

SI 1
LD
3447
A12
85-2



1984-85 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

BOARD OF CURATORS

David W. Lewis, President
Doug Russell, Vice President
James S. Anderson
W. H. "Bert" Bates
William G. Cocos, Jr.
Jeanne V. Epple
Charles E. Kruse
Marian O. Oldham
Tom K. Smith, Jr.
Catherine Hunt, Secretary
Donald S. Holm, Jr., Treasurer
Robert Ross, General Counsel

CENTRAL ADMINISTRATION

C. Peter Magrath, *President (effective January 1, 1985)*
Melvin D. George, *(Interim President through December 1984)*
Melvin D. George, *Vice President for Academic Affairs*
James R. Buchholz, *Vice President for Administrative Affairs*

CHANCELLORS

Barbara S. Uehling, *Columbia Campus*
George A. Russell, *Kansas City Campus*
Joseph M. Marchello, *Rolla Campus*
Arnold B. Grobman, *St. Louis Campus*

All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. They are not to be regarded as offers to contract.

The University of Missouri is an Equal Opportunity/Affirmative Action institution and is nondiscriminatory relative to race, religion, color, national origin, sex, age, and qualified handicapped.

About the 1984-85 Independent Study Catalog Cover:

This year's catalog cover depicts the Current River. The cover is reproduced from an oil painting by Missouri artist Terry L. Martin. The scene is typical of rivers in Missouri's Ozark region. Each year tourists from all parts of the United States enjoy vacations in the Ozarks. Float trips are popular; the swift clear water is ideal for canoe enthusiasts. Nature lovers will discover wildflowers, songbirds, native trees, and interesting rock formations. For more information about vacationing in Missouri contact:

Missouri Department of Tourism
Truman State Office Building
Jefferson City, MO 65102

University of Missouri Extension Administrative Officers

UNIVERSITY SYSTEM

Melvin D. George, Ph.D., Vice President for Academic Affairs
Leonard C. Douglas, Ed.D., Director of Cooperative Extension

Columbia
Leonard C. Douglas, Ed.D., Vice Provost, Extension

Kansas City
Raymond Gene Williamson, Ph.D., Director of Extended Programs

Rolla
G. Edwin Lorey, Ph.D., Dean of Continuing Education and Public Service

St. Louis
Wendell Smith, Ph.D., Dean of Continuing Education-Extension

CENTER FOR INDEPENDENT STUDY THROUGH CORRESPONDENCE

Roger G. Young, Ed.D., Director
C. Alex Phillips, M.Ed., Assistant Director for High School Program and Operations
John Strain, M.A., Assistant Director for University Program and Media
Susanne Darcy, M.A., Course Development Supervisor
Robert LaBerge, B.S., Coordinator of Non-Credit and Special Programs
Curriculum Specialist (To be named)
Terry L. Martin, M.Ed., Sr. Information Specialist
Rothetta Coonce, Administrative Secretary

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.

University of Missouri-Columbia Catalog (USPS 651-280)

Volume 85 Number 2 July 1984 General 1984 Series Number 2
Published by the UMC Publications and Alumni Communication Office, a Division of University Relations,
1100 University Place, 1205 University Ave., Columbia, Mo., 65211. Issued four times a year as follows:
January, July, August and September. Second class postage paid at Columbia, Missouri. POSTMASTER:
Send form 3579 to University Place, 1205 University Ave., Columbia, Mo. 65211.



UNIVERSITY OF MISSOURI

University Extension

Center for Independent Study
through Correspondence

400 Hitt Street
P.O. Box 1636
Columbia, Missouri 65205-1636
Telephone (314) 882-6431

FROM THE DIRECTOR'S DESK

Last year the Center for Independent Study had more than 16,000 new enrollments. We are pleased that through University Extension we are able to provide lifelong learning opportunities that are accepted and valued by the people we serve. The University of Missouri has offered correspondence instruction since 1911 and it has assisted large numbers of citizens 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 175 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,

A handwritten signature in black ink that reads "Roger G. Young".

Roger G. Young
Director

TABLE OF CONTENTS

Information and Regulations	4
Accreditation	4
Courses (General Information)	4
Enrolling in Independent Study Courses	5
Fees	7
Time Limits	8
Study Materials	8
Examinations	9
Credit	10
University Courses	13
High School Courses	31
Continuing Education Courses	45
Index	47
County Extension Centers	51
Telephone Information	53
Map (<i>Center for Independent Study's location</i>)	54

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. Each course has been approved by the appropriate chairperson and is equivalent to the course taught on campus. Each listing contains the course number, title, and initials of the campus offering the course.

Multicampus Courses

Please see the description on page 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. In terms of the amount of study required and the credit given, these courses are equivalent to 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

Continuing education courses are described in a special 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	English
Computer Science	Humanities
Criminology/Sociology	Symphonic Music
Economics	Philosophy/Religion
Education	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 and the courses in more detail. If you would like to discuss the program with someone, call the toll-free number, 1-800-392-0536 (Missouri residents only). If you reside outside Missouri, call 314-882-6578.

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

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

Group Enrollment in High School Courses

A number of high schools make use of group enrollments in 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 that you submit to the Center. If you don't provide us with an SSAN, we will assign a nine-digit number that you must use in its place.

Veterans

Under "Veterans Administration" in most telephone directories, a local number is listed that you can call to 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 their 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 indicating that you are eligible and intend to apply for Veterans Administration benefits.

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," on page 9.

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

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 description for these items.

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 \$2.60 for each lesson and each exam submitted for the original

course. Not more than one-half of the course may have been completed. The date of the initial enrollment remains effective for the new course. Fees cannot be transferred to another student.

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

\$46.00—per undergraduate semester credit hour.

\$59.00—per graduate semester credit hour.

\$38.00—for each half-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 that we send to you. See the application form for specific details.

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

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

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 6.

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

In some instances, high schools pay tuition and fees for students within their school 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. 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 schedule:

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

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

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

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

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

The amount of your refund will be reduced by \$2.60 for each lesson and examination that you submitted for evaluation before withdrawing.

We do not refund amounts of less than \$1.00.

TIME LIMITS

The time allowed to complete a course is nine months from the date of enrollment. One three-month extension can be granted upon request and payment of an extension fee as follows:

University course—\$10
Non Credit course—\$10
High school course—\$5

The request and payment for the three-month extension should be made before the expiration of the original enrollment period.

If you have not completed a course by the time your enrollment expires, 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 three-hour university course is about six months. Average completion time for a half-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 that 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 credit 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 \$7.00 payable to the University of Missouri.

CALS (Computer-Assisted Lesson Service): Whenever these letters appear in 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 listed with each course description in this catalog 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 that you originally paid for the texts. We may be able to repurchase workbooks if they have not been marked in and have all pages intact. We cannot repurchase course study guides.

Supplementary Materials

Some courses require supplementary reference books and equipment, which are available from the Center. These require a rental fee and a refundable deposit. 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 U.S. 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 U.S. 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 form, line 2. Check the appropriate area, add the cost of texts ordered to the base rate, and put the correct fee in box #2.

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

United Parcel Service

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 U.S. 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, at the Continuing Education offices on the Kansas City campus, and at the Center for Independent Study in Columbia. (See pages 51-52 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 by a

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

- A** The number before the title is the official university course number. This is used by the registrar's office.
- B** This is the official title used by the registrar's office. Please complete your application form using the course title as it appears in the description (see sample below).
- C** The number in parentheses after the course title indicates the number of semester credit hours for the course (see sample below).
- D** 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

B

C

D

R370 Educational Statistics I (3) UMC (CALS) 12 lessons, 11 submitted. 3 exams-3 hours each. Course Fee: \$138.00, undergraduate; \$177.00, 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 7.



*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 to interpret the course descriptions.

Course Numbering System of the University of Missouri

Columbia Campus

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

Kansas City Campus

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

Rolla Campus

0 to 99, courses 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, and graduate students without restriction as to students' graduate majors;
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

37 Accounting II (3) UMC (CALS) 11 lessons, 11 submitted. 2 exams-1 hour each. Course Fee: \$138.00. Prerequisite: 36. Fundamentals of managerial accounting; additional topics in financial 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

220 General Agricultural Marketing (3) UMC (CALS) 18 lessons, 17 submitted. 2 exams-3 hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Prerequisite: 50. Analysis of farm products marketing systems from the industry and farm points of view.

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

AGRICULTURAL ENGINEERING

103 Planning Farm Buildings (3) UMC (CALS) 20 lessons, 14 submitted. 2 exams-Midterm, 1½ hours; Final, 2 hours. Course Fee: \$138.00. 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: \$13.00.

ANTHROPOLOGY

1 General Anthropology (3) UMC (CALS) 18 lessons, 18 submitted. 1 exam-1½ hours. Course Fee: \$138.00. 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: \$4.50. HOEBEL, *Anthropology: The Study of Man*, 4th ed., 1972. Price: \$14.95.

153 Cultural Anthropology (3) UMC (CALS)

85 Cultural Anthropology (3) UMR (CALS)

11 Man, Culture, and Society (3) UMSL (CALS) 10 lessons, 10 submitted. 2 Exams-Midterm, 1½ hours; Final, 2 hours. Course Fee: \$138.00. Prerequisite: UMC-sophomore standing or instructor's consent. 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

50 Introductory Meteorology (3) UMC (CALS) 15 lessons, 8 submitted. 2 exams-Midterm, 1 hour; Final, 1¼ hours. Course Fee: \$138.00. Physical processes of atmosphere in relation to day-to-day changes in weather.

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

CHEMISTRY

10 Preparation for General Chemistry (2) UMC (CALS) 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$92.00. 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 education requirements in physical sciences in college of Arts and Science.

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

CLASSICAL STUDIES

60 Classical Mythology (3) UMC (Partly CALS) 22 lessons, 10 submitted. 3 exams-First and Second, 1½ hours each; Final, 2 hours. Course Fee: \$138.00. Myths of Greece and Rome 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.

116 Roman Culture (3) UMC (CALS) 18 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$138.00. 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, ed., *Latin Literature*, 1978. Price: \$4.95. MANDELBAUM, trans., *The Aeneid of Virgil*, 1971. Price: \$2.95. ROSE, *Religion in Greece and Rome*, 1959. Price: \$6.50. WILKINSON, *The Roman Experience*, 1974. Price: \$7.50.

CURRICULUM AND INSTRUCTION

See COLLEGE OF EDUCATION

ECONOMICS

3 Economic Analysis for Social Issues (3) UMC (CALS) 15 lessons, 12 submitted. 2 exams-1 hour each. Course Fee: \$138.00. An introduction to the basic tools of economic analysis and their use in analyzing current economic and social issues. UMC students: This course 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

T230 Art Activities in the Elementary School (2) UMC 7 lessons, 7 submitted. 2 exams-2 hours each. Course Fee: \$92.00, undergraduate; \$118.00, graduate. Prerequisite: *junior standing*. Consideration of the vital role of art activities and creative experience in the growth and development of children.

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: \$46.00 per credit hour, undergraduate; \$59.00 per credit hour, graduate. Directed study of literature and research reports in secondary and elementary 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 experience in the field of your interest. For more information about special readings/problems courses, see page 4.

T267 Teaching Mathematics in the Elementary School (3) UMC 14 lessons, 5 submitted. 3 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, 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.

T315 Teaching of Reading (3) UMC (CALs) 25 lessons, 6 submitted. 3 exams-First and Second, 1½ hours each; Final, 2 hours. Course Fee: \$138.00, undergraduate; \$177.00, 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: \$25.00.

T445 The Secondary School Curriculum (3) UMC (CALs) 16 lessons, 8 submitted. 2 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, 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: \$22.50.

Educational Psychology

A102 Educational Psychology (2) UMC (CALs) 18 lessons, none submitted. 3 exams-2 hours each. Course Fee: \$92.00. Prerequisites: *Psychology 1 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).

A207 The Psychological and Educational Development of the Child (3) UMC (CALs) 16 lessons, 4 submitted. 2 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Prerequisites: *Psychology 1 and sophomore standing*. Provides basic knowledge for identifying, explaining, predicting, and controlling child behavior by presenting a theoretical and empirical orientation on psychological and educational stages of development. Text: SMART, *Children: Development and Relationships*, 3rd ed., 1977. Price: \$18.00.

A240 Introduction to Educational Measurement and Evaluation (2) UMC (CALs) 8 lessons, 3 submitted. 3 exams-1 hour each. Course Fee: \$92.00. Prerequisites: *Psychology 1 and sophomore standing*. 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

R370 Educational Statistics I (3) UMC (CALs) 12 lessons, 11 submitted. 3 exams-3 hours each. Course Fee: \$138.00, undergraduate; \$177.00, 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: \$26.50. Also see STATISTICS, page 30.

