each.

Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: UMSL-3 or 100. Principles of biological, behavioral, and personality development from puberty to maturity.

Text: CONGER, *Adolescence and Youth: Psychological Development in a Changing World*, 2nd ed., 1977. Price: \$22.50.

RECREATION AND PARK ADMINISTRATION

key code 853 **10 Introduction to Leisure Studies (3) UMC★ (Formerly Introduction to Recreation.)** 14

lessons, 14 submitted. 3 exams-First and Second, 2 hours each; Final, 3 hours. Course Fee: \$129.00. History of the recreation and leisure movement; theories and philosophies of play, recreation, and leisure. Rental charge for reference materials for this course is \$25.00, of which \$20.00 will be refunded when the material is returned in satisfactory condition. Include the \$25.00 charge for the material with the course fees.

Texts: BRIGHTBILL, *The Challenge of Leisure*, 1960. Price: \$2.45. CARLSON, *Recreation in American Life*, 2nd ed., 1972. Price: \$14.00. GODBEY, *Leisure Studies and Services: An Overview*, 1976. Price: \$7.25.

key code 854 **151 Introduction to Leisure Service Management (3) UMC (Formerly Community**

Recreation.) 10 lessons, 10 submitted. 2 exams-Midterm, 1½ hours; Final, 2 hours. Course Fee: \$129.00. Prerequisite: 10, 11, 111, or instructor's consent. Survey of recreation: history, leadership, facilities, problems and administration.

Text: BUTLER, *Introduction to Community Recreation*, 5th ed., 1976. Price: \$15.50.

300 Problems (1-3) UMC Course Fee: \$43.00 per credit hour, undergraduate; \$54.00 per credit hour, graduate. It will be necessary for the student doing work of this type to consult with a faculty member in the department at UMC for the design of the problem to be investigated and designation of the appropriate credit. If you are not a UMC student, send your application form with the fee for the number of hours for which you are applying. Also, on a separate sheet, write a concise statement describing 1) why you wish to take this course, 2) your particular objective, area of interest, or other information that will assist the professor in assigning the work to be done, and 3) your previous courses or experience in the area of your interest. For more information about special readings/problems courses, see page 5.

404 Readings in the Field of Recreation (1-3) UMC Course Fee: \$43.00 per credit hour, undergraduate; \$54.00 per credit hour, graduate. Selected readings based on student's needs. Emphasis may be placed on a student's area of interest. Prerequisite: *consent of adviser; open to students majoring in the field of recreation*. If you are not a UMC student, send your application form with the fee for the number of hours for which you are applying. Also, on a separate sheet, write a concise statement describing 1) why you wish to take this course, 2) your particular objective, area of interest, or other information that will assist the professor in assigning the work to be done, and 3) your previous courses or experience in the area of your interest. For more information about special readings/problems courses, see page 5.

RELIGIOUS STUDIES

key code 747 **110 Introduction to the Old Testament (3) UMC (CALS)** 12 lessons, 12 submitted. 3 exams-1 hour each. Course Fee: \$129.00. Introduces the literature, history, and thought of the Old Testament and scholarly theories necessary for academic study of the Bible. Covers the traditions of creation, election, covenant, monarchy, prophecy, and post-exilic Judaism.

Texts: ANDERSON, *Understanding the Old Testament*, 3rd ed., 1975. Price: \$23.00. *The Bible* (any edition—not available from the Center).

University Courses

key code 748 **121 Introduction to the New Testament (3) UMC (CALS)** 15 lessons, 7 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Central documents of Christian religion to determine origin, authorship, literary structure, nature, permanent value.
Texts: KEE, *Understanding the New Testament*, 3rd ed., 1973. Price: \$19.00. *The Bible* (Revised Standard Version—not available from the Center).

key code 515 **122 Life and Teachings of Jesus (3) UMC (CALS)** 23 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Brief historical introduction; principal events in the life of Jesus. His teachings with application to life today.
Text: CONNICK, *Jesus: the Man, the Mission, and the Message*, 2nd ed., 1974. Price: \$20.00.

key code 579 **124 Life and Letters of Paul (3) UMC (CALS)** 11 lessons, 4 submitted. 2 exams-1 hour each. Course Fee: \$129.00. Survey of life and religious thought of the Apostle Paul. Examines the major letters and the Acts of the Apostles. Traces Paul's influence on the development of Christianity.
Text: SANDMEL, *The Genius of Paul: A Study in History*, 1979. Price: \$5.95. ROETZEL, *The Letters of Paul: Conversations in Context*, 1975. Price: \$4.95.

key code 542 **130 Major World Religions (3) UMC (CALS)** 16 lessons, 8 submitted. 2 exams-2 hours each. Course Fee: \$129.00. A study of the differing ways in which the great world religions interpret life and reality. A survey of the basic ideas in Confucianism, Taoism, Shintoism, Hinduism, Jainism, Buddhism, Judaism, Zoroastrianism, Christianity, Sikhism, and others.
Text: NOSS, *Man's Religions*, 5th ed., 1974. Price: \$22.00.

ROMANCE LANGUAGES

FRENCH

Students entering with 0 to 1 high school units of French should take French I. Those with 2 high school units of French may take French 1 or 2. Students with 3 high school units in French may take French 103, or French 1 or 2.

key code 857 **1 Elementary French 1 (5) UMC*** 13 lessons, 13 submitted. 4 exams-First, Second, and Third, 1½ hours each; Final, 2½ hours. Course Fee: \$215.00. Introduction to French grammar and composition. Practice in hearing and speaking French through the use of audio cassette tapes. Rental charge for audio cassettes for this course is \$10.00, of which \$5.00 will be refunded when the material is returned in satisfactory condition. Include the \$10.00 charge for the tapes with the course fees. *Access to a cassette tape recorder is required.*
Texts: VALDMAN, *Langue et Culture*, 1975. Price: \$21.00. VALDMAN, *Workbook for Langue et Culture*, 1975. Price: \$6.00. NOTE: These textbooks are also used for 2 ELEMENTARY FRENCH II.

key code 858 **2 Elementary French II (5) UMC*** 19 lessons, 19 submitted. 4 exams-First, Second, and Third, 1½ hours each; Final, 2½ hours. Course Fee: \$215.00. Prerequisite: *C or better in 1 or equivalent.* A continuation of French grammar and composition. Practice in hearing and speaking French through the use of audio cassette tapes. Rental charge for audio cassettes for this course is \$10.00, of which \$5.00 will be refunded when the material is returned in satisfactory condition. Include the \$10.00 charge for the tapes with the course fees. *Access to a cassette tape recorder is required.*
Texts: VALDMAN, *Langue et Culture*, 1975. Price: \$21.00. VALDMAN, *Workbook for Langue et Culture*, 1975. Price: \$6.00. NOTE: These textbooks are also used for 1 ELEMENTARY FRENCH I.

key code 859 **103 French Reading (3) UMC** 11 lessons, 11 submitted. 2 exams-2 hours each. Course Fee: \$129.00. Prerequisite: *2 or equivalent.*
Texts: COMEAU, *Ensemble Grammaire*, 1977. Price: \$12.00. MOORE, *Onze Contes*, 1957. Price: \$9.50. HALL, *Nouvelles Françaises*, 1959. Price: \$5.25.

SPANISH

Students entering with no high school units in Spanish should take Spanish 1. Those with 1 high school unit in Spanish may take Spanish 1 or 2. Students with 2 high school units in Spanish should take Spanish 2. Students with 3 high school units in Spanish may take Spanish 103 or Spanish 2.

key code 861 **1 Elementary Spanish I (5) UMC*** 13 lessons, 13 submitted. 3 exams-First and Second, 1 hour each; Final, 1½ hours. Course Fee: \$215.00. Practice in hearing and speaking Spanish through the use of audio cassette tapes. Rental charge for audio cassettes for this course is \$10.00, of which \$5.00 will

be refunded when the material is returned in satisfactory condition. Include the \$10.00 charge for tapes with the course fees. *Access to a cassette tape recorder is required.*

Texts: ALLEN, *Habla español*, 1976. Price: \$15.00. SNYDER, *Manual de laboratorio*, 1976. Price: \$5.00. STANSFIELD, *Cuaderno de ejercicios*, 1976. Price: \$5.00. NOTE: These textbooks are also used for 2 ELEMENTARY SPANISH II.

key code 862 **2 Elementary Spanish II (5) UMC*** 18 lessons, 18 submitted. 3 exams-First and Second, 1 hour each; Final, 3 hours. Course Fee: \$215.00. Prerequisite: *C or better in 1 or equivalent*. Continuation of Spanish 1. Practice in hearing and speaking Spanish through the use of audio cassette tapes. Rental charge for audio cassettes for this course is \$10.00, of which \$5.00 will be refunded when the material is returned in satisfactory condition. Include the \$10.00 charge for the tapes with the course fees. *Access to a cassette tape recorder is required.*

Texts: ALLEN, *Habla español*, 1976. Price: \$15.00. CASONA, *La dama del alba*, 1947. Price: \$6.00. SNYDER, *Manual de laboratorio*, 1976. Price: \$5.00. STANSFIELD, *Cuaderno de ejercicios*, 1976. Price: \$5.00. NOTE: The Allen, Snyder, and Stansfield books are also used for ELEMENTARY SPANISH I.

key code 596 **103 Spanish Reading (3) UMC (CALS)** 12 lessons, 4 submitted, 2 exams, 2 hours each. Course Fee: \$129.00. Prerequisite: *2 or equivalent*. Designed to teach students to read fairly sophisticated Spanish. The texts have been selected for enjoyment as well as to build vocabulary and improve comprehension.

Texts: COPELAND, *Civilización y cultura*, 1981, Price: \$14.00; ARJONA, *Quince cuentos de las Españas*, 1971, Price: \$8.50; CASONA, *Corona de amor y muerte*, 1960, Price: \$4.95.

RURAL SOCIOLOGY

key code 512 **1 Rural Sociology (3) UMC (CALS)** 12 lessons, 6 submitted. 2 exams-Midterm, 2 hours; Final, 3 hours. Course Fee: \$129.00. Introduction to sociology of rural and small town society, structure, functioning, trends, and interrelations with the larger society.

Texts: MCNALL, *The Sociological Experience*, 3rd ed., 1974. Price: \$10.65. MERRILL, *Radical Agriculture*, 1976. Price: \$6.95. SANDERS, *Rural Society*, 1977. Price: \$9.50.

SOCIOLOGY

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

key code 571 **50 Social Deviance (3) UMC (CALS)**

key code 514 **200 Sociology of Deviant Behavior (3) UMSL (CALS)** 15 lessons, 13 submitted. 2 exams-Midterm, 1 hour; Final, 2 hours. Course Fee: \$129.00. Prerequisite: *UMC-1 or 40 UMSL-3 hours of sociology or anthropology*. Survey of approaches to the study of behaviors commonly regarded as deviant such as crime, sexual abuse, substance abuse, mental illness, etc.

