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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.
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CENTER FOR INDEPENDENT STUDY
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Jessie E. Lawson, Ph.D., Coordinator of Course Development
Robert LaBerge, B.S., Coordinator of Non-Credit and Special Programs
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.
From The Director's Desk

August, 1981

The University of Missouri has provided correspondence study since 1911. In that period of time, several hundred thousand students have availed themselves of the independent study opportunity. During 1980-81 there were 14,350 new enrollments in Center for Independent Study courses. The University of Missouri has a strong and growing program of correspondence study and we are pleased to be able to offer this service.

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

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

Best regards,

Roger G. Young, Director
Center for Independent Study
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Courses with CALS following their titles make use of the Center's Computer-Assisted Lesson Service (CALS). The student records answers to each lesson assignment on an answer sheet and then sends it to the Center to be processed by computer. For each lesson submitted the student receives a lesson report containing instructional comments prepared by the author of the course. The CALS system ensures consistent standards for evaluation and fast scoring of lessons and examinations.
INFORMATION AND REGULATIONS

ACCREDITATION

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

ADMISSION

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

COURSES (GENERAL INFORMATION)

University Courses

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

Multicampus Courses

Please see the description on page 13.

Special Readings/Problems Courses

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

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

*Must have the rank of Assistant Professor or above.

High School Courses

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

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

Continuing Education Courses

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

Independent Study Courses From Other Universities

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

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 $4.50 from the National University Continuing Education Association, Book Order Department, Box 978, Edison, New Jersey 08817.

University of Mid-America

The University of Missouri is a member of a consortium of eleven mid-western universities that administers a non-traditional study program called the University of Mid-America.

Through the use of television, videocassettes, audiocassettes, textbooks, study guides and other printed materials, UMA in Missouri provides individuals with an alternative to campus based college courses.

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 UMA 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.

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 UMA Learning Centers across the state.

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

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

Courses Available: Courses are available in the following areas:

- Accounting & Management
- Computer Science
- Criminology/Sociology
- Economics
- Education
- English
- Humanities
- Symphonic Music
- Philosophy/Religion
- Psychology

More Information: If you would like more information about the University of Mid-America program, write to:

University of Mid-America Program
University of Missouri
429 Clark Hall
Columbia, MO 65211

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

ENROLLING IN INDEPENDENT STUDY COURSES

Advisers

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

Eligibility

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

A high school diploma or equivalent is required before enrolling in a university course.
University Courses for High School Students

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

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

Group Enrollment in High School Courses

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

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

Enrollment Procedure

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

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

A listing of the University Extension Centers is provided in the back of this catalog.

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

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

Social Security Administration Number (SSAN)

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

Veterans

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

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

The VA will allow veterans who are enrolled on campus to add a maximum of five credit hours of independent study to “on campus” hours to determine educational benefit payments. 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.

Foreign 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: 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. Mark
Information and Regulations

the appropriate space on line 3 on the back of the application form.

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

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

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

Transfer to Different Courses

A request to transfer to a different course must be made in writing within six months of the date of enrollment. The transfer fee is $10.00 plus $2.00 for each lesson and each exam submitted. The date of the initial enrollment remains effective for the new course. Fees can not be transferred to another student.

If the new course carries more credit than the original course, we will charge you the regular fee for the additional credit. If the new course carries less credit, you may be eligible for a refund. See the refund policy on page 8-9.

Repeating Courses

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

FEES

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

Course fees are:

- $42.50 per undergraduate semester credit hour.
- $46.75 per graduate semester credit hour.
- $34.00 for each ½ unit of high school credit.

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

Make your check or money order payable to the UNIVERSITY OF MISSOURI and mail it along with the application form to the Center. Fees, including texts and supplies, 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.

Financial Aid

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

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

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

Refunds

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

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

Request postmarked within first month after enrolling.................................................. 70% refund.
Information and Regulations

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 all of the lessons.

Your refund will be mailed about two 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 $2.00 for each lesson and examination you submitted for evaluation before withdrawing.

We do not refund amounts less than $1.00.

TIME LIMITS

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

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

There must be a minimum of one week between exams.