Health and Physical Education

H65 Elements of Health Education (2) UMC (CALs) 9 lessons, 7 submitted. 2 exams-2 hours each. Course Fee: \$92.00. Health needs of university students and school-aged children are investigated through knowledge about personal and community health problems. Text: CARROLL & MILLER, *Health: The Science of Human Adaptation*, 3rd ed., 1982. Price: \$19.00.

H199 Organization and Administration of Physical Education Programs (2) UMC (CALs) 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$92.00. 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: \$11.25.

Social and Philosophical Foundations of Education

B351 Historical Foundations of American Education (3) UMC

ED FND 330 History of American Education (3) UMSL 15 lessons, 7 submitted. 3 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Prerequisite: UMC and UMSL: *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: \$4.95. CHURCH, *Education in the United States*, 1976. Price: \$19.00. 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: \$8.00. WELTER, *Popular Education and Democratic Thought in America*, 1962. Price: \$10.00.

Special Education

SPC ED 313 The Psychology and Education of Exceptional Individuals (3) UMSL (CALS) 9 lessons, 4 submitted. 2 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, 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: \$24.00.

SPC ED 330 Introduction to Mental Retardation (3) UMSL (CALS) (formerly 311.) 11 lessons, none submitted. 3 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Prerequisites: *SPC ED 313, ED FND 111*. An introductory course dealing with the characteristics, classification, and causes of the mentally retarded.

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

ENGINEERING

Engineering Graphics

11 General Engineering Drawing (3) UMR 20 lessons, 20 submitted. 2 exams-Midterm, 2½ hours; Final, 3 hours. Course Fee: \$138.00. 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

208 Engineering Economy (3) UMR (CALS) 13 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, 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

110 Mechanics of Materials (3) UMR 5 lessons, 5 submitted. 6 exams-First-Fifth, 2 hours each; Sixth, 2½ hours. Course Fee: \$138.00. 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

University Courses

150 Engineering Mechanics-Dynamics (2) UMR 3 lessons, 3 submitted. 4 exams-First-Third, 2 hours each; Fourth, 2½ hours. Course Fee: \$92.00. 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.

160 Engineering Mechanics-Dynamics (3) UMR 4 lessons, 4 submitted. 5 exams-First-Fourth, 2 hours each; Fifth, 3 hours. Course Fee: \$138.00. 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

1 Composition (3) UMC (Partly CALS)

10 Composition (3) UMSL (Partly CALS)

110 Freshman English (3) UMKC (Partly CALS)

1 Rhetoric and Composition (3) UMR (Partly CALS) 18 lessons, 14 submitted. 2 exams-Midterm, 1½ hours; Final, 2 hours. Course Fee: \$138.00. Required at UMC. Theory and practice of composition. Because this is a writing course, lessons must be submitted in the order assigned with sufficient time allowed for instructor comment.

Texts: FEINSTEIN, *Programmed Writing Skills*, 1976. Price: \$13.50. McCRIMMON, *Writing with a Purpose*, 6th ed., 1976. Price: \$11.00. McCUEN, *Readings for Writers*, 2nd ed., 1977. Price: \$9.00.

50 Creative Writing: Short Story (3) UMC (Partly CALS) 12 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: \$138.00. 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 allowed for instructor comment.

Texts: CASSILL, ed., *The Norton Anthology of Short Fiction*, 1978. Price: \$10.95. HOLMAN, *A Handbook to Literature*, 4th ed., 1980. Price: \$11.25.

60 Exposition (3) UMC 15 lessons, 8 submitted. 3 exams-First and Second, 1½ hours; Third, 2 hours. Course Fee: \$138.00. 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 allowed 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.

70 Creative Writing: Poetry (3) UMC (Partly CALS) 16 lessons, 15 submitted. 2 exams-3 hours each. Course Fee: \$138.00. Prerequisite: *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 allowed for instructor comment.

Texts: BRINNIN & READ, *The Modern Poets*, 2nd ed., 1970. Price: \$9.50. BROOKS & WARREN, *Understanding Poetry*, 3rd ed., 1960. Price: \$8.25.

161 Technical Writing (3) UMC (Partly CALS) 14 lessons, 12 submitted. 2 exams-1 hour each. Course Fee: \$138.00. Prerequisites: *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 allowed for instructor comment.

Texts: HOUP & PEARSALL, *Reporting Technical Information*, 4th ed., 1980. Price: \$20.00.

Literature

12 Literary Types (3) UMSL (CALs) 12 lessons, 6 submitted. 3 exams-1½ hours each. Course Fee: \$138.00. 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.

101 Topics: Gothic Fiction (3) UMC (CALs) 14 lessons, 11 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. Course Fee: \$138.00. 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: \$11.95. SHELLEY, *Frankenstein*; STOKER, *Dracula*; STEVENSON, *Dr. Jekyll and Mr. Hyde*, 1978. Price: \$3.95. POE, *The Fall of the House of Usher and Other Tales*, 1960. Price: \$2.50. KING, *Salem's Lot*, 1975. Price: \$3.95.

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: \$138.00. 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., 1976. Price: \$4.95. WEBBER, *Woman as Writer*, 1978. Price: \$12.50.

104 Afro-American Literature (3) UMC (CALs) 15 lessons, 15 submitted. 2 exams—2 hours each. Course Fee: \$138.00. Prerequisite: 1 or equivalent. 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: \$2.95. CHAPMAN, *Black Voices*, 1968. Price: \$3.95. ELLISON, *Invisible Man*, 1972. Price: \$2.95. WRIGHT, *Native Son*, 1966. Price: \$1.95.

135 Introduction to Shakespeare (3) UMC (CALs) 14 lessons, 12 submitted. 2 exams—2 hours each. Course Fee: \$138.00. Prerequisite: 1 or equivalent. 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.

185 Introduction to Folklore (3) UMC (CALs) 9 lessons, 9 submitted. 2 exams—1½ hours each. Course Fee: \$138.00, undergraduate; \$177.00, 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.

201 The Tradition of English Literature: Beginnings to 1784 (3) UMC

211 Introduction to British Literature I (3) UMKC

75 Introduction to British Masterpieces (3) UMR

131 English Literature I (3) UMSL 15 lessons, 2 submitted. 2 exams—2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Prerequisite: UMC - sophomore standing, strongly recommended for English majors; UMKC - required of all English majors. The development of English literature from the Middle Ages through the eighteenth century. Reading and analysis of representative works of selected major writers. Text: ABRAMS, *The Norton Anthology of English Literature, Volume I*, 3rd ed., 1974. Price: \$8.70.

ENTOMOLOGY

101 Insects in the Environment (3) UMC (CALs) 23 lessons, 8 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. Course Fee: \$138.00. 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.

Text: PFADT, *Fundamentals of Applied Entomology*, 3rd ed., 1978. Price: \$33.00. 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: \$46.00 per credit hour, undergraduate; \$59.00 per credit hour, graduate. Independent investigation of extension problems. If you are not a UMC student, send your application form with the fee for the number of hours for which you are applying. Also, on a separate sheet, write a concise statement describing (1) why 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 experience in the area of your interest. For more information about special readings/problems courses, see page 4.

403 Program Development and Evaluation (3) UMC (CALS) 9 lessons, 5 submitted. 2 exams-Midterm, 2 hours; Final, 2 hours. Course Fee: \$138.00, undergraduate; \$177.00, 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: *Planning Better Programs*, 1981. Price: \$16.00. Students must also purchase a *Reader* compiled by the course author. Price: \$5.00.

406 Fundamentals of Extension Teaching of Adults (3) UMC (CALS) 14 lessons, 12 submitted. 2 exams-1½ hours each. Course Fee: \$138.00, undergraduate; \$177.00, 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: \$21.00. MAGER, *Preparing Instructional Objectives*, 1975. Price: \$6.00.

FAMILY AND COMMUNITY MEDICINE

25 Community Health (2) UMC (CALS) 25 lessons, 25 submitted. 2 exams-2 hours each. Course Fee: \$92.00. 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.

FRENCH

See ROMANCE LANGUAGES.

GEOGRAPHY

1 Regions and Nations of the World I (3) UMC (CALS) 15 lessons, 15 submitted. 3 exams-2 hours each. Course Fee: \$138.00. 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. May be taken independently of 2.

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.

2 Regions and Nations of the World II (3) UMC (CALS) 15 lessons, 15 submitted. 4 exams-2 hours each. Course Fee: \$138.00. 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. May be taken independently of 1.

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.

100 Economic Geography (3) UMC 13 lessons, 13 submitted. 2 exams-3 hours each. Course Fee: \$138.00. Prerequisite: *Math 10 or equivalent*. Introduction to location and spatial organization of economic activity.

Text: GRIFFIN, *Culture, Resource, and Economic Activity: an Introduction to Economic Geography*, 1971. 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.

111 Physical Geography I (3) UMC (CALS) (formerly 11.) 13 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Prerequisite: *sophomore standing*. Introductory study of man's physical environment: maps, landforms, and water. Man's effect on natural environmental systems. May be taken independently of 112.

Text: STRAHLER, *Geography and Man's Environment*, 1977. Price: \$29.00. NOTE: This textbook is also used for 112 PHYSICAL GEOGRAPHY II. Packet containing maps and air photos. Price: \$2.00.

112 Physical Geography II (3) UMC (CALs) 13 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Prerequisite: *sophomore standing*. Introductory study of man's physical environment: elements of climate, climatic types, soils, vegetation. May be taken independently of 111. Text: STRAHLER, *Geography and Man's Environment*, 1977. Price: \$29.00. NOTE: This textbook is also used for 111 PHYSICAL GEOGRAPHY I. Packet containing maps and air photos. Price: \$2.00.

125 Geography of Missouri (3) UMC (CALs) 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Prerequisite: *sophomore standing*. Prerequisite: *sophomore standing*. Physical, human, economic, and political geography of Missouri; regions of state; geography applied to current state issues.

Texts: RAFFERTY, *Missouri: A Geography*, 1983. Price: \$20.00. Students must also purchase a READER compiled by the course author. Price: \$5.00.

337 Cartography (3) UMC 13 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Prerequisite: *sophomore standing*. Design and construction of maps for geographical uses. Lessons must be submitted in the order assigned with time allowed for instructor comment.

Text: ROBINSON et al., *Elements of Cartography*, 4th ed., 1978. Price: \$32.00. Students are responsible for obtaining their own drawing and drafting materials.

GEOLOGY

2 Physical Geology (4) UMC (CALs)

51 Physical Geology (4) UMR (CALs)

1 General Geology (4) UMSL (CALs) 20 lessons, 8 submitted. 2 exams-Midterm, 2 hours; Final, 2 hours. Course Fee: \$184.00. Study of common minerals and rocks, topographic and geologic maps.

Texts: FLINT & SKINNER, *Physical Geology*, 2nd ed., 1977. Price: \$28.00. HOWARD, *Exercises in Physical Geology*, 5th ed., 1980. Price: \$13.00. Rented mineral samples: \$2.00. Deposit \$10.00.

HEALTH AND PHYSICAL EDUCATION

See COLLEGE OF EDUCATION

HEALTH SERVICES MANAGEMENT

210HM The American Health Care System (3) UMC (CALs) 12 lessons, 2 submitted. 2 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Provides 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 current issues in health care delivery and their impact on the delivery system.

Texts: JONAS, *Health Care Delivery in the United States*, 1981. Price: \$17.00. HEALTH SERVICES MANAGEMENT DEPARTMENT, *Readings for the American Health Care System*, 1982. Price: \$5.00.

250HM Health Planning Principles (3) UMC (CALs) 12 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Introduces students to the theories, concepts, and principles upon which the practice of planning is based and to the context in which health planning is practiced in the United 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: \$24.50. WEBBER, "Effective Planning Committees for Hospitals," *Harvard Business Review*, May-June 1974. Price: \$.75.

270HM Principles of Health Care Finance (3) UMC (CALs) 14 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Prerequisite: 3 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*, 1978. Price: \$11.50.

300 Problems (Management of Long-Term Health Care Facilities) (3) UMC (CALS) 15 lessons, 9 submitted. 2 exams-3 hours each. Course Fee: \$138.00, undergraduate; \$177.00, 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: \$20.00. KANE, *Health Services Management, Vols. I & II*, 1980. Price: \$5.00.

340HM Economics of Health Care (3) UMC (CALS) 13 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Prerequisite: *Economics 51 or equivalent and 210HM*. 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.