Text: NETTLER, *Social Concerns*, 1976. Price: \$12.00.

key code 531 **215 Collective Behavior (3) UMC (CALS)** 12 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: *1 or 40 (same as Peace Studies 215)*. Analysis of crowd behavior and related phenomena: rumors, disasters, fashions. Social responses to unclear, dangerous, or unjust conditions. The dynamics of conflict, consensus, and change.

Texts: BERK, *Collective Behavior*, 1974. Price: \$2.95. TURNER, *Collective Behavior*, 1972. Price: \$20.00.

key code 864 **322 Aging in American Society (3) UMC** 6 lessons, 6 submitted. 2 exams-Midterm, 2 hours; Final, 3 hours. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: *6 hours of sociology and junior standing*. Sociological research and theories of aging and old age; historical, demographic, comparative, social, psychological and structural topics are studied in depth.

Texts: HOFFMAN, *The Daily Needs and Interests of Older People*, 1970. Price: \$24.75. LOETHER, *Problems of Aging: Sociological and Social Psychological Perspectives*. 2nd ed., 1975. Price: \$6.00.

key code 549 **337 Race and Ethnic Relations (3) UMC (CALS)**

key code 550 **324 Race Relations (3) UMKC (CALS)**

key code 551 **245 Racial and Cultural Minorities (3) UMR (CALS)** 13 lessons, 13 submitted. 2 exams-1 hour each. Course Fee: \$129.00, undergraduate; \$162.00, graduate. Prerequisite: *UMC 1 or 40 and junior standing, UMKC and UMR-no prerequisite*. The experience of racial and ethnic minorities; inequality, assimilation, ethnic and racial conflict, accommodation.

University Courses

Texts: KITANO, *Race Relations*, 1974. Price: \$16.00. YETMAN, *Majority and Minority*, 2nd ed., 1975. Price: \$10.00.

SPANISH

See ROMANCE LANGUAGES

SPECIAL EDUCATION

See COLLEGE OF EDUCATION

STATISTICS

key code 570 **31 Elementary Statistics (3) UMC (CALS)** 10 lessons, 10 submitted. 3 exams: I & II-1½ hours each; III-2 hours. Course Fee: \$129.00. Prerequisite: *Math 10*. Collection, presentation of data; averages; dispersion; introduction to statistical inference, estimation, hypothesis testing, correlation. Text: KHAZANIE, *Elementary Statistics in a World of Applications*, 1979. Price: \$23.50.

Also see R370 *EDUCATIONAL STATISTICS I*, page 16.

The Center for Independent Study reserves the right to change instructor, to discontinue courses, or to adjust fees listed in this catalog as circumstances warrant.

*Not available to persons with addresses that do not have U.S. Zip codes.

HIGH SCHOOL COURSES

Check these important points before enrolling in a high school course through independent study!

A

the italicized number before the course title is called a "key code." This is a three-digit number we use to identify that course. (see sample below)

B

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

A

key code 153

10th Grade English (Partly CALS) First Half Unit: 12 lessons, 12 submitted. 2 exams-3 hours each. Course Fee: \$34.00. The study of composition is continued from the ninth grade courses. The reading assignments are designed to enhance the student's understanding and appreciation of literature; the writing assignments are designed to familiarize the student with a variety of expressive techniques. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment.

Texts: ANDERSON, *Scholastic Composition, Level 4*, 1980. Price: \$11.50. CARLSEN, *Encounters*, 3rd ed., 1979. Price: \$18.00.

B

*indicates courses not available to students with addresses that do not have U.S. Zip Codes.



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



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

AGRICULTURE

key code 157 **Agriculture (CALS)** First Half Unit: 12 lessons, 12 submitted. 2 exams-3 hours each. Course Fee: \$38.00. A general introduction to agriculture in Missouri and the United States. Livestock production is also studied.

Text: EVANS, *Exploring Agriculture*, 4th ed., 1973. Price: \$26.50.

key code 158 **Agriculture (CALS)** Second Half Unit: 11 lessons, 11 submitted. 2 exams-3 hours each. Course Fee: \$38.00. Crop production, climate, water conservation, forests and wildlife are covered in the second half unit.

Text: same as for First half unit.

key code 156 **Functional Horsemanship** One Half Unit: 10 lessons, 6 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. This course explains how to work with horses successfully and safely. It shows how to select the best horse breed, horse, tack, equipment, and riding style for one's activities. It also outlines practical procedures for handling and caring for horses and horse equipment.

Texts: BRADLEY, *Horses: A Practical Approach*. 1981. Price: \$25.50.

ART

key code 401. **Art** First Half Unit: 14 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$38.00. Visual communication and personal expression through art are introduced in activities which include: drawing, design, sculpture, collage, and painting. Students will need to obtain their own art supplies.

Text: FAULKNER, *Art Today*, 5th ed., 1969. Price: \$23.00.

key code 402 **Art** Second Half Unit: 12 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$38.00. The ability to "see" is expanded with a variety of art experiences which include: cartooning, photography, fabric design, ceramic and glass, printing, and painting. Students will need to obtain their own art supplies.

Text: same as for First Half Unit.

BUSINESS EDUCATION

key code 135 **Bookkeeping (CALS)** First Half Unit: 22 lessons, 22 submitted. 2 exams-3 hours each. Course Fee: \$38.00. An introduction to accounting. Includes starting an accounting system and working through an accounting cycle in its simplest form. The combination journal and subsidiary ledgers are also covered.

Texts: SWANSON, *Century 21 Accounting*, 2nd ed., 1977. Price: \$14.00. SWANSON, *Century 21 Accounting, Working Papers & Study Guides*, 2nd ed., 1977. Price: \$8.00.

key code 137 **Bookkeeping (CALS)** Second Half Unit: 16 lessons, 16 submitted. 2 exams-3 hours each. Course Fee: \$38.00. Continuation of above. Automated data processing, payroll systems, accounting for sales tax, bad debts, depreciation, notes and interest, accrued revenue and expense, partnerships and corporations are studied.

Texts: same as for First Half Unit.

key code 421 **Career Planning: Charting Your Future (CALS)** One Half Unit: 15 lessons, 15 submitted. 1 exam-1 hour. Course Fee: \$38.00. Students enrolled in this course will identify their own interests, values, assets, skills, and goals in order to choose some careers they wish to explore and will then investigate those careers. Because of the investigative nature of the assignments, no letter grades are given in Career Planning: Charting Your Future. This course uses a Satisfactory/Unsatisfactory grading system.

Text: CAMPBELL, *If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else*, 1974. Price: \$3.50.

key code 130 **Clerical Practice (CALS)** One Half Unit: 19 lessons, 9 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. This course introduces the student to a variety of clerical practices such as setting up and typing several kinds of business letters, using word processing equipment, and preparing and filing financial reports and legal papers. Approximately half the course is devoted to the basic kinds of typing procedures.

Texts: PASEWORK, *Clerical Office Procedures*, 6th ed., 1978. Price: \$13.50. PASEWORK, *Clerical Office Procedures: Supplies Inventory*, 6th ed., 1978. Price: \$6.00.

key code 155 **Consumer and Business Law (CALS)** One Half Unit: 14 lessons, 7 submitted. 2 exams-1 hour each. Course Fee: \$38.00. This course is concerned with practical aspects of the law, focusing on the kinds of situations involving legal questions that students are most likely to encounter. The first section of the

course surveys the American legal system; the second section gives detailed attention to contracts.

Texts: ROSENBERG, *Understanding Business and Consumer Law*, 6th ed., 1979. Price: \$14.00.

key code 108 Consumer Economics: The Economic Environment (CALS) One Half Unit: 17 lessons, 16 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. Consumer Economics demonstrates how economic principles influence the daily lives of Americans.

Text: WARMKE, *Consumer Economic Problems*, 9th ed., 1977. Price: \$13.50.

key code 134 Economics: Making Decisions (CALS) One Half Unit: 16 lessons, 16 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. The study of how individuals and societies make decisions about the use of natural resources, labor, time, and money. The student is introduced to economic terminology and the everyday application of basic economic principles.

Text: OLSEN, *Economics: Principles & Applications*, 9th ed., 1978. Price: \$13.00.

key code 147 General Business (CALS) First Half Unit: 24 lessons, 24 submitted. 2 exams-Midterm: 2 hours, Final: 3 hours. Course Fee: \$38.00. An introduction to the economic world and how business serves the economy. Careers in the business world are discussed. Consumer education, money management and banking are also included in the topics covered.

Texts: DEBRUM, *General Business for Economic Understanding*, 11th ed., 1976. Price: \$13.50.

DEBRUM, *Activities and Projects for General Business, Units 1-6*, 11th ed., 1976. Price: \$5.00.

key code 148 General Business (CALS) Second Half Unit: 26 lessons, 26 submitted. 2 exams-Midterm: 1½ hours, Final: 2 hours. Course Fee: \$38.00. A continuation of the above course. The wide use of credit, insurance, investments, communication, transportation, the government's role in our economy, labor, world trade, career planning and job seeking are explored.

Texts: DEBRUM, *General Business for Economic Understanding*, 11th ed., 1976. Price: \$13.50.

DEBRUM, *Activities and Projects for General Business, Units 7-12*, 11th ed., 1976. Price: \$5.00.

key code 155 Retailing (CALS) One Half Unit: 10 lessons, 7 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. This course is designed to help the student investigate the field of retailing and develop competencies and insights into the factors involved in operating a retail enterprise. Topics covered in this course include the development of a store design, layout, and location; information on personnel supervision and organization; and the methods of buying, price-setting, and merchandise control.

Text: HARTLEY, *Retailing: Challenge and Opportunity*, 2nd ed., Price: \$23.00.

key code 136 Retail Merchandising (CALS) One Half Unit: 12 lessons, 6 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. Retail Merchandising is designed to provide a basic introduction to the field, particularly to the buying aspect of merchandising. The course takes a common-sense approach, focusing on the problems and choices that the retail buyer must confront.

Text: SHIPP, *Retail Merchandising: Principles and Applications*, 1976. Price: \$19.00.

key code 093 Salesmanship (CALS) First Half Unit: 12 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This course is designed to prepare students for careers in selling. Included are lessons on marketing, types of selling jobs, product knowledge, and preparing for the sales presentation.

Text: ERNEST, *Salesmanship Fundamentals*, 4th ed., 1973. Price: \$14.00.

key code 094 Salesmanship (CALS) Second Half Unit: 12 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This course continues the study of salesmanship. Included are lessons on closing the sale special selling problems, time, territory management, and law and ethics in selling.