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

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

STUDY MATERIALS

Study Guide

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

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

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

Textbooks

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

Ordering Textbooks: To order texts, carefully and completely fill in the Textbook Order Form located in the back of this catalog. Total the costs and enter this amount on the course application. If you prefer used texts, mark the appropriate square on the Textbook Order Form. If we have the used texts you want, we will send them to you and refund the price difference. Send the Textbook Order Form, the enrollment application, and payment for the total amount to the Center. If you use VISA or MasterCard, simply supply the requested information on the Textbook Order Form.
**Price Changes:** The prices listed for the textbooks were correct when this catalog was printed but may change without notice.

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

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

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

**Supplementary Materials**

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

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

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

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

**Mailing of Study Materials**

Ordinarily, we mail materials the day after we receive your application. Addresses with U.S. Zip Codes will receive materials Library Rate. Delivery of Library Rate mail can take up to 3 weeks. If you want faster postal service see item 2-Special Handling on the course application form in the back of this catalog.

**Foreign Students:** See “Mailing service” p. 7.

**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**

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

Before you will be given an examination, we must have received all required lessons. Your course study guide contains more detailed information regarding examinations.

A maximum time limit for each examination is stated with the number of exams in each course description. Examinations must be scheduled according to the following regulations:

**University (Missouri Residents):** You will be required to take all examinations in university-level Independent Study courses under the direct supervision of a staff member of a University of Missouri Extension Center, the Extension Centers at the University of Missouri-Kansas City, University of Missouri-Rolla, University of Missouri-St. Louis, or the Center for Independent Study at Columbia (Refer to the list on pages 50-51 in this catalog). The Center for Independent Study at Columbia is open 8-5, Monday through Friday.
University (Non-Missouri Residents): You must make arrangements to take your examinations under the supervision of a superintendent or high school principal in a fully approved high school district, or a faculty member of an accredited university or college. The supervisor must not be related to you. The Center can provide no compensation to the person supervising an examination.

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

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

CREDIT

Credit Value

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

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<th>Semester Hours</th>
<th>Quarter Hours</th>
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<td>1</td>
<td>1 1/2</td>
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<td>2</td>
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<td>4 1/2</td>
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<td>6</td>
</tr>
<tr>
<td>5</td>
<td>7 1/2</td>
</tr>
</tbody>
</table>

Credit Applicability

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

Credit and Degrees

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

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

You will find specific information concerning courses and residency requirements in the bulletins issued by each college/division offering degrees. Write to the Director of Admissions, 130 Jesse Hall, Columbia, MO 65211. For additional information, write directly to the Director of Admissions at the campus concerned. (U.M.C., 130 Jesse Hall, Columbia, Mo. 65201) (U.M.K.C., Room 208, Administration Building, Kansas City, Mo. 64110.) (U.M.R., Parker Hall, Rolla, Mo. 65401) (U.M.S.L., 8001 Natural Bridge Road, St. Louis, Mo. 63121)

Graduate Credit

Graduate credit is awarded only to students who have been admitted to a university graduate school and who have satisfactorily completed a course designated as graduate level (see Course Numbering System on page 13). UM students must have the Graduate Dean's Office approval in order to receive graduate credit for an independent study course.

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

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

Continuing Education Units (CEU)

For information about Continuing Education Units, see page 45.

Transfer of Credit

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

Special Uses of Credit

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

Grades

The “A, B, C, D, F” system of grading is used.
The grade “F” carries no credit; the grade “D” carries no credit in the Graduate School. If a course is not completed, no record of the course is made on your transcript.

Satisfactory/Unsatisfactory:

Only university courses may be taken on a S/U basis. Your advisor should give approval before you enroll.
A grade of S is reported for A, B, or C grades. A grade of U is reported for D or F grades.
HEARER: If you enroll as a “Hearer”, you only submit the lessons for evaluation. Your enrollment in the course is indicated on your Record by an H and carries no credit. There is no reduction of fees.

Transcripts

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

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

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

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

The number to the left of the course title is the official course number. The number of semester hours’ credit given for the course appears immediately after the title, followed by the initials designating the campus of the University of Missouri where the course was developed. *Computer Assisted Lesson Service. For explanation, see page 4. **For explanation of course fees, see page 8. + Not available to persons with addresses that do not have U.S. Zip Codes. + Multicampus Course. For explanation, see page 13.