1 Foundations of Western Civilization (4) UMC 26 lessons, 6 submitted. 3 exams-First and Second, 1 hour each; Final, 2 hours. Course Fee: \$184.00. 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, Vol. I; to 1700*, 1968. Price: \$16.00. BAINTON, *Here I Stand: A Life of Martin Luther*, 1950. Price: \$3.50. ERICKSON, *Civilization and Society in the West*, 1978. Price: \$16.50. 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, 1977. Price: \$2.00. TIERNEY, *Feudalism—Cause or Cure of Anarchy?*, Historical Pamphlet Edition No. 4, 1977. Price: \$2.00. VOLTAIRE, *Candide, Zadig, and Selected Stories*. Price: \$2.25.

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

101 American History I (3) UMKC (CALS)

175 American History I (3) UMR (CALS)

3 American Civilization (3) UMSL (CALS) 12 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$138.00. 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: \$4.95. 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.

4 Survey of American History since 1865 (3) UMC (CALS)

176 American History since 1887 (3) UMR (CALS)

4 American Civilization (3) UMSL (CALS) 13 lessons, 9 submitted. 2 exams-1½ hours each. Course Fee: \$138.00. A survey of the political, social, economic, and cultural development of the American people from Reconstruction to the present.

Texts: LITWACK et al., *The United States: Vol. 2; Becoming a World Power*, 5th ed., 1982. Price: \$18.00. YOUNGS, *American Realities: Vol. 2; Historical Episodes from Reconstruction to the Present*, 1981. Price: \$11.00.

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

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

220 Making of Modern Britain (3) UMR (CALS) 10 lessons, 6 submitted. 2 exams-1½ hours each. Course Fee: \$138.00. Prerequisite: *UMR-175 or 176*. A political, social, and economic survey of British history since 1688.

Texts: WILLCOX & ARNSTEIN, *The Age of Aristocracy*, 4th ed., 1983. Price: \$11.00. ARNSTEIN, *Britain Yesterday and Today*, 4th ed., 1983. Price: \$12.00.

173 Age of Ascendancy: American Foreign Policy since World War II (3) UMC (CALS) 10 lessons, 10 submitted. 2 exams-1½ hours each. Course Fee: \$138.00. 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: AMBROSE, *Rise to Globalism: American Foreign Policy, 1938-80*, 2nd revised ed., 1980. Price: \$4.95. HERRING, *America's Longest War: The United States and Vietnam, 1950-1975*, 1979. Price: \$10.00. YERGIN, *Shattered Peace: The Origins of the Cold War and the National Security State*. 1977. Price: \$10.95.

210 History of Missouri (3) UMC (CALS)

259 History of Missouri (3) UMR (CALS)

107 History of Missouri (3) UMSL (CALS) 11 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Survey of Missouri's development from the beginning of settlement to the present.

Text: PARRISH, JONES, & CHRISTENSEN, *Missouri: The Heart of the Nation*, 1980. Price: \$19.00.

231 Contemporary Europe (3) UMC (CALS) 15 lessons, 6 submitted. 3 exams-1½ hours each. Course Fee: \$138.00, undergraduate; \$177.00, 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., 1971. Price: \$6.60. WEBER, *Varieties of Fascism*, 1964. Price: \$5.00. WISKEMANN, *Fascism in Italy: Its Development and Influence*, 2nd ed., 1970. Price: \$9.00. WRIGHT, *The Ordeal of Total War, 1939-1945*, 1968. Price: \$3.95.

359 History of the Old South (3) UMC (CALS)

358 History of the American South I (3) UMKC (CALS)

254 The Antebellum South, 1607-1861 (3) UMR (CALS)

327 History of the American South (3) UMSL (CALS) 14 lessons, 14 submitted. 2 exams-1½ hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Prerequisite: *UMR-175*. 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: \$9.95. HUGGINS, *Black Odyssey*, 1977. Price: \$4.95. RAWICK, *From Sundown to Sunup: The Making of the Black Community*, 1972. Price: \$4.45.

364 The Period of the American Revolution, 1760-1789 (3) UMC (CALS) 9 lessons, 5 submitted. 2 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, 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.

400 Special Topics in American History (3) UMKC 14 lessons, 14 submitted. 2 exams-1½ hours each. Course Fee: \$138.00, undergraduate; \$177.00, 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 1970s. 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

20 Basic Home Horticulture (3) UMC (CALS) 13 lessons, 13 submitted. 2 exams-1½ hours each. Course Fee: \$138.00. 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

309 History and Principles of Journalism (3) UMC (CALS) 15 lessons, 15 submitted. 2 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. History of the mass media in

University Courses

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.

380 High School Journalism (2) UMC (CAL5) 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$92.00, undergraduate; \$118.00, 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

202 Fundamentals of Management (3) UMC (CAL5) 15 lessons, 6 submitted. 2 exams-Midterm, 1½ hours; Final, 2 hours. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Introduction to the basic concepts of management and organization; their application to operations and personnel management.

Text: TREWATHA & NEWPORT, *Management Functions and Behavior*, Revised ed., 1979. Price: \$20.00.

254 Introduction to Business Law (3) UMC (CAL5)

M.A. 320 Business Law (3) UMKC (CAL5)

256 Business Law (3) UMSL (CAL5) 12 lessons, 8 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Prerequisite: UMC-junior standing; UMKC-M.A. 306 or instructor's consent; UMSL-Accounting 140 and Economics 51. Overview of law pertinent to business. Principles of government regulation of business, the law of contract, and the law of sales and goods.

Text: LUSK et al., *Business Law and the Regulatory Environment: Concepts and Cases*, 5th ed., 1982. Price: \$27.50.

310 Personnel Management (3) UMC (CAL5) 9 lessons, 9 submitted. 2 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, 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

204 Principles of Marketing (3) UMC (CAL5) 18 lessons, 9 submitted. 2 exams-Midterm, 1 hour; Final, 1½ hours. Course Fee: \$138.00, undergraduate; \$177.00, 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

3 Basic Algebra (2) UMC (CAL5) 14 lessons, 14 submitted. 2 exams-Midterm, 1 hour; Final, 2 hours. Course Fee: \$92.00. 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: \$20.00. GROSS, *Algebra by Example: Student Solutions Manual 1*, 1978. Price: \$10.00.

4 Business Mathematics (3) UMC (CAL5) 10 lessons, 10 submitted. 2 exams-2½ hours each. Course Fee: \$138.00. 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 Arts and Science or Business and Public Administration.

Text: WILLERDING, *The Business of Mathematics*, 1977. Price: \$16.25.

7 Algebra for Elementary Teachers (3) UMC (CAL5) 15 lessons, 15 submitted. 3 exams-2 hours each. Course Fee: \$138.00. 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. No credit toward a degree in Arts and Science.

Text: PETERSON & HASHISAKI, *Theory of Arithmetic*, 3rd ed., 1971. Price: \$29.00.

8 Geometry for Elementary Teachers (3) UMC 18 lessons, 18 submitted. 2 exams-Midterm, 2 hours; Final, 3 hours. Course Fee: \$138.00. 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. No credit toward a degree in Arts and Science.

Text: KEEDY & NELSON, *Geometry: A Modern Introduction*, 2nd ed., 1973. Price: \$16.00.

9 Trigonometry (2) UMC (CAL) 8 lessons, 8 submitted. 2 exams-Midterm, 2 hours; Final, 3 hours. Course Fee: \$92.00. 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: JOHNSTON, *Plane Trigonometry: A New Approach*, 2nd ed., 1978. Price: \$23.00.

10 College Algebra (3) UMC (CAL) 8 lessons, 8 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Prerequisite: *one and a half units of high school mathematics including one unit in algebra.* Review of topics from elementary algebra, quadratics, systems of linear equations with introduction to determinants, graphing, inequalities, complex numbers, polynomials, and logarithms.

Text: SENTLOWITZ & TRIVISONE, *College Algebra*, 1982. Price: \$23.00.

12 Basic Concepts of Modern Mathematics (3) UMC (CAL)

10 Introduction to Mathematical Ideas (3) UMR (CAL)

15 Mathematics: Ideas and Structures (3) UMSL (CAL) 11 lessons, 11 submitted. 2 exams-3 hours each. Course Fee: \$138.00. Basic ideas in mathematics, with emphasis on its variety and structure. Gives an appreciation of mathematics in everyday life.

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

80 Analytic Geometry and Calculus I (5) UMC

8 Calculus with Analytic Geometry I (5) UMR

80 Analytic Geometry and Calculus I (5) UMSL 13 lessons, 13 submitted. 2 exams-Midterm, 1½ hours; Final, 2 hours. Course Fee: \$230.00. Prerequisites: *UMC-C or better in 14 and 15 or equivalent; UMR-2, 4, and 6; or placement exam; UMSL-C or better in 40 or 4 units of equivalent high school study and a satisfactory score on placement exam.* Straight lines, conic sections, polar coordinates, coordinate transformations, functions, limits, continuity, derivatives, antiderivatives, 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.

175 Calculus II (5) UMC

21 Calculus with Analytic Geometry II (5) UMR

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: \$230.00. 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.

201 Calculus III (4) UMC

22 Calculus with Analytic Geometry III (4) UMR

201 Analytic Geometry and Calculus III (4) UMSL 11 lessons, 11 submitted. 2 exams-2½ hours each. Course Fee: \$184.00, undergraduate: \$236.00, 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.

PEACE STUDIES

50 Introduction to Peace Studies (3) UMC (CAL) 10 lessons, 8 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Introduces the study of peace; emphasizes underlying concepts and principles of conflict resolution, disarmament strategies, models of world order, aggression reduction, and nonviolent social change.

Texts: FALK et al., *Studies on a Just World Order, Vol. 1*, 1982. Price: \$16.50. SCHELL, *The Fate of the Earth*, 1982. Price: \$2.50. STEPHENSON, *Alternative Methods for International Security*, 1982. Price: \$11.00. STOESSINGER, *Why Nations Go to War*, 3rd ed., 1982. Price: \$8.00.

PHILOSOPHY

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

210 Foundations of Philosophy (3) UMKC (CALS)

50 Major Questions in Philosophy (3) UMSL (CALS)

5 Introduction to Philosophy (3) UMR (CALS) 20 lessons, none submitted. 3 exams-1½ hours each. Course Fee: \$138.00. 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.

10 Introduction to Logic (3) UMC (CALS)

222 Foundations of Logic and Scientific Methods (3) UMKC (CALS)

15 Introduction to Logic (3) UMR (CALS)

60 Logic and Language (3) UMSL (CALS) 11 lessons, 11 submitted. 3 exams-1½ hours each. Course Fee: \$138.00. 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

1 American Government (3) UMC (CALS) 15 lessons, 4 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Theory, politics, and constitutional development of American democracy at national and state levels; examines contemporary issues in foreign, military, and economic affairs; meets Missouri state law requirement. Students taking this course may not take 11, and vice versa.

Texts: 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.

11 Introduction to Political Science (3) UMC (Partly CALS) 16 lessons, 8 submitted. 2 exams-3 hours each. Course Fee: \$138.00. Introduction to scope and content of politics: theory and operation of democratic and nondemocratic governments. Meets Missouri state law requirement. Students taking this course may not take 1, and vice versa.

Texts: BRZEZINSKI, *Political Power: USA/USSR*, 1971. Price: \$4.95. \$13.00. KENNEDY, *Thirteen Days: A Memoir of the Cuban Missile Crisis*, 1969. Price: \$2.95. MERKL, *Political Continuity and Change*, 1972. Price: \$13.00.

102 State Government (3) UMC (CALS) 11 lessons, 11 submitted. 2 exams-1½ hours each. Course Fee: \$138.00. Government and politics at the state level, with an emphasis on Missouri.

Texts: DYE, *Politics in States and Communities*, 4th ed., 1981. Price: \$23.00. *1978 revision of the 1945 Missouri State Constitution*. Price: no charge.

310 Introduction to Public Administration (3) UMC (CALS) 10 lessons, 10 submitted. 2 exams-1 hour each. Course Fee: \$138.00, undergraduate; \$177.00, 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: MEIER, *Politics of the Bureaucracy: Policymaking in the Fourth Branch of Government*, 1979. Price: \$12.00. SHAFRITZ & HYDE, *Classics of Public Administration*, 1978. Price: \$12.50.

PSYCHOLOGY

1 General Psychology (3) UMC (CALS)

210 General Psychology (3) UMKC (CALS)

50 General Psychology I (3) UMR (CALS)

3 General Psychology (3) UMSL (CALS) 20 lessons, 20 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Survey of facts, principles, and methods in the study of human behavior.