Text: Same as for First Half Unit.

key code 169 Typing (Partly CALS) First Half Unit: 13 lessons 13 submitted. 2 exams-midterm 1½ hours; final, 1 hour & 40 minutes. Course Fee: \$38.00. This introductory course teaches correct typing techniques that promote accuracy and speed, proofreading notation, standard formats used in business and professional documents, and reports and tables.

Text: CRAWFORD, et al, *Century 21 Typewriting*, 3rd ed., 1982. Price: \$16.50.

key code 170 Typing (Partly CALS) Second Half Unit: 13 lessons, 13 submitted. 2 exams-2 hours each. Course Fee: \$38.00. Continuation of the above. This course teaches more complex forms of the basic materials covered in the First Half Unit and emphasizes improved typing proficiency—techniques, speed and accuracy.

Text: Same as for First Half Unit.

key code 107 You and the World of Work (CALS) One Half Unit: 9 lessons, 9 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. This course introduces the student to the work world. It addresses career choices, job applications, safety on the job, money management, and occupational advancement.

Text: KIMBRELL, *Succeeding in the World of Work*, 2nd ed., 1975. Price: \$16.00.

DRIVER EDUCATION

key code 105 **Driver Education (CALS)** One Half Unit: 8 lessons, 6 submitted. 2 exams-3 hours each. Course Fee: \$38.00. *Students should check with their principal for approval before enrolling in this course.* Topics covered include natural and applied laws, strategies, and driving maneuvers. Designed to promote a positive attitude towards safety, the course does *not* provide behind-the-wheel instruction; it does, however, prepare the student to acquire practical skills. Students who plan to obtain a driver's license from a state other than Missouri should obtain the driver guide for that state.

Text: JOHNSON, *Tomorrow's Drivers*, 1974. Price: \$8.00. Audio cassette tape, *Introductory Comments* by Don Marquardt. Price: \$1.75.

ENGLISH

key code 151 **9th Grade English (Partly CALS)** First Half Unit: 12 lessons, 12 submitted. 2 exams-Midterm: 2 hours, Final: 1½ hours. Course Fee: \$38.00. A thorough examination of the elements of English grammar with an emphasis on the development of writing skills. The reading of Homer's *The Iliad* provides an introduction to classical culture and epic literature. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment.

Texts: HOMER, *The Iliad* (Penguin Edition), 1950. Price: \$2.95. WARRINER, *English Grammar and Composition, Third Course* (Heritage Edition), 1977. Price: \$11.75.

key code 152 **9th Grade English (Partly CALS)** Second Half Unit: 12 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: \$38.00. Further examination of the elements of English grammar with an emphasis on composition. The reading of Homer's *The Odyssey* continues the introduction to classical culture and epic literature. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment.

Texts: HOMER, *The Odyssey* (Penguin Edition), 1946. Price: \$2.50. WARRINER, *English Grammar and Composition, Third Course* (Heritage Edition), 1977. Price: \$11.75.

key code 153 **10th Grade English (Partly CALS)** First Half Unit: 12 lessons, 12 submitted. 2 exams-3 hours each. Course Fee: \$38.00. The study of composition is continued from the ninth grade courses. The reading assignments are designed to enhance the student's understanding and appreciation of literature; the writing assignments are designed to familiarize the student with a variety of expressive techniques. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment.

Texts: ANDERSON, *Scholastic Composition, Level 4*, 1980. Price: \$11.50. CARLSEN, *Encounters*, 3rd ed., 1979. Price: \$18.00.

key code 154 **10th Grade English (Partly CALS)** Second Half Unit: 12 lessons, 12 submitted. 2 exams-3 hours each. Course Fee: \$38.00. A continuation of the study of composition and literature, with continued emphasis on developing the student's writing skills. Lessons must be submitted in the order assigned, with sufficient time for instructor comment.

Texts: same as for First Half Unit.

key code 065 **11th Grade English (Partly CALS)** First Half Unit: 12 lessons, 12 submitted. 2 exams-3 hours each. Course Fee: \$38.00. This course is divided into two sections, the first dealing with humor in American literature, the second dealing with the theme of the independent spirit. A few lessons on composition and grammar are included. Students will write essays and stories of their own. Lessons must be submitted in the order assigned, with sufficient time to allow for instructor comment.

Texts: CARLSEN, *American Literature: Themes and Writers*, 1973. Price: \$19.00. WARRINER, *English Grammar and Composition, Fifth Course*, 1973. Price: \$13.00.

key code 066 **11th Grade English (Partly CALS)** Second Half Unit: 12 lessons, 11 submitted. 2 exams-3 hours each. Course Fee: \$38.00. This course is divided into two sections; the first investigates the theme of justice, and the second deals with the search for values in literature. A few lessons on composition and grammar are included. Students will write stories about their own experiences and short essays in response to the literature. Lessons must be submitted in the order assigned, with sufficient time to allow for instructor comment.

Texts: same as for First Half Unit.

key code 103 **12th Grade English (Partly CALS)** First Half Unit: 11 lessons, 11 submitted. 2 exams-2 hours each. Course Fee: \$38.00. In addition to presenting a thorough review of general writing skills, this course surveys selections from the Anglo-Saxon, medieval and Elizabethan periods and from the 17th and 18th centuries. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment. *Access to a cassette tape player is required for this course.*

Texts: FEINSTEIN, *Programmed Writing Skills*, 1976. Price: \$12.50. McCORMICK, *Adventures in English Literature* (Classic Edition), 1973. Price: \$17.00. Audio cassette tape, *Macbeth*. Price: \$1.50.

key code 122 **12th Grade English (Partly CALS)** Second Half Unit: 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This course surveys selections from the Romantic and Victorian Ages and gives students the opportunity to express themselves in writing by responding to the reading selections. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment. Texts: same as for First Half Unit. No tapes.

key code 059 **Afro-American Literature: The Early Years (CALS)** One Half Unit: 9 lessons, 9 submitted. 3 exams-2 hours each. Course Fee: \$38.00. This course is a chronological survey of literature about the black experience beginning with the uprooting of blacks from Africa and continuing through slavery, the Civil War, Reconstruction, and the early twentieth century. It concludes with the great creative upsurge known as the Harlem Renaissance. Sources include narrative and autobiographical accounts as well as poetry, essays, short stories, and novels.

Texts: CHAPMAN, *Black Voices*, 1968. Price: \$3.95. *Three Negro Classics: Up from Slavery, the Souls of Black Folk, The Autobiography of an Ex-Colored Man*, 1966. Price: \$3.50. WALKER, *Jubilee*. Price: \$2.50.

key code 139 **American Environment through Literature (CALS)** One Half Unit: 10 lessons, 8 submitted. 3 exams-3 hours each. Course Fee: \$38.00. The American environment has played a major role in the writings of many authors. Through some of these works this course will explore many aspects of the American environment from the Klondike gold rush to the effects of a nuclear war.

Texts: CLARK, *The Ox-Bow Incident*. Price: \$2.50. KNOWLES, *A Separate Peace*. Price: \$2.50. LONDON, *Call of the Wild*, (Enriched Classics Edition). Price: \$1.50. MILLER, *The American Literary Tradition*, 1976. Price: \$7.00. PARKS, *The Learning Tree*. Price: \$2.25. SHUTE, *On the Beach*. Price: \$2.50. NOTE: The Miller textbook is also used for AMERICAN LITERATURE TO 1890.

key code 057 **American Literature to 1890 (CALS)** One Half Unit: 9 lessons, 3 submitted. 3 exams-3 hours each. Course Fee: \$38.00. Designed as a chronological survey of American literature from its Colonial beginnings to the era of Mark Twain, the course serves as an introduction to the main writers and important literary ideas developed and promoted in young America.

Text: MILLER, *The American Literary Tradition*, 1976. Price: \$7.00. NOTE: This textbook is also used for AMERICAN ENVIRONMENT THROUGH LITERATURE.

key code 060 **Contemporary Afro-American Prose (CALS)** One Half Unit: 6 lessons, 6 submitted. 3 exams-2 hours each. Course Fee: \$38.00. This course describes black experiences of the twentieth century in the rural South, the Midwest, and New York City. It presents an overview of today's important black American prose writers. Sources include autobiographies, essays, articles, short stories, and two novels.

Text: ADAMS, *Afro-American Literature: Fiction*, 1970. Price: \$6.00. ADAMS, *Afro-American Literature: Nonfiction*, 1970. Price: \$6.00. ANGELOU, *I Know Why the Caged Bird Sings*. Price: \$1.50. BALDWIN, *Go Tell It on the Mountain*. Price: \$1.95. PARKS, *The Learning Tree*. Price: \$2.25. WRIGHT, *Black Boy*. Price: \$1.25.

key code 053 **English Literature through Shakespeare (CALS)** One Half Unit: 9 lessons, 7 submitted. 2 exams-3 hours each. Course Fee: \$38.00. This course follows the development of English literature from its earliest known epic *Beowulf*, through the *Canterbury Tales*, to Shakespeare's tragedy *Macbeth*. A brief exploration of how English developed and some historical background are included for study.

Texts: MILLER, *The Early Development of English Literature*, 1976. Price: \$5.75. SHAKESPEARE, *The Tragedy of Macbeth* (Folger Library, General Reader's Edition), 1974 printing. Price: \$1.75.

key code 138 **Improving Reading and Study Skills (CALS)** One Half Unit: 9 lessons, 7 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. This course is especially designed for students having difficulty with reading. It stresses reading for speed and accuracy, how to locate information, and how to acquire memory skills and test-taking skills.

Text: POTTER, *A Better Reading Workshop*, 1978. Price: \$9.00.

key code 123 **Introduction to Journalism (CALS)** One Half Unit: 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This course covers the fundamentals of modern journalism, both writing and production. Students will learn about writing style for specific types of articles, copy editing and proofreading, typography, page makeup, photojournalism, advertising, and journalism ethics.

Text: ENGLISH, *Scholastic Journalism*, 6th ed., 1978. Price: \$9.00.

key code 050 **Man and Myth (CALS)** One Half Unit: 10 lessons, 10 submitted. 4 exams-3 hours each. Course Fee: \$38.00. A study of Greek, Norse, and Medieval mythology starting with the Greek view of creation and ending with King Arthur and Merlin the magician.

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Texts: HAMILTON, *Mythology*, 1969. Price: \$1.95. STEWART, *The Crystal Cave*.

Price: \$1.95. SULLIVAN, *The Golden Echo*, 1969. Price: \$3.65. SULLIVAN, *Readings for the Golden Echo*, 1969. Price: \$2.45.

key code 133 **Readings in the American Novel (CALS)** One Half Unit: 9 lessons, 9 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. An introduction to the work of four major American authors of the twentieth century. The focal points of the course are the main characters of the novels and the authors' methods of characterization.