Campus Initials

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

Multicampus Courses

In some cases a single course offered by the Center may have several course numbers and/or titles. This means that two or more campuses of the University 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.

Course Number System of the University of Missouri

Columbia Campus

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

Kansas City Campus

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

Rolla Campus

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

St. Louis Campus

1 to 99, courses primarily for freshmen and sophomores;
100 to 199, courses primarily for upperclassmen, no graduate credit;
200 to 299, courses for undergraduates and appropriate professional and graduate students, except those
whose graduate majors are in the department in which the course is given;
300 to 399, courses for undergraduate, appropriate professional, and graduate students without restriction as to
students' graduate majors;
400 to 499, courses primarily for graduate and appropriate professional students in special programs;
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
prerequisite is listed as Math 10. Prerequisites for multicampus courses include the initials of the campus to
which the prerequisites applies. Generally, a course with a number of 300 or more is restricted to upperclass
students, who have earned 60 credit hours or more.
The number to the left of the course title is the official course number. The number of semester hours' credit
given for the course appears immediately after the title, followed by the initials designating the
campus of the University of Missouri where the course was developed. *Computer Assisted Lesson
Service. For explanation, see page 4—**For explanation of course fees, see page 8—+ Not available to
persons with addresses that do not have U.S. Zip Codes.—+ + Multicampus Course. For explanation, see
page 13.

ACCOUNTANCY

36 Accounting I (3) UMC  CALS*  17 lessons, 17 submitted. 2 exams-1 hour each. Course Fee:
$127.50. Introduction to the field of accounting: fundamentals of financial accounting. Prerequisite:
sophomore standing.

37 Accounting II (3) UMC  CALS*  11 lessons, 11 submitted. 2 exams-1 hour each. Course Fee:
$127.50. Fundamentals of managerial accounting. Introduces organizational and behavioral concepts,
operations research methods, and manufacturing processes. Prerequisite: 36.
Text: GARRISON, Managerial Accounting Concepts for Planning, Control, and Decision Making, Revised

AGRICULTURAL ECONOMICS

220 General Agricultural Marketing (3) UMC  CALS*  18 lessons, 18 submitted. 2 exams-3 hours
each. Course Fee: $127.50, undergraduate; $140.25, graduate.** Analysis of farm products marketing
systems from the industry and firm points of view. Prerequisite: 50. Text: SHEPPARD, Marketing Farm

AGRICULTURAL ENGINEERING

103 Planning Farm Buildings (3) UMC  CALS*  20 lessons, 14 submitted. 2 exams-Midterm, 1 1/2
hours; Final, 2 hours. Course Fee: $127.50. Functional requirements of farm buildings. Farmstead and
building planning. Materials, sanitation, ventilation, convenience. Prerequisite: Math 10.

ANTHROPOLOGY

1 General Anthropology (3) UMC  CALS*  18 lessons, 18 submitted. 1 exam-1 1/2 hours. Course Fee:
$127.50. 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.

ATMOSPHERIC SCIENCE

50 Introductory Meteorology (3) UMC CALS* 15 lessons, 8 submitted. 2 exams-Midterm, 1 hour; Final, 1 1/4 hours. Course Fee: $127.50. Physical processes of atmosphere in relation to day-to-day changes in weather.

CLASSICAL CIVILIZATION

60 Classical Mythology (3) UMC CALS* 22 lessons, 10 submitted. 3 exams-First and Second, 1 1/2 hours each; Final, 2 hours. Course Fee: $127.50. Myths of Greece and Rome as an aid in interpretation of literature and art.

116 Roman Culture (3) UMC CALS* 18 Lessons, 6 submitted, 2 exams, 2 hours each. Survey of Roman life and thought. Principal developments in literature, the arts, politics, religion, philosophy, and private life, and their influence on Western civilization.

CURRICULUM AND INSTRUCTION

See COLLEGE OF EDUCATION.