Text: McCONNELL, *Understanding Human Behavior*, 2nd ed., 1977. Price: \$16.00.

170 Child Psychology (3) UMC (CALS) 12 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: \$138.00. 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.

180 Fundamentals of Abnormal Psychology (3) UMC (CALS) 12 lessons, 12 submitted. 2 exams-1½ hours each. Course Fee: \$138.00. Prerequisite: 1 or 2. Basic survey of maladaptive human behavior and experience, including 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: \$17.00.

212 Human Learning (3) UMC (CALS) 13 lessons, 5 submitted. 2 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Prerequisite: 1 or 2. The factors that affect human learning and memory; the basic principles of learning and retention and forgetting.

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

212 Industrial Psychology (3) UMR (CALS) 9 lessons, 9 submitted. 2 exams-1 hour each. Course Fee: \$138.00. Prerequisite: 50. An examination of the principles involved in the interaction of the employee with the social and physical events in his industrial work environment.

Text: SCHULTZ, *Psychology and Industry Today*, 3rd ed., 1982. Price: \$26.00.

260 Social Psychology (3) UMC (CALS)

312 Social Psychology (3) UMKC (CALS)

270 Social Psychology (3) UMR (CALS)

160 Social Psychology (3) UMSL (CALS) 10 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Prerequisite: UMC-1 or 2 and/or Sociology 1; UMR-50; UMSL-3 or Sociology 10. Social bases of behavior and behavior of individuals in social situations.

Text: WRIGHTSMAN & DEAUX, *Social Psychology in the Eighties*, 3rd ed., 1981. Price: \$27.00.

271 Adolescent Psychology (3) UMSL (CALS) 15 lessons, 6 submitted. 3 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Prerequisite: 3. 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.

311 Human Factors Engineering (3) UMR (CALS) 9 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Prerequisite: 50. A study of problems and processes involved in optimizing a complex man-machine interface. Particular emphasis will be given to the human component, its capabilities and its limitations. The type of machines considered range from complex interactive systems to relatively simple devices and tools used in human work.

Text: McCORMICK, *Human Factors in Engineering and Design*, 5th ed., 1982. Price: \$34.50.

387 Psychology of Aging (3) UMC (CALS) 11 lessons, 7 submitted. 2 exams-Midterm, 1½ hours; Final, 2 hours. Course Fee: \$138.00. Prerequisites: 1 or 2 and course in *developmental psychology* (e.g., *child psychology*) or instructor's consent. Surveys psychological processes in aging during middle/late adulthood. Emphasizes sensory, perceptual, physiological, memory, cognitive processes, and methodological issues in gerontological research.

Text: KAUSLER, *Experimental Psychology and Human Aging*, 1982. Price: \$27.00.

RECREATION AND PARK ADMINISTRATION

10 Introduction to Leisure Studies (3) UMC (formerly Introduction to Recreation.) 14 lessons, 14 submitted. 3 exams-First and Second, 2 hours each; Third, 3 hours. Course Fee: \$138.00. History of the recreation and leisure movement; theories and philosophies of play, recreation, and leisure.

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. 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.

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: \$138.00. 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: \$46.00 per credit hour, undergraduate; \$59.00 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

University Courses

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 4.

404 Readings in the Field of Recreation (1-3) UMC Course Fee: \$46.00 per credit hour, undergraduate; \$59.00 per credit hour, graduate. Prerequisite: *consent of adviser; open to students majoring in the field of recreation.* Selected readings based on student's needs. Emphasis may be placed on a student's area of interest. 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 4.

RELIGIOUS STUDIES

130 Major World Religions (3) UMC (CALs) 16 lessons, 8 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Prerequisite: *sophomore standing.* 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.

141 Introduction to the Old Testament (3) UMC (CALs) 12 lessons, 12 submitted. 3 exams-1 hour each. Course Fee: \$138.00. Prerequisite: *sophomore standing.* 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).

142 Introduction to the New Testament (3) UMC (CALs) 15 lessons, 7 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Prerequisite: *sophomore standing.* Examines 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).

143 Life and Teachings of Jesus (3) UMC (CALs) 23 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Prerequisite: *sophomore standing.* 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: \$23.00.

244 Life and Letters of Paul (3) UMC (CALs) 11 lessons, 4 submitted. 2 exams-1 hour each. Course Fee: \$138.00. Prerequisite: *142 or equivalent.* 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: ROETZEL, *The Letters of Paul: Conversations in Context*, 1975. Price: \$4.95. SANDMEL, *The Genius of Paul: A Study in History*, 1979. Price: \$5.95.

ROMANCE LANGUAGES

French

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

1 Elementary French I (5) UMC 13 lessons, 13 submitted. 4 exams—First, Second, and Third, 1½ hours each; Final, 2½ hours. Course Fee: \$230.00. Introduction to French grammar and composition. Practice in hearing and speaking French through the use of audio cassette tapes. 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. 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.*

2 Elementary French II (5) UMC 19 lessons, 19 submitted. 4 exams-First, Second, and Third, 1½ hours each; Final, 2½ hours. Course Fee: \$230.00. 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.

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. 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.*

103 French Reading (3) UMC 11 lessons, 11 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Prerequisite: *2 or equivalent.*

Texts: COMEAU, *Ensemble Grammaire*, 1977. Price: \$12.00. HALL, *Nouvelles Françaises*, 1959. Price: \$5.25. MOORE, *Onze contes*, 1957. Price: \$11.50.

Spanish

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

1 Elementary Spanish I (5) UMC 13 lessons, 13 submitted. 3 exams-First and Second, 1 hour each; Final, 1½ hours. Course Fee: \$230.00. Practice in hearing and speaking Spanish through the use of audio cassette tapes.

Texts: ALLEN, *Habla español*, 1976. Price: \$15.00. CASONA, *La dama del alba*, 1947. Price: \$9.00. SNYDER, *Manual de laboratorio*, 1976. Price: \$5.00. STANSFIELD, *Cuademo de ejercicios*, 1976. Price: \$5.00. NOTE: These textbooks are also used for 2 ELEMENTARY SPANISH II. 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.*

2 Elementary Spanish II (5) UMC 18 lessons, 18 submitted. 3 exams-First and Second, 1 hour each; Final, 3 hours. Course Fee: \$230.00. Prerequisite: *C or better in 1 or equivalent.* Continuation of Spanish I. Practice in hearing and speaking Spanish through the use of audio cassette tapes.

Texts: ALLEN, *Habla español*, 1976. Price: \$15.00. CASONA, *La dama del alba*, 1947. Price: \$9.00. SNYDER, *Manual de laboratorio*, 1976. Price: \$5.00. STANSFIELD, *Cuademo de ejercicios*, 1976. Price: \$5.00. NOTE: The Allen, Snyder, and Stansfield books are also used for 1 ELEMENTARY SPANISH I. 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.*

103 Spanish Reading (3) UMC (CALS) 12 lessons, 4 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Prerequisite: *2 or equivalent.* Designed to teach students to read fairly sophisticated Spanish. The texts have been selected for enjoyment as well as for building vocabulary and improving comprehension. Texts: ARJONA, *Quince cuentos de las Españas*, 1971. Price: \$8.50. CASONA, *Corona de amor y muerte*, 1960. Price: \$4.95. COPELAND, *Civilización y cultura*, 1981. Price: \$14.00.

RURAL SOCIOLOGY

1 Rural Sociology (3) UMC (CALS) 12 lessons, 6 submitted. 2 exams-Midterm, 2 hours; Final, 3 hours. Course Fee: \$138.00. Introduction to sociology of rural and small-town society: structure, functioning, trends, and interrelations with the larger society. No credit will be given to students who have already received credit for Sociology 1.

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.

50 Social Deviance (3) UMC (CALS)

200 Sociology of Deviant Behavior (3) UMSL (CALS) 15 lessons, 13 submitted. 2 exams-Midterm, 1 hour; Final, 2 hours. Course Fee: \$138.00. 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, and mental illness.

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

215 Collective Behavior (3) UMC (CALS) (same as Peace Studies 215) 12 lessons, 12 submitted, term paper. 2 exams-2 hours each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Prerequisite: *1 or 40*. 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.

260 Social Psychology (3) UMC (CALS)

160 Social Psychology (3) UMSL (CALS) 10 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$138.00. Prerequisite: *UMC-1 and/or Psychology 1 or 2; UMSL-10 or Psychology 3*. Social bases of behavior and behavior of individuals in social situations.

Text: WRIGHTSMAN & DEAUX, *Social Psychology in the Eighties*, 3rd ed., 1981. Price: \$27.00.

322 Sociology of Aging (3) UMC 6 lessons, 6 submitted. 2 exams-Midterm, 2 hours; Final, 3 hours. Course Fee: \$138.00, undergraduate; \$177.00, 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.

337 Race and Ethnic Relations (3) UMC (CALS)

322 Race and Ethnic Relations (3) UMKC (CALS)

245 Ethnicity and Nationality (3) UMSL (CALS) 13 lessons, 13 submitted. 2 exams-1 hour each. Course Fee: \$138.00, undergraduate; \$177.00, graduate. Prerequisite: *UMC 1 or 40 and junior standing; UMR-any 100-level sociology course*. The experience of racial and ethnic minorities: inequality, assimilation, ethnic and racial conflict, accommodation.

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

31 Elementary Statistics (3) UMC (CALS) 10 lessons, 10 submitted. 3 exams-First and Second, 1½ hours each; Third, 2 hours. Course Fee: \$138.00. 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 instructors, to discontinue courses, and to adjust fees listed in this catalog as circumstances warrant.

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

HIGH SCHOOL COURSES

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



CALS is an acronym for Computer-Assisted Lesson Service. Lesson questions are multiple-choice or true/false. You indicate your 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.



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.

★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

Agriculture (CAL) 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. NOTE: This textbook is also used for AGRICULTURE, Second Half Unit.

Agriculture (CAL) 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: EVANS, *Exploring Agriculture*, 4th ed., 1973. Price: \$26.50. NOTE: This textbook is also used for AGRICULTURE, First Half Unit.

Functional Horsemanship (CAL) 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.

Text: BRADLEY, *Horses: A Practical Approach*. 1981. Price: \$26.50.

Introductory Horticulture (CAL) First Half Unit: 12 lessons, 11 submitted. 2 exams-2 hours each. Course Fee: \$38.00. The course is designed to introduce the student to the science of horticulture and its practical applications for home and industry.

Text: REILEY & SHRY, *Introductory Horticulture*, 2nd ed., 1983. Price: \$22.50. NOTE: This textbook is also used for INTRODUCTORY HORTICULTURE, Second Half Unit.

Introductory Horticulture (CAL) Second Half Unit: 12 lessons, 11 submitted. 2 exams-2 hours each. Course Fee: \$38.00. The second half unit of this course is designed to introduce you further to the science of horticulture and its practical applications to home and industry.

Text: REILEY & SHRY, *Introductory Horticulture*, 2nd ed., 1983. Price: \$22.50. NOTE: This textbook is also used for INTRODUCTORY HORTICULTURE, First Half Unit.

ART

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 that include drawing, design, sculpture, collage, and painting.

Text: FAULKNER, *Art Today*, 5th ed., 1969. Price: \$23.00. NOTE: This textbook is also used for ART, Second Half Unit. Students will need to obtain their own art supplies.

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 that include cartooning, photography, fabric design, ceramic and glass, printing, and painting.

Text: FAULKNER, *Art Today*, 5th ed., 1969. Price: \$23.00. NOTE: This textbook is also used for ART, First Half Unit. Students will need to obtain their own art supplies.

BUSINESS EDUCATION

Bookkeeping (CAL) 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: \$15.00. SWANSON, *Century 21 Accounting, Working Papers & Study Guides*, 2nd ed., 1977. Price: \$8.75. NOTE: These textbooks are also used for BOOKKEEPING, Second Half Unit.

Bookkeeping (CAL) Second Half Unit: 16 lessons, 16 submitted. 2 exams-3 hours each. Course Fee: \$38.00. 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: SWANSON, *Century 21 Accounting*, 2nd ed., 1977. Price: \$15.00. SWANSON, *Century 21 Accounting, Working Papers & Study Guides*, 2nd ed., 1977. Price: \$8.75. NOTE: These textbooks are also used for BOOKKEEPING, First Half Unit.

Career Planning: Charting Your Future 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. 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.

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 typing financial reports and legal papers. Approximately half the course is devoted to the basic kinds of filing procedures. Texts: PASEWORK, *Clerical Office Procedures*, 6th ed., 1978. Price: \$13.50. PASEWORK, *Clerical Office Procedures: Supplies Inventory*, 6th ed., 1978. Price: \$6.00.