Texts: DICKENSON, *A Guide to Literary Study*, 1959. Price: \$6.50. FITZGERALD, *The Great Gatsby*. Price: \$3.95. LEWIS, *Babbitt*. Price: \$1.95. STEINBECK, *Of Mice and Men*. Price: \$1.95. ROTH, *Goodbye Columbus*. Price: \$2.75.

key code 055 **Readings in the Short Story (CALS)** One Half Unit: 11 lessons, 11 submitted. 2 exams-3 hours each. Course Fee: \$38.00. An introductory course that analyzes the elements of fiction (plot, character, theme, etc.) and provides an opportunity to read contemporary, youth oriented stories.

Texts: GOLD, *Point of Departure*, 1967. Price: \$1.50. SOHN, *Ten Modern American Short Stories*, 1965. Price: \$2.25.

key code 054 **Science Fiction (CALS)** One Half Unit: 9 lessons, 9 submitted. 3 exams-3 hours each. Course Fee: \$38.00. Science fiction is interested in more than the science and machines of the future. It is also concerned with how people and societies must adapt to present and future technology. This course introduces the student to the major writers and the major themes of this most contemporary literature.

Texts: ALLEN, ed., *Science Fiction: The Future*, 1971. Price: \$11.50. BRADBURY, *The Martian Chronicles*. Price: \$2.50. CLARKE, *Childhood's End*. Price: \$2.50. HUXLEY, *Brave New World*. Price: \$1.95.

key code 052 **Search for Identity through Literature (CALS)** One Half Unit: 7 lessons, 7 submitted. 4 exams-2 hours each. Course Fee: \$38.00. This course considers two aspects of the search for identity: the relationships of individuals with others, and their confrontations with themselves. It explores relationships of people with their peers, their families, and society as a whole. It probes the struggles of individuals with their consciences and with the obstacles that prevent them from realizing their potentials.

Texts: CERF, *Four Contemporary American Plays*. 1961. Price: \$3.95. HINTON, *The Outsiders*. Price: \$1.50. LAWRENCE & LEE, *Inherit the Wind*. Price: \$1.75. LEE, *To Kill a Mockingbird*. Price: \$1.95. STEINBECK, *The Grapes of Wrath*. Price: \$2.95. TWAIN, *The Adventures of Huckleberry Finn* (Riverside Edition), 1958. Price: \$4.00.

key code 056 **Short Story for Reluctant Readers (CALS)** One Half Unit: 10 lessons, 9 submitted. 2 exams-Midterm, 1½ hours: Final, 3 hours. Course Fee: \$38.00. This course provides the student who does not usually enjoy reading, or often has problems reading, the opportunity to enjoy high-interest, youth-oriented stories. It is an introductory course that analyzes the elements of fiction (plot, character, theme, etc.).

Texts: The cost of the textbooks for this course is higher than we plan for high school courses. To save students money, we RENT the texts. The charge for these books is \$27.00, of which \$20.00 will be refunded when all the books are returned in satisfactory condition. The texts are: *Houghton-Mifflin Directions Series*, 1972. *Houghton-Mifflin Action Series*, 1970. MINTURN, *Double Action Short Stories*, 1973.

key code 126 **Thinking Clearly: Making Sense (CALS)** One Half Unit: 8 lessons, 8 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. 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.

Text: POTTER, *Making Sense*, 2nd ed., 1978. Price: \$6.50.

FAMILY RELATIONS

See SOCIAL STUDIES

GEOGRAPHY

See SOCIAL STUDIES

GOVERNMENT

See SOCIAL STUDIES

HEALTH AND PHYSICAL EDUCATION

key code 097 Health and Hygiene (CALS) One Half Unit: 13 lessons, 13 submitted. 2 exams-2 hours each. Course Fee: \$38.00. Special attention is given to the individual's physical and mental health. The course is designed to assist students in understanding what public and personal health are and why the health of others is important to them. It provides descriptions of common illnesses and how to get proper treatment.

Text: GMUR, *Making Health Decisions*, 1970. Price: \$8.25. (used texts only).

HISTORY

See **SOCIAL STUDIES**

HOME ECONOMICS

See **SOCIAL STUDIES**

INDUSTRIAL ARTS

key code 118 AC Electronics (CALS) One Half Unit: 6 lessons, 6 submitted. 2 exams-Midterm, 1 hour; Final, 1½ hours. Course Fee: \$38.00. Prerequisite: *DC Electronics*. The course explains the principles and theory of alternating current. It covers as fundamentals AC measurement, capacitive circuits, inductive circuits, transformers, and tuned circuits.

Text: BEACH, *AC Electronics*, 1975. Price: \$23.00.

key code 117 DC Electronics (CALS) One Half Unit: 8 lessons, 8 submitted. 2 exams-Midterm, 1 hour; Final, 1½ hours. Course Fee: \$38.00. The course is a survey introduction to electricity and electronics. It covers basic atomic theory, electrical terminology, fundamental circuit concepts, and measurement procedures. It will enable the student to interpret schematic diagrams and solve circuit network problems dealing with current, voltage, or resistance. In addition, the course is good preparation for a continuing study of electronics; it is a prerequisite for *AC Electronics*.

Text: BEACH, *DC Electronics*, 1975. Price: \$23.00.

key code 407 General Drafting* First Half Unit: 17 lessons, 17 submitted. 2 exams-3 hours each. Course Fee: \$38.00. The course acquaints the student with drafting instruments and equipment needed to express ideas graphically. Activities include: interpretation of drawings, planning and designing. The vocational choices related to drafting are also presented. The student will need to obtain drafting equipment, including a drawing instrument set. This can be rented from the Center for \$12.00, of which \$6.00 will be refunded when the material is returned in satisfactory condition. Do not send the rental fee with your application. Information on how to obtain rental materials is included in the course study guide.

Text: SPENCER, *Basic Technical Drawing*, 3rd revised ed., 1974. Price: \$21.00.

key code 408 General Drafting* Second Half Unit: 15 lessons, 15 submitted. 2 exams-3 hours each. Course Fee: \$38.00. The course continues to guide the student in manipulation of drafting instruments. Tasks are developed to encourage self-confidence and industry, which promote efficiency in drafting projects. The student will need to obtain drafting equipment, including a drawing instrument set. This can be rented from the Center for \$12, of which \$6 will be refunded when the material is returned in satisfactory condition. Do not send the rental fee with your application. Information on how to obtain rental materials is included in the course study guide.

Text: same as for First Half Unit.

key code 415 Technical Drafting* One Half Unit: 10 lessons, 10 submitted. 2 exams-3 hours each. Course Fee: \$38.00. This course is an advanced course for students who have successfully completed an introductory course in drafting. The course provides depth in selected drafting practices. It is designed to improve skills in manipulating drafting instruments and equipment, and in expressing ideas graphically. It also teaches how to read and to interpret advanced drawings correctly.

Text: GIESECKE, *Technical Drafting*, 7th ed., 1980. Price: \$26.00.

LANGUAGE

key code 419 French I* First Half Unit: 10 lessons, 4 submitted. 3 exams-exams I & II, 1 hour, exam III, 1½ hours. Course Fee: \$38.00. This course is an introduction to the principles of French grammar and

High School Courses

composition. Audio cassette tapes are used throughout the course. The cassette fee for the course is \$15.00, \$10.00 of which will be refunded when the materials are returned in good condition. Include the \$15.00 charge for tapes with the course fee. Access to a tape recorder is required.

Texts: LENARD, *Jeunes voix, jeunes visages. Premier Niveau*, 1976. Price: \$14.00. LENARD, *Jeunes voix, jeunes visages: Cahier de Travail*, 1976. Price: \$4.50. LENARD, *Jeunes voix, jeunes visages: Tape Program*, 1976. Rental Fee: \$15.00.

key code 420 **French I★** Second Half Unit: 7 lessons, 3 submitted. 3 exams-exams I & II, 1 hour, exam III, 1½ hours. Course Fee: \$38.00. In addition to continuing with the principles of French grammar and composition introduced in the first half unit, this course focuses on family life and culture in France. Audio cassette tapes are again used throughout the course. The cassette fee is \$15.00, \$10.00 of which will be refunded when the materials are returned in good condition. Include the \$15.00 charge for tapes with the course fee. Access to a tape recorder is required.

Texts: same as for First Half Unit.

key code 417 **Spanish I★** First Half Unit: 11 lessons, 11 submitted. 3 exams-exams I & II, 1 hour, exam III, 1½ hours. Course Fee: \$38.00. Introduction to the principles of Spanish grammar and structure, practice in building simple sentences, and learning common idioms. The culture, religious practices, and family traditions of Spanish-speaking peoples are also introduced. Audio cassette tapes are used throughout the course. Access to a tape recorder is required.

Texts: VALETTE, *Spanish for Mastery I*, 1980. Price: \$16.50. VALETTE, *Spanish for Mastery I Workbook*, 1980. Price: \$5.00. VALETTE, *Spanish for Mastery I: Tape Program*, 1980. Price: \$11.00.

key code 418 **Spanish I★** Second Half Unit: 10 lessons, 10 submitted, 3 exams-exams I & II, 1 hour, exam III, 1½ hours. Course Fee: \$38.00. A continuation of the study of the principles of Spanish grammar and structure as well as the cultural, religious, and family traditions of Spanish-speaking peoples. Audio cassette tapes are used throughout the course. Access to a tape recorder is required.

Texts: same as for First Half Unit.

MATHEMATICS

key code 163 **Business Mathematics (CALS)** One Half Unit: 7 lessons, 7 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. A consumer oriented survey of elementary business problems and practices. Topics include keeping records, solving buying problems, figuring wages and commissions, borrowing money, and saving and investing. The emphasis is on practical, everyday situations.

Texts: FAIRBANK, *Applied Business Mathematics*, 11th ed. Price: \$13.50.

key code 159 **General Mathematics (CALS)** First Half Unit: 12 lessons, 10 submitted. 2 exams-2½ hours for Midterm, 3 hours for Final. Course Fee: \$38.00. The basic needs for mathematics in everyday life are introduced. The course helps the student understand mathematical concepts. Computational skills are reviewed using whole numbers and decimals. Graphing, simple algebra, ratio proportion, and percent are taught.

Text: WELLS, *Mathematics for Daily Use*, 1980. Price: \$15.25.

key code 160 **General Mathematics (CALS)** Second Half Unit: 11 lessons, 11 submitted. 2 exams-2 hours for Midterm, 2½ hours for Final. Course Fee: \$38.00. The second half includes a review of computation with fractions, the metric system, geometry, probability and estimation. These exercises are designed to improve the student's ability to read, analyze, and work useful problems.

Text: same as for First Half Unit.

key code 127 **Elementary Algebra (CALS)** First Half Unit: 6 lessons, 6 submitted. 2 exams-Midterm, 1 hour; Final, 2 hours. Course Fee: \$38.00. The essential skills of arithmetic are reviewed as they relate to the study of algebra. This study begins with the simplest operations in algebra: addition and subtraction, followed by multiplication and division. The first half unit concludes with polynomials, factoring, and fractions.

Texts: DOLCIANI, *Algebra: Structure and Method, Book 1*, 1979. Price: \$17.00. DOLCIANI, *Solution Key for Algebra: Structure and Method, Book 1*, 1979. Price: \$8.00.

key code 128 **Elementary Algebra (CALS)** Second Half Unit: 6 lessons, 6 submitted. 2 exams-Midterm, 1 hour; Final, 2 hours. Course Fee: \$38.00. The second half unit builds on mathematical operations taught in the first half unit. Inequalities and open sentences in two variables begin the unit. Following the midterm exam, rational and irrational numbers, quadratic functions and equations, geometry, and trigonometry are examined.

Texts: same as for First Half Unit.

key code 141 Algebra II and Trigonometry (CALS) First Half Unit: 7 lessons, 7 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. Prerequisite: *one unit of elementary algebra*. The vocabulary and operations of algebra are reviewed in lesson one. Real number properties and linear open sentences are examined in lessons two and three. Lesson four introduces functions and polynomials. Lesson five begins with factoring of polynomials. Lesson six covers rational expressions. The seventh lesson deals with radicals and irrational numbers.

Texts: DOLCIANI, *Algebra and Trigonometry: Structure and Method, Book 2*, 1977. Price: \$17.00. DOLCIANI, *Algebra and Trigonometry: Structure and Method, Book 2 Solution Key*, 1977. Price: \$11.75.

key code 146 Algebra II and Trigonometry (CALS) Second Half Unit: 6 lessons, 6 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. Prerequisite: *Algebra II and Trigonometry-First Half Unit*. Quadratic equations, functions, relations, and systems are introduced in the first two lessons. The third lesson examines exponentials, logarithms, and binomial expansions. Lessons four through six cover trigonometry, trigonometric identities, circular functions and their inverses.

Texts: same as for First Half Unit.

key code 167 Geometry First Half Unit: 6 lessons, 6 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. Prerequisite: *one unit of elementary algebra*. This course begins with an in-depth treatment of basic terminology (point, line, plane), and develops, with significant examples of useful applications, the numerous postulates and theorems relating to the concepts of congruency and inequality; similarity of figures (ratio and proportion); and geometric mean, radicals and trigonometry (sine, cosine, tangent) of right triangles. Lessons require completion of many exercises, and the student's knowledge of algebra is expanded with continual applications to geometry.

Texts: JURGENSON, BROWN & KING, *Geometry, New Edition*. Boston: Houghton Mifflin Co., 1980. Price: \$15.00.

key code 168 Geometry Second Half Unit: 6 lessons, 6 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. Prerequisite: *one unit of algebra, and Geometry-First Half Unit or equivalent*. This is a continuation of Geometry-First Half Unit, and covers the concepts for understanding circles and their relations (tangents, radii, arcs, chords and central angles, secants); basic constructions and locus; concepts and formulas to determine area of plane figures, and area and volume of solid figures (with descriptions for the source of these formulas); coordinate geometry; and the concepts and properties of transformational geometry (mapping, translation, reflection, rotation, dilations and similarity ratios). Significant examples of practical applications of these concepts are presented, and each lesson requires the student to complete many exercises.

Text: same as for First Half Unit.

PERSONAL DEVELOPMENT

See SOCIAL STUDIES

PSYCHOLOGY

See SOCIAL STUDIES

SCIENCE

key code 102 Chemistry (CALS) First Half Unit: 9 lessons, 9 submitted. 2 exams-2 hours each. Course Fee: \$38.00. Prerequisite: *One year of geometry and one year of algebra. A second year of algebra would be helpful*. An introduction to the fundamental science of chemistry. Topics include a development of the history of the atomic theory, the kinetic molecular theory, the mole, periodicity and formula writing.

Texts: CHOPPIN, *Chemistry*, 1973. Price: \$16.00.

key code 106 Chemistry (CALS) Second Half Unit: 8 lessons, 8 submitted. 2 exams-2 hours each. Course Fee: \$38.00. Prerequisites: *One year of geometry and one year of algebra. A second year of algebra would be helpful*. A continuation of the above. Chemical bonding, energy transference in a chemical reaction, reaction rates, acidity and basicity, and electron-transfer through oxidation-reduction are among the topics covered.

Text: same as for First Half Unit.

High School Courses

key code 164 **Conservation of Natural Resources (CALS)** One Half Unit: 10 lessons, 10 submitted. 2 exams-1 hour each. Course Fee: \$38.00. This survey course examines the nature of our environment, discusses environmental problems, and explains the principles of conservation.
Texts: KIRCHER, *Our Natural Resources*, 5th ed., 1982. Price: \$12.50. LYTTLE, *Investigations in Conservation of Natural Resources*, 1979. Price: \$7.25.

key code 110 **Environmental Geology (CALS)** One Half Unit: 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$38.00. An introduction to the science of geology with special emphasis on the mutual effects of geologic processes and human life. Topics include waste population study, water, soil and mineral resources, earthquakes and volcanoes, waste disposal, land use, geology and medicine.
Text: CARGO, *Man and His Geologic Environment*, 2nd ed., 1977. Price: \$25.00.

key code 113 **Physical Geology*** (CALS) One Half Unit: 15 lessons, 14 submitted. 3 exams-2 hours each. Course Fee: \$38.00. Prerequisite: *junior standing, with some background and special interest in science*. This course introduces the science of geology, examining geologic processes and problems in detail. Topics include mineral and rock composition and identification; weathering by water, sand, and glaciation; structure of the earth's crust and interior; ocean and continent formation; and historical geology. Rental charge for the rock samples for this course is \$12.00, of which \$10.00 will be refunded when the material is returned in satisfactory condition. Include the \$12.00 charge for the rock set with the course fee.
Text: FOSTER, *Physical Geology*, 2nd ed., 1975. Price: \$16.00.

key code 115 **Physics (CALS)** First Half Unit: 15 lessons, 15 submitted. 2 exams-2 hours each. Course Fee: \$38.00. Prerequisite: *At least two years of high school mathematics, including algebra. Some trigonometry is useful, but not required.* A presentation of the basic concepts of physics. Measurement, motion, vectors, dynamics, gravitation, energy, heat, kinetic theory, and gas laws are topics covered in the First Half Unit.
Text: MURPHY, *Physics: Principles and Problems*, 1977. Price: \$19.75. Additional material for the First Half Unit: science packet (thermometer, two centicubes). Price: \$1.50.

key code 121 **Physics (CALS)** Second Half Unit: 16 lessons, 16 submitted. 2 exams-2 hours each. Course Fee: \$38.00. Prerequisite: *At least two years of high school math including at least one year of algebra. Some trigonometry is useful but not required.* A continuation of the above. Light and sound, electricity, magnetism, atomic and nuclear physics are studied in this half unit.
Text: same as for First Half Unit. (Science packet not needed).

key code 112 **Special Topics in Life Science (CALS)** One Half Unit: 13 lessons, 13 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. Four specialized areas of biology are studied: human anatomy and physiology (human structures and functions), genetics (transmission of characteristics from one generation to another), evolution (theories of development of life on earth), and ecology (interrelationships of living things and the environment).
Text: FRAZIER, *The Biological Sciences*, 1974. Price: \$14.00. NOTE: This textbook is also used for A SURVEY OF THE LIVING WORLD.

key code 069 **A Survey of the Living World (CALS)** One Half Unit: 12 lessons, 12 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. An introduction to biology. The course provides general information on plants and animals, from one-celled forms to the most developed forms.
Text: FRAZIER, *The Biological Sciences*, 1974. Price: \$14.00. NOTE: This textbook is also used for SPECIAL TOPICS IN LIFE SCIENCE.

key code 143 **The Underground World of Caves (CALS)** One Half Unit: 10 lessons, 4 submitted. 2 exams-Midterm, 1 hour; Final, 2 hours. Course Fee: \$38.00. A theoretical and practical approach to caves, describing the geology and ecology of these formations as well as safe methods of cave exploration.
Texts: ANDERSON, *Cave Exploring*, 1974. Price: \$4.95. MOORE, *Speleology: The Study of Caves*, 1978. Price: \$6.00. Reprint packet. Price: \$1.60.

SOCIAL STUDIES

ANTHROPOLOGY

key code 072 **Anthropology (CALS)** One Half Unit: 12 lessons, 10 submitted. 2 exams-3 hours each. Course Fee: \$38.00. A course designed to help students better understand human origins, social customs and practices, and cultural and racial prejudices. The course offers the opportunity to view human society in its broadest perspective, and to predict where its future will lead.
Text: SALZMANN, *Anthropology*, 1973. Price: \$7.50.

key code 116 Indians of Missouri (CALS) One Half Unit: 13 lessons, 12 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. This course traces the history of the American Indians in the area that is now Missouri. Ancient as well as recent Indian cultures are investigated. Modern archaeological methods are described, and the importance of Indian culture is discussed.

Text: CHAPMAN, *Indians and Archaeology of Missouri*, 1964. Price: \$6.25.

CIVICS

key code 111 Civics: National, State, and Local Government (CALS) One Half Unit: 24 lessons, 7 submitted. 2 exams-3 hours each. Course Fee: \$38.00. This course analyzes the structure and functions of government at the national, state and local levels. The Missouri Constitution is examined with particular emphasis on the structure and functions of Articles I through V. *Missouri Residents: Completion of this course, with a passing grade, fulfills the state requirement that you pass a test on the Missouri Constitution.* Texts: WIT, *Our American Government and Political System*, 2nd ed., 1977. Price: \$17.25. The textbook is also used for CIVICS: POLITICAL PROCESSES AND PROBLEMS.

key code 114 Civics: Political Processes and Problems (CALS) One Half Unit: 22 lessons, 7 submitted. 2 exams-3 hours each. Course Fee: \$38.00. This course analyzes the political processes and problems of government at the state, national, and international levels. The Missouri Constitution is examined with particular emphasis on the structure and functions of Articles I through V. *Missouri Residents: Completion of this course with a passing grade fulfills the state requirement that you pass a test on the Missouri Constitution.*

Texts: WIT, *Our American Government and Political System*, 2nd ed., 1977. Price: \$17.25. The textbook is also used for CIVICS: NATIONAL, STATE, AND LOCAL GOVERNMENT.

key code 124 You and the Law (CALS) One Half Unit: 7 lessons, 7 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. This course surveys criminal law, consumer law, housing law, and environmental law. Individual rights are also examined.