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. Text: ROSENBERG, *Understanding Business and Consumer Law*, 6th ed., 1979. Price: \$14.50.

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

Text: WARMKE, *Consumer Economic Problems*, 9th ed., 1977. Price: \$15.00.

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 to the everyday application of basic economic principles.

Text: OLSEN, *Economics: Principles and Applications*, 9th ed., 1978. Price: \$13.50.

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. NOTE: This textbook is also used for GENERAL BUSINESS, Second Half Unit. DEBRUM, *Activities and Projects for General Business, Units 1-6*, 11th ed., 1976. Price: \$5.00.

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 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. NOTE: This textbook is also used for GENERAL BUSINESS, First Half Unit. DEBRUM, *Activities and Projects for General Business, Units 7-12*, 11th ed., 1976. Price: \$4.75.

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., 1980. Price: \$23.00.

Retail Merchandising (CALs) One Half Unit: 12 lessons, 6 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. 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.

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. NOTE: This textbook is also used for SALESMANSHIP, Second Half Unit.

High School Courses

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: ERNEST: *Salesmanship Fundamentals*, 4th ed., 1973. Price: \$14.50. NOTE: This textbook is also used for SALESMANSHIP, First Half Unit.

Typing (Partly CALs) First Half Unit: 13 lessons, 13 submitted. 2 exams-Midterm, 1½ hours; Final, 1¾ hours. 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. NOTE: This textbook is also used for TYPING, Second Half Unit.

Typing (Partly CALs) Second Half Unit: 11 lessons, 6 submitted, 2 exams-2 hours each. Course Fee: \$38.00. This course teaches more complex forms of the basic materials covered in the First Half Unit and emphasizes improved typing proficiency—techniques, speed and accuracy.

Text: CRAWFORD et al. *Century 21 Typewriting*, 3rd ed., 1982. Price: \$16.50. NOTE: This textbook is also used for TYPING, First Half Unit.

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: \$18.00.

CONSUMER HOMEMAKING

Fundamentals of Nutrition (CALs) One Half Unit: 20 lessons, 6 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. The course provides an overview of the importance of a balanced diet to one's physical and emotional health. The role of each nutrient is fully described, and the student is guided in developing a personal nutrition program. Lessons are also included on the proper techniques for buying, preparing, storing, and serving foods.

Text: KOWTALUK, *Discovering Nutrition*, 1980. Price: \$10.75.

DRIVER EDUCATION

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 toward safety, the course does **not** provide behind-the-wheel instruction; it does, however, prepare the student to acquire practical skills. Students who plan to obtain a driver's license from a state other than Missouri should obtain the drivers guide for that state.

Text: JOHNSON, *Tomorrow's Drivers*, 1974. Price: \$8.50. Audio cassette tape, *Introductory Comments* by Don Marquardt. Price: \$1.75.

ENGLISH

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 *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. NOTE: This textbook is also used for 9th GRADE ENGLISH, Second Half Unit.

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 *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. NOTE: This textbook is also used for 9th GRADE ENGLISH, First Half Unit.

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: \$7.50. CARLSEN, *Encounters*, 3rd ed., 1979. Price: \$20.00. NOTE: These textbooks are also used for 10th GRADE ENGLISH, Second Half Unit.

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 allowed for instructor comment.

Texts: ANDERSON, *Scholastic Composition, Level 4*, 1980. Price: \$8.65. CARLSEN, *Encounters*, 3rd ed., 1979. Price: \$20.00. NOTE: These textbooks are also used for 10th GRADE ENGLISH, First Half Unit.

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 deals with humor in American literature, and the second deals with the theme of the independent spirit. A few lessons on composition and grammar are included. Students will write essays and stories. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment.

Texts: CARLSEN, *American Literature: Themes and Writers*, 1973. Price: \$20.50. WARRINER, *English Grammar and Composition, Fifth Course*, 1973. Price: \$13.00. NOTE: These textbooks are also used for 11th GRADE ENGLISH ENGLISH, Second Half Unit.

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 allowed for instructor comment.

Texts: CARLSEN, *American Literature: Themes and Writers*, 1973. Price: \$20.50. WARRINER, *English Grammar and Composition, Fifth Course*, 1973. Price: \$13.00. NOTE: These textbooks are also used for 11th GRADE ENGLISH, First Half Unit.

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 seventeenth and eighteenth centuries. Lessons must be submitted in the order assigned, with sufficient time allowed for instructor comment. *Access to a cassette tape recorder is required for this course.*

Texts: FEINSTEIN, *Programmed Writing Skills*, 1976. Price: \$13.50. McCORMICK, *Adventures in English Literature* (Classic Edition), 1973. Price: \$18.00. NOTE: These textbooks are also used for 12th GRADE ENGLISH, Second Half Unit. Audio cassette tape, *Macbeth*. Price: \$1.50.

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: FEINSTEIN, *Programmed Writing Skills*, 1976. Price: \$13.50. McCORMICK, *Adventures in English Literature* (Classic Edition), 1973. Price: \$18.00. NOTE: These textbooks are also used for 12th GRADE ENGLISH, First Half Unit. No tapes.

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.

High School Courses

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: \$3.50.

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: \$1.75. MILLER, *The American Literary Tradition*, 1976. Price: \$8.75. 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.

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: \$8.75. NOTE: This textbook is also used for AMERICAN ENVIRONMENT THROUGH LITERATURE.

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.

Texts: 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: \$2.95. BALDWIN, *Go Tell It on the Mountain*. Price: \$2.95. PARKS, *The Learning Tree*. Price: \$2.25. WRIGHT, *Black Boy*. Price: \$1.25.

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 literature 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: \$2.25.

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, Books 1-4*, 1984. Price: \$10.50.

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.

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.

Texts: HAMILTON, *Mythology*, (Signet Edition), 1969. Price: \$2.75. STEWART, *The Crystal Cave* (Fawcett Edition). Price: \$3.50. SULLIVAN, *The Golden Echo*, 1969. Price: \$2.50. SULLIVAN, *Readings for the Golden Echo*, 1969. Price: \$3.75. NOTE: The two Sullivan texts can only be obtained through the Center.

Readings in the American Novel (CALs) One Half Unit: 9 lessons, 9 submitted. 2 exams-1½ hours each. Course Fee: \$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: \$11.00. FITZGERALD, *The Great Gatsby*. Price: \$2.95. LEWIS, *Babbitt*. Price: \$2.50. STEINBECK, *Of Mice and Men*. Price: \$2.50. ROTH, *Goodbye, Columbus*. Price: \$2.95.

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: \$2.50. SOHN, *Ten Modern American Short Stories*, 1965. Price: \$2.25.

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: 3.50.

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: \$2.50. LEE, *To Kill a Mockingbird*. Price: \$3.50. STEINBECK, *The Grapes of Wrath*. Price: \$3.95. TWAIN, *The Adventures of Huckleberry Finn* (Riverside Edition), 1958. Price: \$5.25.

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.

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 life-style can be influenced by "word magic." Students learn how to evaluate what they read and hear by applying logic to language.

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

FAMILY RELATIONS

See SOCIAL STUDIES

GEOGRAPHY

See SOCIAL STUDIES

GOVERNMENT

See SOCIAL STUDIES

HEALTH AND PHYSICAL EDUCATION

Health (CALs) One Half Unit: 9 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: \$38.00. An overview of health that emphasizes the effect that life-style can have on one's overall wellness and the ways in which people can maximize their physical, emotional, and social health through positive life-style choices.

Text: KANE, BLAKE, & FRYE, *Understanding Health*, 1982. Price: \$18.75.

HISTORY

See SOCIAL STUDIES

INDUSTRIAL ARTS

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: \$24.75.

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: \$24.75.

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.

Text: SPENCER, *Basic Technical Drawing*, 3rd revised ed., 1974. Price: \$25.00. 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. NOTE: The Spencer textbook is also used for GENERAL DRAFTING, Second Half Unit.

General Drafting Second Half Unit: 15 lessons, 15 submitted. 2 exams-3 hours each. Course Fee: \$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.

Text: SPENCER, *Basic Technical Drawing*, 3rd revised ed., 1974. Price: \$25.00. 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. NOTE: The Spencer textbook is also used for GENERAL DRAFTING, First Half Unit.

Technical Drafting One Half Unit: 10 lessons, 10 submitted. 2 exams-3 hours each. Course Fee: \$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 interpret advanced drawings correctly.

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

LANGUAGE

French I First Half Unit: 10 lessons, 4 submitted. 3 exams-First and Second, 1 hour; Third, 1½ hours. Course Fee: \$38.00. This course is an introduction to the principles of French grammar and composition. Audio cassette tapes are used throughout the course. *Access to a cassette tape recorder is required.*

Texts: LENARD, *Jeunes voix, jeunes visages. Premier Niveau*, 1976. Price: \$14.50. LENARD, *Jeunes voix, jeunes visages: Cahier de Travail*, 1976. Price: \$4.50. NOTE: These textbooks are also used for FRENCH I, Second Half Unit. LENARD, *Jeunes voix, jeunes visages: Tape Program*, 1976. 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.

French I Second Half Unit: 7 lessons, 3 submitted. 3 exams-First and Second, 1 hour; Third, 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. *Access to a cassette tape recorder is required.*

Texts: LENARD, *Jeunes voix, jeunes visages. Premier Niveau*, 1976. Price: \$14.50. LENARD, *Jeunes voix, jeunes visages: Cahier de Travail*, 1976. Price: \$4.50. NOTE: These textbooks are also used for FRENCH I, First Half Unit. LENARD, *Jeunes voix, jeunes visages: Tape Program*, 1976. The cassette fee is \$15.00, \$10.00 of which will be refunded when the materials are returned in good condition. Include the \$15.00 charge for tapes with the course fee.

Spanish I First Half Unit: 11 lessons, 11 submitted. 3 exams-First and Second, 1 hour; Third, 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 cassette tape recorder is required.

Texts: VALETTE, *Spanish for Mastery I*, 1980. Price: \$16.50. VALETTE, *Spanish for Mastery I Workbook*, 1980. Price: \$5.00. NOTE: These textbooks are also used for Spanish I, Second Half Unit. VALETTE, *Spanish for Mastery I: Tape Program, Lessons 1-5*, 1980. Price: \$15.00.

Spanish I Second Half Unit: 10 lessons, 10 submitted. 3 exams-First and Second, 1 hour; Third, 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 cassette tape recorder is required.

Texts: VALETTE, *Spanish for Mastery I*, 1980. Price: \$16.50. VALETTE, *Spanish for Mastery I Workbook*, 1980. Price: \$5.00. NOTE: These textbooks are also used for Spanish I, First Half Unit. VALETTE, *Spanish for Mastery I: Tape Program, Lessons 6-10*, 1980. Price: \$15.00.

MATHEMATICS

Business Mathematics (CAL) 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.

Text: FAIRBANK & SCHULTHEIS, *Applied Business Mathematics*, 11th ed., 1980. Price: \$14.75.

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

Text: WELLS, *Mathematics for Daily Use*, 1980. Price: \$17.25. NOTE: This textbook is also used for GENERAL MATHEMATICS, Second Half Unit.

General Mathematics (CAL) 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: WELLS, *Mathematics for Daily Use*, 1980. Price: \$17.25. NOTE: This textbook is also used for GENERAL MATHEMATICS, First Half Unit.

Elementary Algebra (CAL) 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: \$9.00. NOTE: These textbooks are also used for ELEMENTARY ALGEBRA, Second Half Unit.

Elementary Algebra (CAL) 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: DOLCIANI, *Algebra: Structure and Method, Book 1*, 1979. Price: \$17.00. DOLCIANI, *Solution Key for Algebra: Structure and Method, Book 1*, 1979. Price: \$9.00. NOTE: These textbooks are also used for ELEMENTARY ALGEBRA, First Half Unit.

Algebra II and Trigonometry (CAL) First Half Unit: 7 lessons, 7 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. Prerequisite: one unit of elementary algebra. Covers the vocabulary and operations of

High School Courses

algebra, real number properties and linear open sentences, functions and polynomials, factoring of polynomials, rational expressions, radicals, and irrational numbers.

Texts: DOLCIANI, *Algebra and Trigonometry: Structure and Method, Book 2*, 1977. Price: \$18.00. DOLCIANI, *Solution Key for Algebra and Trigonometry: Structure and Method, Book 2*, 1977. Price: \$12.50. NOTE: These textbooks are also used for ALGEBRA II AND TRIGONOMETRY, Second Half Unit.