Text: NEWMAN, *Street Law*, 1975. Price: \$9.50.

CONTEMPORARY ISSUES

key code 101 The Contemporary World (CALS) One Half Unit: 10 lessons, 10 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. Topics studied are crime and criminals in American society, the role of women in American society, the effects of population changes, and death and dying—the ultimate problem. Texts: FRAENKEL, *Crime and Criminals: What Should We Do About Them?*, 1977. Price: \$5.25. GOULD, *American Women Today*, 1977. Price: \$5.25. KUBLER-ROSS, *On Death and Dying*, 1970. Price: \$2.45. NELSON, *Population and Progress: Is There a Conflict?*, 1977. Price: \$5.25.

GEOGRAPHY

key code 081 Geography (CALS) First Half Unit: 6 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This course examines the relationship of human beings to their geographic environment, emphasizing the influence of climate on human activity and describing the various climatic regions of the world. Special attention is also given to the basic concepts of geography.

Text: BRADLEY, *World Geography*, 4th ed., 1971. Price: \$23.00.

key code 082 Geography (CALS) Second Half Unit: 6 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This course examines soil and mineral resources and the effect of geographical features on trade, transportation, and communication. Special attention is also given to the physical description of the geographical features of the world.

Text: same as for First Half Unit.

GOVERNMENT

key code 073 American Government (CALS) One Half Unit: 20 lessons, 4 submitted. 2 exams-2 hours each. Course Fee: \$38.00. A study of basic principles of American government. The organization, processes, and functions of the national, state, and city governments are covered.

Text: STEINBERG, *Understanding American Government and Politics*, rev. ed., 1978. Price: \$7.50.

High School Courses

key code 129 **International Relations (CALS)** One Half Unit: 10 lessons, 10 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. This course studies the cultural, political, social, economic, geographic, and historical interactions of nations. Topics include the formation of societies, Democratic, Communist, and Nazi philosophies, underdeveloped nations, nationalism, war, and the future of international relations. Text: ROGERS, *Inside World Politics*, 1974. Price: \$7.50.

HISTORY

key code 083 **American History To 1865 (CALS)** One Half Unit: 19 lessons, 5 submitted. 2 exams-3 hours each. Course Fee: \$38.00. This course presents the values, ideals, and attitudes of Americans at different times in history. The emphasis is on significant themes in the American heritage. Major topics include the colonies, the Revolutionary War, the first fifty years of the new nations, sectionalism, and the Civil War.

Text: TODD, *Rise of the American Nation*, 3rd ed., 1972. Price: \$18.50. NOTE: This textbook is also used for AMERICAN HISTORY SINCE 1865.

key code 084 **American History Since 1865 (CALS)** One Half Unit: 16 lessons, 7 submitted. 2 exams-3 hours each. Course Fee: \$38.00. This course begins with Reconstruction (after the Civil War) and ends with the 1970's. Topics include industrialization, the reform spirit, the First World War, Roosevelt and the Second World War, and the contemporary era.

Text: TODD, *Rise of the American Nation*, 3rd ed., 1972. Price: \$17.25. This textbook is also used for AMERICAN HISTORY SINCE 1865.

key code 132 **Ancient History (CALS)** One Half Unit: 13 lessons, 3 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This survey ranges from the beginnings of civilization in the Tigris-Euphrates and Nile river valleys to the fall of the Roman Empire.

Text: CHAMBERS, *The Western Experience, Volume 1*, 2nd ed., 1979. Price: \$13.00. NOTE: This textbook is also used for MEDIEVAL HISTORY.

key code 074 **The Black American Experience (CALS)** One Half Unit: 10 lessons, 10 submitted. 2 exams-3 hours each. Course Fee: \$38.00. An examination of the role of blacks in America. This course looks at life styles blacks have experienced, showing how these life styles have changed over the years and what life is like now for blacks in America. Special emphasis is placed on the relationship between blacks and whites throughout America's history.

Texts: TOPPIN, *The Black American in United States History*, 1973. Price: \$12.00. KATZ, *Eyewitness: The Negro in American History*, 1974. Price: \$15.00.

key code 075 **The Immigrants' Experience (CALS)** One Half Unit: 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This course examines the story of the peopling of America, with special emphasis on the motives for emigration, the adjustment made by the newcomers to America, and the relative failure of America to adjust to them. Since nearly 35,000,000 immigrants entered America from Europe during the century between 1815 and 1914, much of the study focuses on these years.

Texts: HANDLIN, *Immigration as a Factor in American History*, 1959. Price: \$2.95. MANN, *Immigrants in American Life*, 1974. Price: \$6.00.

key code 131 **Medieval History (CALS)** One Half Unit: 14 lessons, 4 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This survey course in medieval history emphasizes the development of civilization from the fall of the Roman Empire to the end of the Middle Ages.

Text: CHAMBERS, *The Western Experience, Volume I*, 2nd ed., 1979. Price: \$13.00. NOTE: This textbook is also used for ANCIENT HISTORY.

key code 074 **Missouri History (CALS)** One Half Unit: 16 lessons, 16 submitted. 2 exams-3 hours each. Course Fee: \$38.00. This course provides a survey history of the state of Missouri. Students in this course should gain a knowledge of the contributions of Missouri and Missourians to the total history of the United States.

Text: MEYER, *Heritage of Missouri*, 1973. Price: \$18.75.

key code 085 **Modern History (CALS)** First Half Unit (1789 to 1870's): 14 lessons, 14 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This course covers the time period from the French Revolution in 1789 to the late 1870's. Tracing the reasons for revolution in Europe, the course examines each revolution and its effects on modern history, as well as the development of nationalism and the effects of nationalism on the progress of particular nations.

Texts: HANSCOM, *Voices of the Past: Readings in Modern History*, 1967. Price: \$4.40. HAYES, *Modern Times: The French Revolution to the Present*, 1965. Price: \$8.50.

key code 086 Modern History (CALS) Second Half Unit (1870's to late 1960's): 12 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This course examines the time period from the 1870's through the 20th century. Beginning with the development of Imperialism in Europe, the course goes on to examine many of the emerging world powers and their influence on the course of events, as well as the two World Wars, the Cold War, the Depressions, the Korean War, the two Vietnam Wars, and increasing world tensions.

Texts: Same as for First Half Unit.

key code 165 World History to the American Revolution (CALS) One Half Unit: 15 lessons, 4 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This course traces the beginnings of civilization, the West in the Middle Ages, and traditional civilizations beyond Europe from the earliest times to the American Revolution.

Texts: PERRY, *Unfinished Journey, A World History*, 1980 Price: \$20.00, DAVIS, *Activity Book for Unfinished Journey*, 1980, Price: \$5.00.

key code 088 World History Since 1814 (CALS) One Half Unit: 20 lessons, 5 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This course is designed to cover the important events in world history from the Age of Enlightenment to the present.

Texts: MAZOUR, *Men and Nations*, 3rd ed., 1975. Price: \$18.50. HERTZER, *Workbook for Use with Men and Nations*, 3rd ed., 1975. Price: \$4.25.

PERSONAL DEVELOPMENT

key code 120 Child Development from Conception to Adolescence (CALS) One Half Unit: 13 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: \$38.00. Conception and pregnancy, prenatal care, childbirth, family planning, family relationships, and child development are all covered in this basic course.

Texts: HURLOCK, *Child Development*, 6th ed., 1978. Price: \$25.00. KOSCHNICK, *Having a Baby*, 1975. Price: \$4.50.

key code 089 Marriage and Parenting (CALS) One Half Unit: 11 lessons, 4 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. The purpose of this course is to help prepare the student for marriage and parenthood. It presents a realistic description of what being married and having children involves.

Text: LANDIS, *Personal Adjustment, Marriage and Family Living*, 6th ed., 1975. Price: \$20.00. NOTE: This textbook is also used for PERSONAL ADJUSTMENT AND DATING.

key code 109 Personal Adjustment and Dating (CALS) One Half Unit: 8 lessons, 4 submitted. 2 exam-1½ hours each. Course Fee: \$38.00. This course concentrates on several areas of concern for young people, including codes of conduct, drug use, interpersonal relationships, dating, and engagement.

Text: LANDIS, *Personal Adjustment, Marriage and Family Living*, 6th ed., 1975. Price: \$20.00. NOTE: This textbook is also used for MARRIAGE AND PARENTING.

key code 400 Project Self-Discovery One Half Unit: 10 lessons, 10 submitted. No exams. Course Fee: \$38.00. The author describes his course as "a do-it-yourself kit which will help you increase your knowledge of what people are like, to advance your general education and to improve your powers of self-understanding and self-expression." Because of the personal nature of the assignments, no letter grades are given in Project Self-Discovery. Those who successfully complete this course will receive a grade of "Satisfactory." If the course is not completed, the grade will be "Incomplete" and no credit will be given.

key code 125 Youth in Conflict (CALS) One Half Unit: 20 lessons, 4 submitted. 2 exams-Midterm, 1½ hours; Final, 1 hour. Course Fee: \$38.00. This course uses applied psychology to address problems that young people often encounter in their transition from adolescence to adulthood.

Text: GORDON, *Psychology for You*, 1978. Price: \$10.50.

PSYCHOLOGY

key code 145 Introduction to Personal and Social Psychology (CALS) One Half Unit: 9 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This general psychology course concentrates on the "why" of human behavior. It examines sensation, perception, emotions, motivation, and frustration as they affect human behavior. Social influences on individual as well as group behavior are also considered. Finally, treatments used in correction of personality disorders are presented.

Text: ENGLE, *Psychology: Its Principles and Applications*, 7th ed., 1979. Price: \$15.00. NOTE: This textbook is also used for PSYCHOLOGY: FOUNDATION OF HUMAN BEHAVIOR.

High School Courses

key code 142 **Psychology: Foundations of Human Behavior (CALS)** One Half Unit: 11 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This general psychology course is designed to introduce the basic concepts of psychology. Topics covered include a general discussion of what psychology is; how psychologists arrive at psychological principles; biological, environmental, and hereditary influences on behavior; personality; learning; thinking; and measurements of personality and intellectual ability. Text: ENGLE, *Psychology: Its Principles and Application*, 7th ed., 1979. Price: \$15.00. NOTE: This textbook is also used for INTRODUCTION TO PERSONAL AND SOCIAL PSYCHOLOGY.

RELIGION

key code 119 **World Religions (CALS)** One Half Unit: 9 lessons, 9 submitted. 2 exams-1 ½ hours each. Course Fee: \$38.00. This course provides a detailed survey of the major religions of the world—their histories, origins, and contemporary status. Shintoism, Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, and Christianity are examined. Text: SMITH, *The Religions of Man*, 1965. Price: \$2.50.