Algebra II and Trigonometry (CALC) Second Half Unit: 6 lessons, 6 submitted. 2 exams-1½ hours each. Course Fee: \$38.00. Prerequisite: *Algebra II and Trigonometry-First Half Unit*. Covers quadratic equations, functions, relations, and systems; exponentials, logarithms, and binomial expansions; and trigonometry, trigonometric identities, circular functions and their inverses.

Texts: DOLCIANI, *Algebra and Trigonometry: Structure and Method, Book 2*, 1977. Price: \$18.00. DOLCIANI, *Solution Key for Algebra and Trigonometry: Structure and Method, Book 2*, 1977. Price: \$12.50. NOTE: These textbooks are also used for ALGEBRA II AND TRIGONOMETRY, First Half Unit.

Fundamentals of Statistics and Probability (CALC) One Half Unit: 10 lessons, 9 submitted. 2 exams-2 hours each. Course Fee: \$38.00. Provides a solid background in probability and statistics as the basis for data analysis and decision making. A valuable course for all college-bound students, particularly those planning careers in science, mathematics, and engineering.

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

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 figure (ratio and proportion); and geometric mean, radicals, and trigonometry (sine, cosine, tangent) of right triangles. Lessons require completion of many exercises, and the student's knowledge of algebra is expanded with continual applications to geometry.

Text: JURGENSON, BROWN, & KING, *Geometry, New Edition*, 1980. Price: \$15.00. NOTE: This textbook is also used for GEOMETRY, Second Half Unit.

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: JURGENSON, BROWN, & KING, *Geometry, New Edition*, 1980. Price: \$15.00. NOTE: This textbook is also used for GEOMETRY, First Half Unit.

PERSONAL DEVELOPMENT

See SOCIAL STUDIES

PSYCHOLOGY

See SOCIAL STUDIES

SCIENCE

Chemistry (CALC) 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.

Text: CHOPPIN, *Chemistry*, 1973. Price: \$16.00. NOTE: This textbook is also used for CHEMISTRY, Second Half Unit.

Chemistry (CALS) Second Half Unit: 8 lessons, 8 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.* 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: CHOPPIN, *Chemistry*, 1973. Price: \$16.00. NOTE: This textbook is also used for CHEMISTRY, First Half Unit.

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: \$13.00. LYTLE, *Investigations in Conservation of Natural Resources*, 1979. Price: \$7.75.

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 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.

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. Text: FOSTER, *Physical Geology*, 2nd ed., 1975. Price: \$16.00. Rental charge for 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.

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 math, including one year of algebra. Some trigonometry is useful but not required.* A presentation of the basic concepts of physics. Measurement, motion, vectors, dynamics, gravitation, energy, heat, kinetic theory, and gas laws are covered in the First Half Unit. Text: MURPHY, *Physics: Principles and Problems*, 1977. Price: \$19.75. NOTE: This textbook is also used for PHYSICS, Second Half Unit. Additional materials for the First Half Unit: science packet (thermometer, two centicubes). Price: \$1.50.

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 one year of algebra. Some trigonometry is useful but not required.* A continuation of the First Half Unit. Light and sound, electricity, magnetism, atomic and nuclear physics are studied in this half unit. Text: MURPHY, *Physics: Principles and Problems*, 1977. Price: \$19.75. NOTE: This textbook is also used for PHYSICS, First Half Unit. (Science packet not needed).

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: \$6.00. MOORE, *Speleology: The Study of Caves*, 1978. Price: \$6.00. Reprint packet. Price: \$1.60.

SOCIAL STUDIES

ANTHROPOLOGY

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.

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

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.*
Text: WIT, *Our American Government and Political System*, 2nd ed., 1977. Price: \$17.25. NOTE: This textbook is also used for CIVICS: POLITICAL PROCESSES AND PROBLEMS.

Civics: Political Processes and Problems (CALs) One Half Unit: 24 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.*
Text: WIT, *Our American Government and Political System*, 2nd ed., 1977. Price: \$17.25. NOTE: This textbook is also used for CIVICS: NATIONAL, STATE, AND LOCAL GOVERNMENT.

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: \$10.00.

CONTEMPORARY ISSUES

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

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. NOTE: This textbook is also used for GEOGRAPHY, Second Half Unit.

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 effects 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: BRADLEY, *World Geography*, 4th ed., 1971. Price: \$23.00. NOTE: This textbook is also used for GEOGRAPHY, First Half Unit.

GOVERNMENT

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*, Revised ed., 1978. Price: \$8.00.

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: \$7.75.

HISTORY

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 nation, 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.

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 1970s. 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: \$18.50. NOTE: This textbook is also used for AMERICAN HISTORY TO 1865.

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: \$9.70. NOTE: This textbook is also used for MEDIEVAL HISTORY.

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 that 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.

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 1*, 2nd ed., 1979. Price: \$9.70. NOTE: This textbook is also used for ANCIENT HISTORY.

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.

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. NOTE: These textbooks are also used for WORLD HISTORY SINCE THE AMERICAN REVOLUTION.

World History since the American Revolution (CALs) One Half Unit: 20 lessons, 4 submitted. 2 exams-2 hours each. Course Fee: \$38.00. This course covers the important events in world history from the American and French Revolutions to the present.

Texts: PERRY, *Unfinished Journey: A World History*, 1980. Price: \$20.00. DAVIS, *Activity Book for Unfinished Journey*, 1980. Price: \$5.00. NOTE: These textbooks are also used for WORLD HISTORY TO THE AMERICAN REVOLUTION.

PERSONAL DEVELOPMENT

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: HURLLOCK, *Child Development*, 6th ed., 1978. Price: \$26.50. KOSCHNICK, *Having a Baby*, 1975. Price: \$4.50.

High School Courses

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 involve. Text: LANDIS, *Personal Adjustment, Marriage, and Family Living*, 6th ed., 1975. Price: \$22.00. NOTE: This textbook is also used for PERSONAL ADJUSTMENT AND DATING.

Personal Adjustment and Dating (CALs) One Half Unit: 8 lessons, 4 submitted. 2 exams-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: \$22.00. NOTE: This textbook is also used for MARRIAGE AND PARENTING.

Project Self-Discovery One Half Unit: 10 lessons, 10 submitted. No exams. Course Fee: \$38.00. The author describes this 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.

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: \$11.00.

PSYCHOLOGY

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 and group behavior are also considered. Finally, techniques used in the treatment of personality disorders are presented. Text: ENGLE & SNELLGROVE, *Psychology: Its Principles and Applications*, 7th ed., 1979. Price: \$18.25. NOTE: This textbook is also used for PSYCHOLOGY: FOUNDATIONS OF HUMAN BEHAVIOR.

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 & SNELLGROVE, *Psychology: Its Principles and Applications*, 7th ed., 1979. Price: \$18.25. NOTE: This textbook is also used for INTRODUCTION TO PERSONAL AND SOCIAL PSYCHOLOGY.

RELIGION

World Religions (CALs) One Half Unit: 9 lessons, 9 submitted. 2 exams-1½ 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: \$3.50.

SOCIOLOGY

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, and 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 that you have provided complete information on the application form bound in the back of this catalog. Additional application forms may be obtained by contacting the Center for Independent Study or your local University of Missouri Extension Center. Please use a separate application form for each course in which you enroll. Enrollment is open year round.

Course Fees

Fees are listed following each course description. Checks and money orders should be made payable to the University of Missouri. Fees, including texts and supplies, may also be paid by VISA or MasterCard; see the application form.

Textbooks

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

Examinations

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 9 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 Mail unless you include an Air Mail fee with the application fee.

COURSE DESCRIPTIONS

Citizenship (2.5 CEUs) 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 that 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.

City and County Planning and Plan Implementation (2 CEUs) 10 lessons, 10 submitted. Course Fee: \$25.00. 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. Each person completing this course will receive a certificate signed by the Chancellor of the University of Missouri.

Criminal Investigation (CALs) (4 CEUs) 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: \$28.50. *Missouri Child Abuse Investigator's Manual*, 1981. Price: \$5.00.

Electrocardiogram Interpretation (CALs) (5 CEUs) 7 lessons, 7 submitted. 2 exams-2 hours each. Course Fee: \$62.50. Presents a thorough, step-by-step approach to the analysis and interpretation of electrocardiograms. Examines sinus, atrial, junctional, and ventricular arrhythmias and their associated treatment.
Text: Andreoli, *Comprehensive Cardiac Care*, 1983. Price: \$20.00. Calipers are required, they can be ordered from the Center for \$7.75.

Family Estate Planning (CALs) (4 CEUs) 14 lessons, 4 submitted. 1 supervised exam-2 hours. Course Fee: \$50.00. The course is designed to familiarize individuals with the basic tools, language, and terminology used in estate planning, to explain the necessity and requirements of a will, to provide you with the details necessary for establishing a trust, and to detail the changes that have occurred in estate tax laws since January 1, 1982. The course is not a substitute for an attorney, banker, insurance agent, or other professional qualified to handle the affairs of an estate.
Texts: BROSTERMAN, *The Complete Estate Planning Guide*, 1982. Price: \$3.95. LEVITT & GURAL-NICK, *The ABC's of Farm Estate Planning*, 1982. Price: \$6.00.

Hazardous Materials (CALs) (4 CEUs) 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 chart of warning labels as well as the course study guide.
Text: *Emergency Response Guide Book*, 1984 Edition. Price: \$3.25.

So You're a Park Board Member (1.3 CEUs) 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.

INDEX

Course titles are in italics

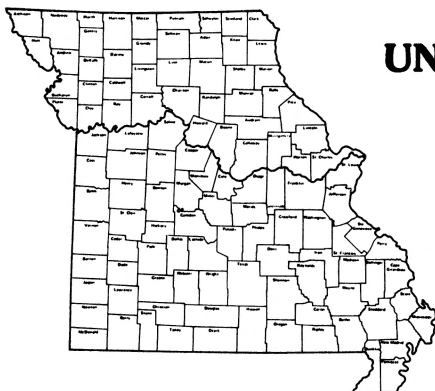
- h = high school
c = continuing education
u = university
-

- Abnormal Psychology, Fundamentals of* (u), 27
Accountancy (u)
 Accounting II, 14
Accreditation, 4
Admission, 4
Adolescent Psychology (u), 27
Advisers, 5
Afro-American Literature (u) (h), 19, 35-36
Age of Ascendancy (u), 22-23
Aging, *Psychology of* (u), 27
Aging, *Sociology of* (u), 30
Agricultural Economics (u)
 General Agricultural Marketing (u), 14
Agricultural Engineering (u)
 Planning Farm Buildings (u), 14
Agriculture (h)
 Agriculture, 1st and 2nd half units (h), 32
 Functional Horsemanship (h), 32
 Horticulture, 1st and 2nd half units (h), 32
Algebra, Basic (u), 24
Algebra, College (u), 25
Algebra, Elementary (h), 39
Algebra for Elementary Teachers (u), 25
Algebra II and Trigonometry (h), 39-40
American Education, Historical Foundations of (u), 17
American Environment through Literature (h), 36
American Government (u) (h), 26, 42
American Health Care System (u), 22
American History, Special Topics in (u), 23
American History to 1865 (u) (h), 22, 43
American History since 1865 (u) (h), 22, 43
American Literature to 1890 (h), 36
American Novel, Readings in the (h), 36
American Revolution, Period of the (u)
Analytic Geometry and Calculus I (u), 25
Ancient History (h), 43
Anthropology (u) (h)
 Anthropology (h), 41
 Cultural Anthropology (u), 14
 General Anthropology (u), 14
 Indians of Missouri (h), 41
Art (h)
 Art, 1st and 2nd half units (h), 32
Art Activities in the Elementary School (u), 15
Atmospheric Science (u)
 Introductory Meteorology (u), 14
Basic Concepts of Modern Math (u), 25
Basic Home Horticulture (u), 23
Black American Experience (h), 43
Bookkeeping, 1st and 2nd half units (h), 32
British History, Modern (u), 23
Business, General, 1st and 2nd half units (h), 33
Business Education (h)
 Bookkeeping, 1st and 2nd half units (h), 32
 Career Planning (h), 33
 Clerical Practice (h), 33
 Consumer and Business Law (h), 33
 Consumer Economics (h), 33
 Economics: Making Decisions (h), 33
 General Business, 1st and 2nd half units (h), 33
 Retailing (h), 33
 Retail Merchandising (h), 33
 Salesmanship, 1st and 2nd half units (h), 33-34
 Typing, 1st and 2nd half units (h), 34
 You and the World of Work (h), 34
Business Law, Consumer and (h), 33
Business Law, Introduction to (u), 24
Business Mathematics (u) (h), 24, 39
CALS (Computer-Assisted Lesson Service) (u) (h), 12, 31
Calculus I, Analytic Geometry and (u), 25
Calculus II (u), 25
Calculus III (u), 25
Campus Abbreviations, 12
Career Planning: Charting Your Future (h), 33
Cartography (u), 21
Caves, Underground World of (h), 41
Certification, 11
Chemistry (u) (h)
 Chemistry, 1st and 2nd half units (h), 40-41
 Preparation for General Chemistry (u), 15
Child Development from Conception to Adolescence (h), 43
Child Psychology (u), 26
Citizenship (c), 46
City and County Planning (c), 46
Civics (h). See *Political Science*
Civilization, Foundations of Western (u), 22
Classical Civilization (u) (h)
 Classical Mythology (u), 15
 Man and Myth (h), 36
 Roman Culture (u), 15
Clerical Practice (h), 33
Collective Behavior (u), 30
College at Home (Through Video), 5
Community Health (u), 20
Composition and Creative Writing (u)
 Composition (u), 18
 Creative Writing: Poetry (u), 18
 Creative Writing: Short Story (u), 18
 Exposition (u), 18
 Technical Writing (u), 18
Conservation of Natural Resources (h), 41
Consumer and Business Law (h), 33
Consumer Economics (h), 33
Consumer Homemaking (h)
 Nutrition (h), 34
Contemporary Afro-American Prose (h), 36
Contemporary Europe (u), 23
Contemporary World (h), 42
Continuing Education Courses, 4, 45-46
Continuing Education Units (CEU), 11, 45
Course Numbering System, 13
Courses (General Information), 4
Credit, 10-11
Credit and Degrees, 10
Credit Applicability, 10
Credit Value, 10
Criminal Investigation (c), 46
Curriculum and Instruction (u)
 Art Activities in the Elementary School (u), 15
 Secondary School Curriculum (u), 16
 Special Readings (u), 15
 Teaching Mathematics in the Elementary School (u), 16
 Teaching of Reading (u), 16
Drafting, General, 1st and 2nd half units (h), 38
Drafting, Technical (h), 38
Driver Education (h), 34
Economic Geography (u), 20
Economics (u) (h)
 Consumer Economics (h), 33
 Economic Analysis for Social Issues (u), 15
 Economics: Making Decisions (h), 33