SOCIOLOGY

key code 071 **Sociology (CALS)** One Half Unit: 22 lessons, 22 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. An introduction to the field of sociology. This course explains sociological concepts, describes the process of socialization, illustrates social interactions, describes social structure and organizations, investigates the nature of social change, explores social institutions such as the family, and discusses the problems of modern society. Text: LANDIS, *Sociology*, 1975. Price: \$17.00.

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

CONTINUING EDUCATION COURSES

Continuing Education Unit (CEU)

The University of Missouri is a member of the National University Continuing Education Association. Member schools of the Division of Independent Study in this national organization strive for systematic recording of continuing education opportunities. The CEU (continuing education unit) is the nationally recognized measure for non-credit learning experiences. Individuals may use CEUs to:

1. Upgrade professional skills.
2. Document qualifications for licensure, certification or registration.
3. Give evidence of personal and vocational growth to meet career needs.
4. Prepare for a new career by personal preference or to keep pace with technology.
5. Demonstrate conscious and persistent effort toward personal development.

Anyone enrolled in a continuing education course can receive one CEU for the equivalent of each 10 contact hours of study. Each course listed has a given number of CEUs. If you want a CEU report, be sure to include your Social Security number (SSAN) on your application.

Enrollment

Anyone may apply for enrollment in an Independent Study continuing education course by submitting an application form with the course fee. Be certain you have provided complete information on the application form bound in the back of this catalog. Additional application forms may be obtained by contacting the Center for Independent Study or your local University of Missouri Extension Center. Please use a separate application form for each course in which you enroll. Enrollment is open year round.

Course Fees

Fees are listed following each course description. Checks and money orders should be made payable to the University of Missouri.

Textbooks

If you are required to purchase textbooks for the course, the cost of the textbooks will be listed with the course description.

Examinations

Some continuing education courses require supervised examinations. If examinations are required, this information will be included in the course description. Examination procedures are on page 10 of this catalog.

Time Limits

The time limit to complete a course is nine (9) months, unless otherwise specified in the course description.

Air Mail

Materials mailed to addresses without U.S. Zip Codes will be sent Surface unless you include an Air Mail fee with the application fee. The Air Mail fees are listed in each course description.

COURSE DESCRIPTIONS

key code 001 Citizenship (2.5 CEU) 6 lessons, 6 submitted. Course Fee: \$30.00. The United States Department of Justice Immigration and Naturalization Service has authorized the Center for Independent Study to offer this course to foreign-born persons desiring to become citizens of the United States of America. This course consists of 21 worksheets designed to provide information candidates for citizenship will need to know when they appear before the Naturalization Examiner of the Department of Justice for the granting of citizenship. This course is not required, but it may be helpful. Air Mail Fee: \$7.00.

key code 002 City and County Planning and Plan Implementation (1.3 CEU) 10 lessons, 10 submitted. Course Fee: \$10.00. This ten lesson course was developed in an effort to make governmental officials, planning commissioners, and the public aware of the importance of comprehensive planning as a function of local government. The course covers such subjects as the legal foundation of planning, zoning and the subdividing of land, planning techniques, capital improvement programming, and plan implementation. Air Mail Fee: \$5.50. Each person completing this course will receive a certificate signed by the Chancellor of the University of Missouri.

key code 009 Criminal Investigation (CALS) (4 CEU) 10 lessons 10 submitted. 1 supervised exam-3 hours. Course Fee: \$50.00. This course presents the important elements of criminal investigation to officers who have completed their 120 hours of basic police training.
Texts: O'HARA, *Fundamentals of Criminal Investigation*, 5th ed., 1980. Price: \$26.75. *Missouri Child Abuse Investigator's Manual*, 1981. Price: \$5.00.

key code 008 Hazardous Materials (CALS) (4 CEU) 8 lessons, 8 submitted. 1 supervised exam-3 hours. Course Fee: \$50.00. This course is designed primarily to acquaint emergency response personnel with ways of handling situations that threaten public safety. Beginning with a review of some relevant fundamentals of chemistry, the course goes on to present materials, following the United Nations' system of classification. It shows how to identify compounds in each class and offers tactical suggestions for handling accidents, using specific examples and visual aids.
Please Note: The enrollment fee includes a hazardous materials handbook and a chart of warning labels as well as the course study guide.

key code 007 So You're a Park Board Member (1.3 CEU) 6 lessons, 6 submitted. Course Fee: \$10.00. The student will learn the responsibility and activities of a park board member. The course discusses financial management of local park boards.

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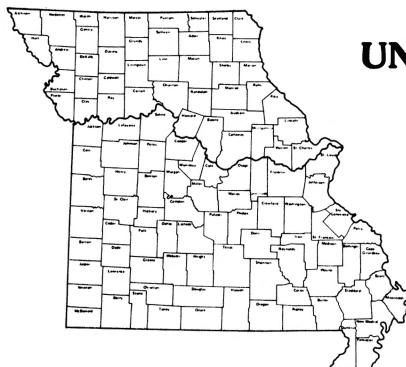
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UNIVERSITY OF MISSOURI

COUNTY EXTENSION CENTERS

University of Missouri County Extension Centers

Credit course examinations may be taken at any one of the following University Extension Centers. See the EXAMINATIONS section of this catalog for additional information.

ADAIR Rt. 5, Highway P Kirksville, MO 63501 Phone: 816-665-9866	CALDWELL Courthouse Kingston, MO 64650 Phone: 816-586-2761	CLINTON Courthouse Plattsburg, MO 64477 Phone: 816-539-2156	GENTRY 102 North Hudley Albany, MO 64402 Phone: 816-726-5610
ANDREW Courthouse Savannah, MO 64485 Phone: 816-324-3147	CALLAWAY Courthouse Fulton, MO 65251 Phone: 314-642-5924	COLE 2507 Industrial Drive Jefferson City, MO 65101 Phone: 314-634-2824	GREENE 833 Boonville Springfield, MO 65802 Phone: 417-862-9284 or University of Missouri Business and Industry Extension Wilhoit-Bay Building Suite 314-1 314 E. Pershing Springfield, MO 65806 Phone: 417-869-0003
ATCHISON 518 South Main Rock Port, MO 64482 Phone: 816-744-2490	CAMDEN Courthouse Camdenton, MO 65020 Phone: 314-346-4440 x 44	COOPER Courthouse Boonville, MO 65233 Phone: 816-882-5661	GRUNDY Courthouse 700 Main Trenton, MO 64683 Phone: 816-359-5643
AUDRAIN Courthouse, 4th Floor Mexico, MO 65265 Phone: 314-581-3231	CAPE GIRARDEAU 815 Highway 25 South Jackson, MO 63755 Phone: 314-243-3581 or SEMO State University 530 North Pacific Cape Girardeau, MO 63701 Phone: 314-334-5219	CRAWFORD Courthouse Steelville, MO 65565 Phone: 314-775-2135	HARRISON Courthouse Bethany, MO 64424 Phone: 816-425-6434
BARRY Courthouse Cassville, MO 65625 Phone: 417-847-3161	CARROLL Farm Bureau Building Carrollton, MO 64633 Phone: 816-542-1788	DADE Courthouse Greenfield, MO 65661 Phone: 417-637-2112	HENRY Courthouse Clinton, MO 64735 Phone: 816-885-5556
BARTON Courthouse Lamar, MO 64759 Phone: 417-682-3570	CARTER Courthouse Van Buren, MO 63965 Phone: 314-323-4418	DALLAS Courthouse Buffalo, MO 65622 Phone: 417-345-7551	HICKORY North Side of Square Old Hickory Building Hermitage, MO 65668 Phone: 417-745-6767
BATES Courthouse Butler, MO 64730 Phone: 816-679-4167	CASS Courthouse Harrisonville, MO 64701 Phone: 816-884-5100, x-249	DAVIESS Courthouse Gallatin, MO 64640 Phone: 816-663-3232	HOLT Scheib Building Oregon, MO 64473 Phone: 816-446-3724
BENTON Courthouse Warsaw, MO 65355 Phone: 816-438-5012	CEDAR Courthouse Stockton, MO 65785 Phone: 417-276-3313	DEKALB Courthouse Maysville, MO 64469 Phone: 816-449-2101	HOWARD Courthouse Fayette, MO 65248 Phone: 816-248-2272
BOLLINGER Courthouse Marble Hill, MO 63764 Phone: 314-238-2420	CHARITON Courthouse Keytesville, MO 65261 Phone: 816-288-3239	DENT Dent Co. Judicial Bldg. Salem, MO 65560 Phone: 314-729-3196	HOWELL Courthouse West Plains, MO 65775 Phone: 417-256-2391
BOONE 400 Hitt Street Columbia, MO 65211 Phone: 314-882-2491 or Boone Co. Extension Center 1408 I-70 Drive SW Phone: 314-449-2541	CLARK County Office Building Kahoka, MO 63445 Phone: 816-727-3330	DOUGLAS Courthouse Ava, MO 65608 Phone: 417-683-4409	IRON Courthouse Ironton, MO 63650 Phone: 314-546-7515
BUCHANAN 4525 Downs Drive St. Joseph, MO 64507 Phone: 816-279-1691	CHRISTIAN Courthouse Ozark, MO 65721 Phone: 417-485-3558	DUNKLIN Courthouse Kennett, MO 63857 Phone: 314-888-4722	
BUTLER Courthouse Poplar Bluff, MO 63901 Phone: 314-785-3634	CLAY 103 East Kansas Liberty, MO 64068 Phone: 816-781-0360	FRANKLIN Main and Church Streets Union, MO 63084 Phone: 314-583-5141	
		GASCONADE 314 Highway 19 South Owensville, MO 65066 Phone: 314-437-2165	

JACKSON
2820 S. Highway 291
Independence, MO 64057
Phone: 816-373-5500

KANSAS CITY
4049 Pennsylvania
Kansas City, MO 64111
Phone: 816-531-7606
or
4611 Paseo
Kansas City, MO 64110
Phone: 816-923-5454

JASPER
Courthouse
Carthage, MO 64836
Phone: 417-358-2158

JEFFERSON
P.O. Box 97
10820 Highway 21
Hillsboro, MO 63050
Phone: 314-789-2691

JOHNSON
135 W. Market
Warrensburg, MO 64093
Phone: 816-747-3193

KNOX
Courthouse
Edina, MO 63537
Phone: 816-397-2179

LACLEDE
250 North Adams
Lebanon, MO 65536
Phone: 417-532-7126

LAFAYETTE
16 East 19th Street
Higginsville, MO 64037
Phone: 816-584-3658

LAWRENCE
Courthouse
Mount Vernon, MO 65712
Phone: 417-466-3102

LEWIS
Kling Building
Monticello, MO 63457
Phone: 314-767-5273

LINCOLN
880 West College
Troy, MO 63379
Phone: 314-528-4613

LINN
Courthouse
Linneus, MO 64653
Phone: 816-895-5123

LIVINGSTON
Third Floor Library
450 Locust
Chillicothe, MO 64601
Phone: 816-646-0811

MCDONALD
Fifth & Main Streets
Pineville, MO 64856
Phone: 417-223-4775

MACON
300 North Rollins
Macon, MO 63552
Phone: 816-385-2173

MADISON
Courthouse
Fredericktown, MO 63645
Phone: 314-783-3303

MARIES
Courthouse
Vienna, MO 65582
Phone: 314-422-3359

MARION
Courthouse
Palmyra, MO 63461
Phone: 314-769-2177

MERCER
Courthouse
Princeton, MO 64673
Phone: 816-748-3315

MILLER
Courthouse Annex
Tuscumbia, MO 65082
Phone: 314-369-2394

MISSISSIPPI
109 North First Street
Charleston, MO 63834
Phone: 314-683-6129

MONITEAU
Highway 50 West
California, MO 65018
Phone: 314-796-3154

MONROE
216 Market Street
Paris, MO 65275
Phone: 816-327-4158

MONTGOMERY
211 East Third Street
Montgomery City, MO 63361
Phone: 314-564-3733

MORGAN
Courthouse, 2nd Floor
Versailles, MO 65084
Phone: 314-378-5358

NEW MADRID
Courthouse
New Madrid, MO 63869
Phone: 314-748-5531
or
DELTA CENTER
1 mi. south on Highway 61
Portageville, MO 63873
Phone: 314-379-5431

NEWTON
Courthouse
Neosho, MO 64850
Phone: 417-451-1616

NODAWAY
112 West Third Street
Maryville, MO 64468
Phone: 816-582-8101

OREGON
Courthouse
Alton, MO 65606
Phone: 417-778-7490

OSAGE
Linn Printing Bldg.
Linn, MO 65051
Phone: 314-897-3648

OZARK
Courthouse
Gainesville, MO 65655
Phone: 417-679-3525

PEMISCOT
103 West Seventh Street
Caruthersville, MO 63830
Phone: 314-333-0258

PERRY
Route 2
Perryville, MO 63775
Phone: 314-547-4504

PETTIS
1806 West 11th Street
Sedalia, MO 65301
Phone: 816-827-0591

PHELPS
102 West Ninth Street
Rolla, MO 65401
Phone: 314-364-3147

PIKE
Courthouse
Bowling Green, MO 63334
Phone: 314-324-5464

PLATTE
Witt & Boggs Building
P.O. Box 367
Platte City, MO 64079
Phone: 816-464-2165

POLK
Courthouse
Bolivar, MO 65613
Phone: 417-326-4916

PULASKI
Courthouse Annex
Waynesville, MO 65583
Phone: 314-774-6177

PUTNAM
Courthouse
Unionville, MO 63565
Phone: 816-947-2705

RALLS
Courthouse
New London, MO 63459
Phone: 314-985-3911

RANDOLPH
2051 North Morley
Moberly, MO 65270
Phone: 816-263-3534

RAY
114½ East North Main
Richmond, MO 64085
Phone: 816-776-6961

REYNOLDS
IOOF Building
Ellington, MO 63638
Phone: 314-663-2251

RIPLEY
Courthouse
Doniphan, MO 63935
Phone: 314-996-2921

ST. CHARLES
Route 2
St. Charles, MO 63301
Phone: 314-447-1111

ST. CLAIR
Courthouse
Osceola, MO 64776
Phone: 417-646-2419

ST. FRANCOIS
Courthouse
Farmington, MO 63640
Phone: 314-756-4539

STE. GENEVIEVE
County Service Building
Ste. Genevieve, MO 63670
Phone: 314-883-3548

ST. LOUIS
701 South Brentwood
Clayton, MO 63105
Phone: 314-889-2911
or
724 North Union
St. Louis, MO 63108
Phone: 314-367-2585
or
Regional Director's Office
Room 212 J.C. Penny Bldg.
8001 Natural Bridge
St. Louis, MO 63121
Phone: 314-553-5184
(UMSL Students Only)

SALINE
Courthouse
Marshall, MO 65340
Phone: 816-886-6908

SCHUYLER
Courthouse
Lancaster, MO 63548
Phone: 816-457-3469

SCOTLAND
200 Courthouse
Memphis, MO 63555
Phone: 816-465-8569

SCOTT
Courthouse
Benton, MO 63736
Phone: 314-545-3516

SHANNON
Courthouse
Eminence, MO 65466
Phone: 314-226-3715

SHELBY
Old Bank Building
Shelbyville, MO 63469
Phone: 314-633-2640

STODDARD
Courthouse Annex
Bloomfield, MO 63825
Phone: 314-568-3344

STONE
Courthouse
Galena, MO 65656
Phone: 417-357-6812

SULLIVAN
Courthouse
Milan, MO 63556
Phone: 816-265-4541

TANEY
Courthouse
Forsyth, MO 65653
Phone: 417-546-2371

TEXAS
Courthouse
Houston, MO 65483
Phone: 417-967-3862

VERNON
Courthouse
Nevada, MO 64772
Phone: 417-667-7203

WARREN
119 W. Boonslick Road
Warrenton, MO 63383
Phone: 314-456-3444

WASHINGTON
102 North Missouri
Potosi, MO 63664
Phone: 314-438-2671

WAYNE
Courthouse
Greenville, MO 63944
Phone: 314-224-3322

WEBSTER
South Highway A
Marshfield, MO 65706
Phone: 417-468-2044

WORTH
Courthouse
Grant City, MO 64456
Phone: 816-564-3610

WRIGHT
Highway 5
Hartsville, MO 65667
Phone: 417-741-6415



Telephones

In addition to our original number (314) 882-2491, we have added other lines for specific functions in our office.

Examination Information 882-2072

After you have read the information about exams in the course guide and have a question, call this number.

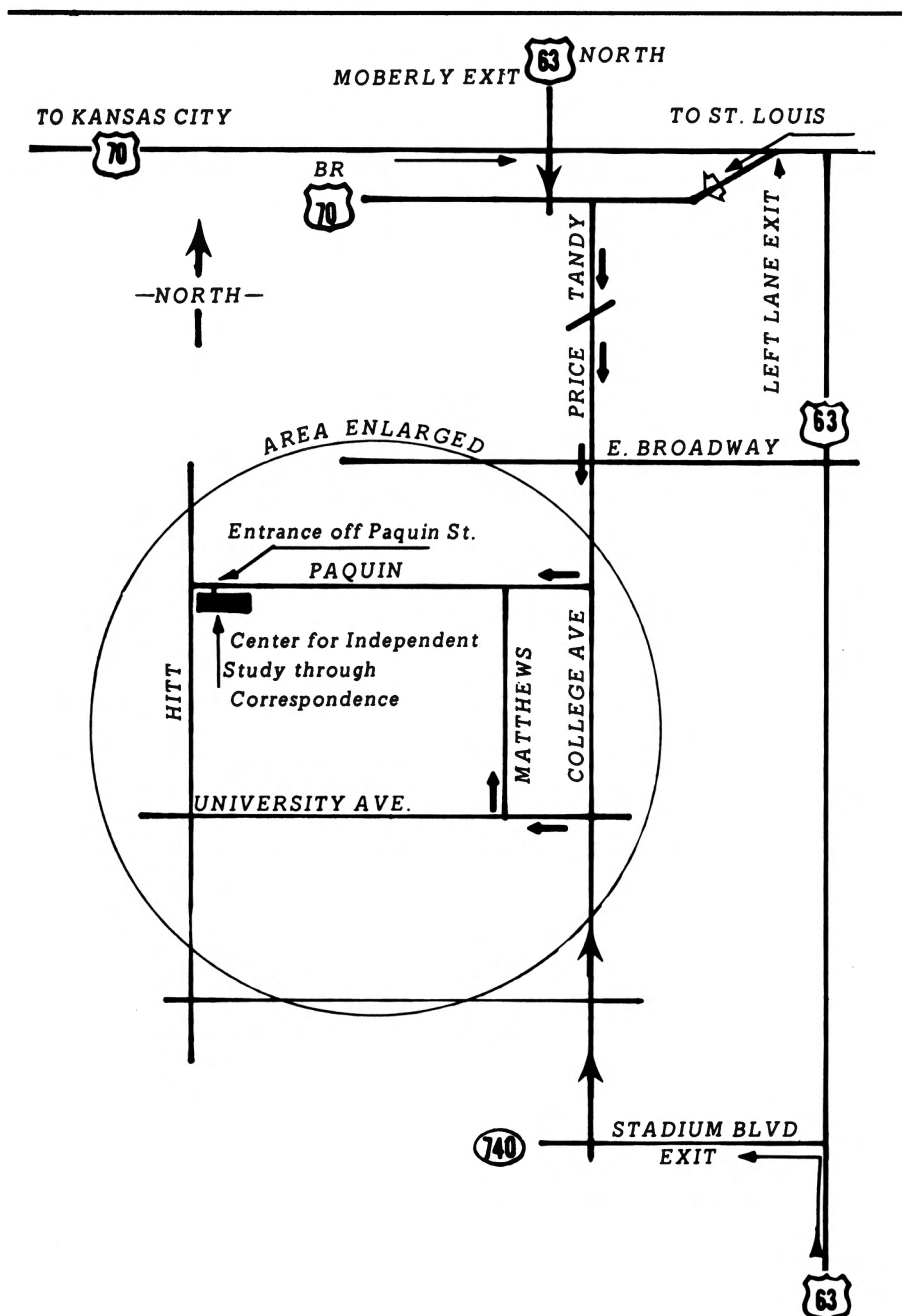
Cashier, Textbooks*, Supplementary Course Materials 882-3850

For inquiries concerning payments (checks & charge cards), refunds, repurchase of texts, problems with books or other materials use this number.

NOTE: It is very important to have your Social Security Number (SSAN) handy when you make a phone call after you enrolled since we use that number to find your record on the computer.

Course guides and texts are mailed within two days after we receive your application, unless there is a special problem. We use Fourth Class for these items which takes from 5-30 days for delivery, depending on distance. You may want to pay an additional \$1.00 for Special Handling. The Postal Service handles those packages immediately after their First Class mail.

We're sorry, but we can't accept collect calls. The only exception is in the event we have mailed a wrong exam to your test supervisor, we will accept a collect call to order the correct exam.



We Have Moved

The Center for Independent Study is now located at 400 Hitt St. (corner of Hitt and Paquin).

See page 52 for new telephone numbers.

NOTES

**Center for Independent Study
Through Correspondence
400 Hitt Street
PO Box 891
Columbia, Missouri 65205
314-882-2491**



University of Missouri

Application form included

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