- Economics of Health Care* (u), 22
 Education, College of (u). See Curriculum and Instruction; Educational Psychology; Educational Research and Statistics; Health and Physical Education; Social and Philosophical Foundations; Special Education
 Educational Psychology (u)
Educational Psychology (u), 16
Introduction to Educational Measurement and Evaluation (u), 16
Psychological and Educational Development of the Child (u), 16
 Educational Research and Statistics (u)
Educational Statistics I, (u), 16
Electrocardiogram Interpretation (c), 46
 Electronics, AC (h), 38
 Electronics, DC (h), 38
 Eligibility, 5
 Engineering (u), 17-18
 Engineering Graphics (u)
General Engineering Drawing (u), 17
 Engineering Management (u)
Engineering Economy (u), 17
 Engineering Mechanics (u)
Mechanics of Materials (u), 17
Engineering Mechanics-Dynamics (u), 18
 English (u) See Composition and Creative Writing; Literature
 English (h)
9th Grade English, 1st and 2nd half units (h), 34-35
10th Grade English, 1st and 2nd half units (h), 35
11th Grade English, 1st and 2nd half units (h), 35
12th Grade English, 1st and 2nd half units (h), 35
Afro-American Literature (h), 35-36
American Environment through Literature (h), 36
American Literature to 1890 (h), 36
Contemporary Afro-American Prose (h), 36
English Literature through Shakespeare (h), 36
Improving Reading and Study Skills (h), 36
Introduction to Journalism (h), 36
Man and Myth (h), 36
Readings in the American Novel (h), 36
Readings in the Short Story (h), 36-37
Science Fiction (h), 37
Search for Identity through Literature (h), 37
Short Story for Reluctant Readers (h), 37
Thinking Clearly: Making Sense (h), 37
 Enrollment Procedure, 5-7, 45
 Entomology (u)
Insects in the Environment (u), 19
 Environmental Geology (h), 41
Ethnic and Racial Minorities (u), 30
 Examinations, 9-10, 45
Exceptional Individuals, Psychology and Education of (u), 17
 Exposition (u), 18
 Extension
 Administrators, 1
 County Centers, 51-52
 Extension Education
Fundamentals of Extension Teaching of Adults (u), 20
 Problems (u), 19-20
Program Development and Evaluation (u), 20
 Family and Community Medicine (u)
Community Health (u), 20
Family Estate Planning (c), 46
Farm Buildings, Planning (u), 14
 Fees, 7, 45
 Finance, Health Care (u), 21
 Financial Aid, 7
 Folklore, Introduction to (u), 19
 Foreign Languages See Romance Languages
 French, 1st and 2nd half units (h), 38-39
 French, Elementary I & II (u), 28-29
 French Reading (u), 29
 Geography (u) (h)
 Cartography (u), 21
Economic Geography (u), 20
Geography, 1st and 2nd half units (h), 42
Geography of Missouri (u), 21
Physical Geography I & II (u), 20-21
Regions and Nations of the World I & II (u), 20
 Geology (u) (h)
 Environmental Geology (h), 41
 Physical Geology (u) (h), 21, 41
Geometry, 1st and 2nd half units (h), 40
Geometry and Calculus I, Analytic (u), 25
Geometry for Elementary Teachers (u), 25
 Gothic Fiction (u), 19
 Government (u) (h). See Political Science
 Grades, 11
 Graduate Credit, 11
 Group Enrollment in High School Courses, 6
 Hazardous Materials (c), 46
 Health, Community (u), 20
 Health and Physical Education (u) (h)
Elements of Health Education (u), 16
 Health (h), 37
 Nutrition (h), 34
Organization and Administration of Physical Education Programs (u), 16
 Health Services Management (u)
American Health Care System (u), 21
Economics of Health Care (u), 22
Health Planning Principles (u), 21
Principles of Health Care Finance (u), 21
Problems (Management of Long-Term Health Care Facilities) (u), 21-22
 Hearer, 11
 High School Courses, 4, 31-44
 High School Journalism (u), 24
 History (u) (h)
 Age of Ascendancy (u), 22-23
 American History to 1865 (u) (h), 22, 43
 American History since 1865 (u) (h), 22, 43
 Ancient History (h), 43
 Black American Experience (h), 43
 Contemporary Europe (u), 23
 Foundations of Western Civilization (u), 22
 History of Missouri (u), 23
 History of the Old South (u), 23
 Medieval History (h), 43
 Missouri History (h), 43
 Modern British History (u), 22
 Modern History, 1st and 2nd half units (h), 43
 Period of the American Revolution (u), 23
 Special Topics in American History (u), 23
 World History to the American Revolution (h), 43
 World History since the American Revolution (h), 43
 Horsemanship, Functional (h), 32
 Horticulture (u) (h)
 Basic Home Horticulture (u), 23
 Horticulture, 1st and 2nd half units (h), 32
 Human Factors Engineering (u), 27
 Human Learning (u), 27
 Important Points (u) (h), 12, 31
 Improving Reading and Study Skills (h), 36
 Independent Study Courses from Other Universities, 4
 Indians of Missouri (h), 41
 Industrial Arts (h)
 AC Electronics (h), 38
 DC Electronics (h), 38
 General Drafting, 1st and 2nd half units (h), 38
 Technical Drafting (h), 38
 Industrial Psychology (u), 27
 Insects in the Environment (u), 19

- International Relations* (h), 42
Journalism (u) (h)
 High School Journalism (u), 24
 History and Principles of Journalism (u), 23-24
 Introduction to Journalism (h), 36
Law (u) (h)
 Consumer and Business Law (h), 33
 Introduction to Business Law (u), 24
 You and the Law (h), 42
Leisure Service Management, Introduction to (u), 27
Leisure Studies, Introduction to (u), 27
Libraries, 9
Life and Letters of Paul (u), 28
Life and Teachings of Jesus (u), 28
Literary Types (u), 18
Literature (u)
 Afro-American Literature (u), 19
 Gothic Fiction (u), 19
 Introduction to Folklore (u), 19
 Introduction to Shakespeare (u), 19
 Literary Types (u), 19
 Tradition of English Literature (u), 19
 Women's Experiences in Modern Fiction (u), 19
Logic, Introduction to (u), 26
Mailing of Study Materials, 9, 45
Major World Religions (u), 28
Man and Myth (h), 36
Management (u)
 Fundamentals of Management (u), 24
 Introduction to Business Law (u), 24
 Personnel Management (u), 24
Marketing (u)
 Principles of Marketing (u), 24
Marketing, General Agriculture (u), 14
Marriage and Parenting (h), 44
Mathematics (u) (h)
 Algebra for Elementary Teachers (u), 24
 Algebra II and Trigonometry,
 1st and 2nd half units (h), 39-40
 Analytic Geometry and Calculus I (u), 25
 Basic Algebra (u), 24
 Basic Concepts of Modern Math (u), 25
 Business Math (u) (h), 24, 39
 Calculus II (u), 25
 Calculus III (u), 25
 College Algebra (u), 25
 Elementary Algebra, 1st and 2nd half units (h), 39
 General Mathematics, 1st and 2nd half units (h), 39
 Geometry, 1st and 2nd half units (h), 40
 Geometry for Elementary Teachers (u), 25
 Statistics and Probability (h), 40
 Trigonometry (u), 25
Mathematics in the Elementary School, Teaching (u), 16
Mechanics of Materials (u), 17
Medieval History (h), 43
Mental Retardation, Introduction to (h), 17
Meteorology, Introductory (u), 14
Missouri, Geography of (u), 21
Missouri, History of (u) (h), 23, 43
Missouri, Indians of (h), 41
Modern History, 1st and 2nd half units (h), 43
Multicampus Courses, 4
Myth, Man and (h), 36
Mythology, Classical (u), 15
New Testament, Introduction to the (u), 28
Numbering System of Courses, 13
Nutrition (h), 34
Old South, History of the (u), 23
Old Testament, Introduction to the (u), 28
Organization and Administration of Physical Education Programs (u), 16
Overseas Students, 6, 9
Park Board Member, So You're a (u), 46
Peace Studies (u)
 Introduction to Peace Studies (u), 25
 Personal Adjustment and Dating (h), 44
 Personal and Social Psychology, Introduction to (h), 44
 Personal Development (h). See *Psychology*
 Personnel Management (u), 24
 Philosophy (u)
 General Introduction to Philosophy (u), 26
 Introduction to Logic (u), 26
 Physical Education Programs, Organization and Administration of (u), 16
 Physical Geography I & II (u), 20-21
 Physical Geology (u) (h), 21, 41
 Physics, 1st and 2nd half units (h), 41
 Poetry, Creative Writing (u), 18
 Political Science (u) (h)
 American Government (u) (h), 26, 42
 Civics: National, State, and Local Government (h), 42
 Civics: Political Processes and Problems (h), 42
 International Relations (h), 42
 Introduction to Political Science (u), 26
 Introduction to Public Administration (u), 26
 State Government (u), 26
 You and the Law (h), 42
 Prerequisites, 13-14, 31
 Problems Courses
 Extension Education (u), 19-20
 Problems (Management of Long-Term Health Care Facilities) (u), 21
 Recreation and Park Administration (u), 27-28
 Project Self-Discovery (h), 44
 Psychological and Educational Development of the Child (u), 16
 Psychology (u) (h)
 Adolescent Psychology (u), 27
 Child Development from Conception to Adolescence (h), 43
 Child Psychology (u), 26
 Fundamentals of Abnormal Psychology (u), 27
 General Psychology (u), 26
 Human Factors Engineering (u), 27
 Human Learning (u), 27
 Industrial Psychology (u), 27
 Introduction to Personal and Social Psychology (h), 44
 Marriage and Parenting (h), 44
 Personal Adjustment and Dating (h), 44
 Project Self-Discovery (h), 44
 Psychology: Foundations of Human Behavior (h), 44
 Psychology of Aging (u), 27
 Social Psychology (u), 27
 Youth in Conflict (h), 44
 Psychology, Educational (u), 16
 Psychology and Education of Exceptional Individuals (u), 17
 Public Administration, Introduction to (u), 26
 Race and Ethnic Relations (u), 30
 Reading, French (u), 29
 Reading, Spanish (h), 29
 Reading, Teaching of (u), 16
 Reading and Study Skills, Improving (h), 36
 Recreation and Park Administration (u)
 Introduction to Leisure Service Management (u), 27
 Introduction to Leisure Studies (u), 27
 Problems (u), 27-28
 Readings in the Field of Recreation (u), 28
 Refunds, 7
 Regions and Nations of the World I & II (u), 20
 Religion (u) (h)
 Life and Letters of Paul (u), 28
 Life and Teaching of Jesus (u), 28
 Introduction to the New Testament (u), 28
 Introduction to the Old Testament (u), 28
 Major World Religions (u), 28
 World Religions (h), 44
 Repeating Courses, 7
 Retailing (h), 33

-
- Retail Merchandising (h), 33
Romance Languages (u) (h)
 Elementary French I (u), 28-29
 Elementary French II (u), 29
 French, 1st and 2nd half units (h), 38-39
 French Reading (u), 29
 Elementary Spanish I (u), 29
 Elementary Spanish II (u), 29
 Spanish, 1st and 2nd half units (h), 39
 Spanish Reading (u), 29
Roman Culture (u), 15
Rural Sociology (u), 29
Salesmanship, 1st and 2nd half units (h)
Satisfactory/Unsatisfactory Grades, 11
Science (h)
 Chemistry, 1st and 2nd half units (h), 40-41
 Conservation of Natural Resources (h), 41
 Environmental Geology (h), 41
 Physical Geology (h), 41
 Physics, 1st and 2nd half units (h), 41
 Underground World of Caves (h), 41
Science Fiction (h), 37
Search for Identity through Literature (h), 37
Shakespeare, English Literature through (h), 36
Shakespeare, Introduction to (u), 19
Short Story, Creative Writing (u), 18
Short Story, Readings in the (h), 36-37
Short Story for Reluctant Readers (h), 37
Social and Philosophical Foundations (u)
 Historical Foundations of American Education (u), 17
Social Deviance (u), 30
Social Issues, Economic Analysis for (u), 15
Social Psychology (u), 27, 30
Social Security Administration Number (SSAN), 6
Social Studies (h), 41-44
Sociology (u) (h)
 Collective Behavior (u), 30
 Contemporary World (h), 42
 Race and Ethnic Relations (u), 30
 Rural Sociology (u), 29
 Social Deviance (u), 30
 Social Psychology (u), 30
 Sociology (h), 44
 Sociology of Aging (u), 30
So You're a Park Board Member (c), 46
Spanish, Elementary I & II (u), 29
Spanish, 1st and 2nd half units (h), 39
Spanish Reading (u), 29
Special Education (u)
 Introduction to Mental Retardation (u), 17
 Psychology and Education of Exceptional Individuals (u), 17
Special Readings in Curriculum and Instruction (u), 15
Special Topics in American History (u), 23
Special Uses of Credit, 11
State Government (u), 26
Statistics (u) (h)
 Educational Statistics (u), 16
 Elementary Statistics (u), 30
 Fundamentals of Statistics and Probability (h), 40
Study Guide, 8
Study Materials, 8-9
Supplementary Materials, 9
Technical Writing (u), 18
Textbooks, 8-9
Thinking Clearly: Making Sense (h), 37
Time Limits, 8, 45
Transcripts, 11
Transfer of Credit, 11
Transfer to Different Courses, 6-7
Trigonometry (u) (h), 25, 39-40
Typing, 1st and 2nd half units (h), 34
Unit Designations (h), 31
United Parcel Service, 9
University Courses, 4, 13-30
University Courses for High School Students, 5
University of Missouri
 County Extension Centers, 51-52
 Extension Administration Officers, 1
Veterans, 6
Western Civilization, Foundations of (u), 22
Women's Experiences in Modern Fiction, (u), 19
World History to the American Revolution (h), 43
World History since the American Revolution (h), 43
World Religions (u) (h), 28, 44
You and the Law (h), 42
You and the World of Work (h), 34
Youth in Conflict (h), 44
-



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

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
Hartville, 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.

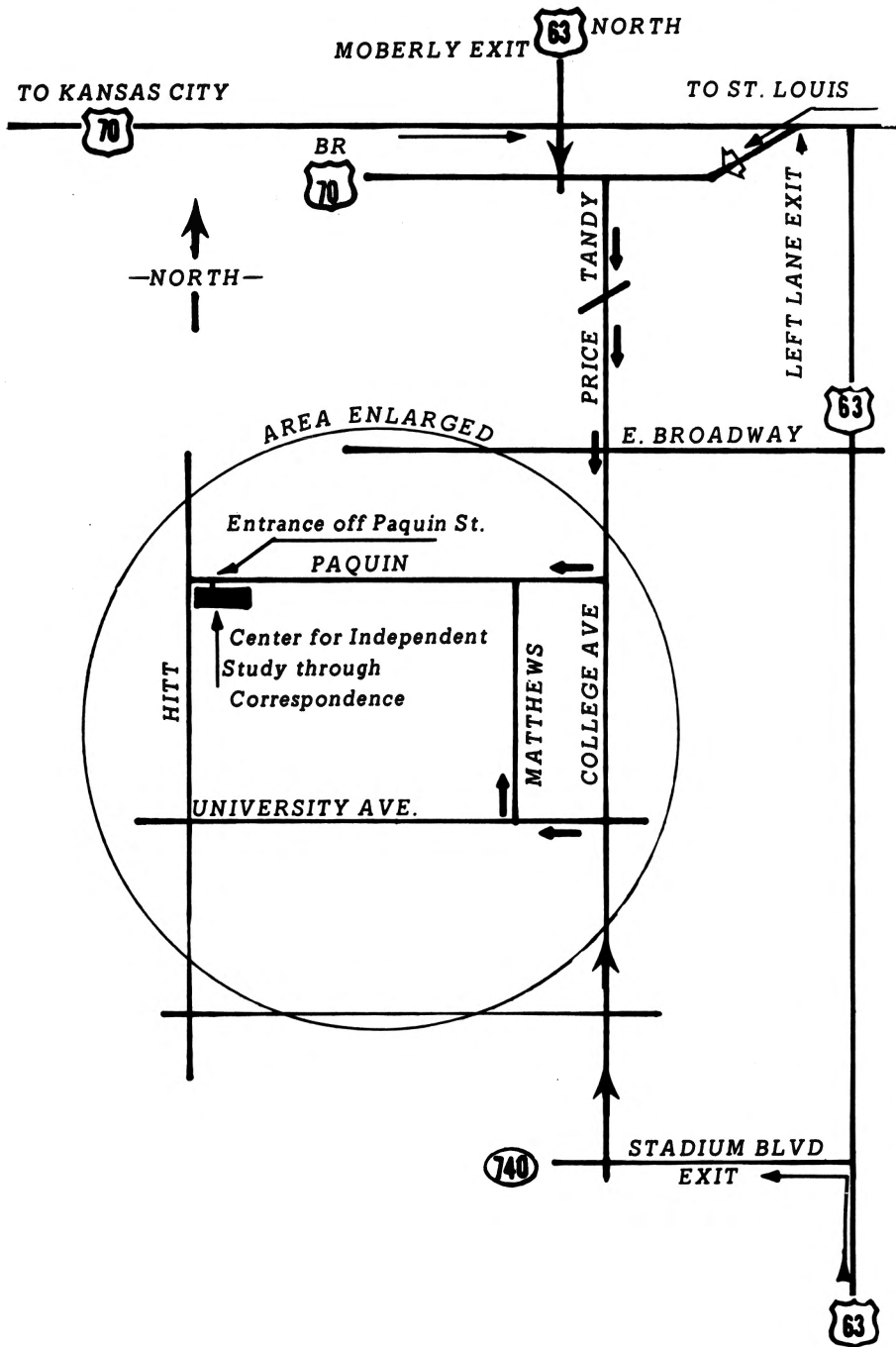
Cashier, Textbooks*, Supplementary Course Materials 882-3850

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.



Our Location is:

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

See page 52 for new telephone numbers.

STUDENTS ENROLLING FOR CREDIT - READ CAREFULLY

HIGH SCHOOL STUDENTS: You must have the signature of your high school principal or counselor indicating approval for you to take this course in section A below.

UNIVERSITY OF MISSOURI STUDENTS: Your application must have the signature of the appropriate official(s) indicating their approval for you to take this course. See sections B & C below.

OTHER UNIVERSITY STUDENTS: You may have to have your schools approval to take this course. It is your responsibility to make this determination. See sections B & D below.

GRADUATE STUDENTS: If you have been accepted by a university graduate school, you pay the University Graduate fee (C) below for all courses numbered 300 and above.

The Center assumes no responsibility for determining the appropriateness of a course toward specific degree/diploma requirements, AND cannot make refunds based on incorrect advisement.

A) HIGH SCHOOL STUDENTS *To be completed by high school official.* This student has permission to take this course by Independent Study.

_____ (_____) _____
High School Principal's or Counselor's Signature Title Date Area Code Telephone Number

_____ Street Address
Name of School

_____ City State Zip Code

B) UNDERGRADUATE STUDENTS *To be signed by adviser and approved by dean,* if required. This student has permission to take this course by Independent Study.

_____ Dean (if required) Telephone Number Date
Adviser's Signature

C) UNIVERSITY OF MISSOURI GRADUATE STUDENTS *PLEASE READ THE SECTION "GRADUATE CREDIT" IN OUR CURRENT CATALOG.*
To be completed by the Graduate School Office. This student has my permission to take this course by Independent Study.

_____ Telephone Number _____ Date _____
Graduate Dean's Signature

D) NON-UNIVERSITY OF MISSOURI GRADUATE STUDENTS *PLEASE READ THE SECTION "GRADUATE CREDIT" IN OUR CURRENT CATALOG.*

I have read the section referred to above. Student's Signature _____ Date _____

1. ENROLLMENT FEE SCHEDULE *Please note refund policy as stated in Independent Study Catalog.*

- a. High School; \$38.00 each ½ unit course
- b. University Undergraduate; \$46.00/sem. hr. x _____ Number hours
- c. University Graduate? \$59.00/sem. hr. x _____ Number hours
- d. Continuing Education Courses; (See course listing for cost)

ENROLLMENT FEE	
\$	1.

2. AIR MAIL FEE (Required for all students without U.S. ZIP CODE addresses; optional for Canada & Mexico). Provides AIR MAIL service for course study guide, return lesson service and regular correspondence. An additional fee is listed for each textbook ordered; add to base fee.

- Canada & Mexico; \$9.00, + \$3.00, for each text ordered
- Central America, \$16.50, + \$5.00, for each text ordered
- South America, Western Europe & Mediterranean Africa, \$20.00, + \$6.00, for each text ordered
- All other countries; \$24.00, + \$8.00, for each text ordered

AIR MAIL FEE	
\$	2.

3. TEXTBOOKS Please order Texts now while correct edition is available. Use the TEXTBOOK ORDER FORM in catalog; add 6.125% sales tax to the cost of the texts mailed to a Missouri address.

TEXTBOOKS	
\$	3.

Tax	

4. IF YOU DO NOT PLAN TO PURCHASE TEXTS FROM THE CENTER, CHECK THIS BOX . Check your course study guide to determine the correct edition before purchasing a book.

5. RENTAL/DEPOSIT FEE (If any)

RENTAL/DEPOSIT	
\$	5.

6. Enclose check or money order payable in U.S. dollars to University of Missouri, or use credit card by completing information below.

\$	6.
----	----

GRAND TOTAL

OFFICE USE ONLY	



_____ Card Number (Please be accurate) _____ Exp. Date _____



_____ (Print name as shown on card)

_____ (Signature of card holder)

All Work, Including Exams, Must Be Received By The Center Three Weeks Prior To Your Deadline For Grade Report.
 I have read all rules and regulations pertaining to student policy, of the University of Missouri Center for Independent Study and agree to abide by them.

Student's Signature _____ Date _____

**Second Class Postage Paid
in Columbia, MO
65201**

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



University of Missouri

Application form included

University of Missouri - Columbia



010-509904631

Digitization Information Page

Local identifier Bulletin85-02-IndepentStudyCatalog1984-85

Source information

Format Book
Content type Text with images
Source ID 010-509904631
Notes Separated into four volumes, numbered with a, b, and c.

Capture information

Date captured 10/15/2020
Scanner manufacturer Plustek OpticBook
Scanner model A300 Plus
Scanning system software Book Pavilion
Optical resolution 600 dpi
Color settings 24 bit color / 8 bit grayscale
File types tiff
Notes

Derivatives - Access copy

Compression Tiff: LZW compression
Editing software Adobe Photoshop CC
Resolution 600 dpi
Color color / grayscale
File types tiff
Notes Images cropped, straightened, brightened, canvas