ECONOMICS

1 Fundamentals of Economics I (3) UMC CALS* 110 Principles of Economics (MACRO) (3) UMR MC+ CALS* 52 Principles of Macroeconomics (3) UMSL MC+ CALS* 20 lessons, 20 submitted. 4 exams-First and Final, 1 1/4 hours each; Second and Third, 2 hours each. Course Fee: $127.50. Survey of economic principles and their application to contemporary economic issues. Not open to students who have completed UMC 41 or 51. Prerequisite: UMSL-51.

COLLEGE OF EDUCATION

Curriculum and Instruction

T250 Special Readings (1-3) UMC Course Fee: $42.50 per credit hour, undergraduate; $46.75 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 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 experiences in the field of your interest. For more information about special readings/problems courses, see page 5.

T267 Teaching Mathematics in the Elementary School (2) UMC 14 lessons, 5 submitted. 3 exams-2 hours each. Course Fee: $85.00, undergraduate; $93.50 graduate.** Materials and techniques used in the elementary school to develop mathematical concepts and skills. Prerequisites: Math 7 and 8.
University Courses


T315 Teaching of Reading (3) UMC  CALS* 25 lessons, 6 submitted. 3 exams: First and Second, 1 1/2 hours each; Final, 2 hours. Course Fee: $127.50, undergraduate; $140.25, graduate. ** Materials and methods used in teaching reading in the elementary grades. Prerequisite: Educational Psychology A102. Text: TINKER, Teaching Elementary Reading, 4th ed., 1975. Price: $19.00.

T420 Issues and Trends in Reading Instruction (3) UMC 17 lessons, 0 submitted. 2 exams-2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate. ** Provides intensive study of significant issues and current trends in reading on all instructional levels. Prerequisite: T315, T316, or equivalents or instructor’s consent. Text: HARRIS, Readings on Reading Instruction, 2nd ed., 1972. Price: $12.00.


Educational Research and Statistics


Social and Philosophical Foundations


Educational and Counseling Psychology

A102 Educational Psychology (2) UMC  CALS 18 lessons. 0 submitted. 3 exams-2 hours each. Course Fee: $85.00. General elementary course to acquaint students with scientific psychological principles underlying education. Prerequisites: General Psychology and sophomore standing. Text: SMITH, Educational Psychology and Its Classroom Applications, 1975. Price: $8.95 (used texts only).


A407 Psychology of the Elementary School Child (3) UMC  CALS* 11 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate. ** Applies educational psychology to problems of teaching in elementary school. Prerequisite: A405.
Health and Physical Education

HI99 Organization and Administration of Physical Education Programs (2) UMC  CALS* 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: $85.00. 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.


Special Education

L101 Survey of Special Education (2) UMC  +16 lessons, 16 submitted. 2 exams-3 hours each. Course Fee: $85.00. Historical orientation, prevalence of problems, current concepts, and educational programming in special education. Prerequisite: Education S75 or consent of instructor. Reference material rental charge for this course is $8.00, of which $5.00 will be refunded when the material is returned in satisfactory condition. Information on how to obtain reference materials is included in your course study guide.


313 The Psychology and Education of Exceptional Individuals (3) UMSL  CALS* 9 lessons, 4 submitted. 2 exams-2 hours each. Course Fee: $127.50, undergraduate, $140.25 graduate.** 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. Prerequisite: Psychology 270 or 271 or equivalent.


ENGINEERING

10 Engineering Drawing and Descriptive Geometry (3) UMR 20 lessons, 20 submitted. 2 exams-Midterm, 2 hours; Final, 3 hours. Course Fee: $127.50. 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.


110 Mechanics of Materials (3) UMR 5 lessons, 5 submitted. 6 exams-I through V, 2 hours each; VI, 2 1/2 hours. Course Fee: $127.50. 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. Prerequisites: 50 and Math 22 or equivalent. Text: BYARS, Engineering Mechanics of Deformable Bodies, 3rd ed., 1975. Price: $23.00.

150 Engineering Mechanics-Dynamics (2) UMR 3 lessons, 3 submitted. 4 exams-I through III, 2 hours each; IV, 2 1/2 hours. Course Fee: $85.00. 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. Prerequisites: 50 and Math 22 or equivalent. 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-I through IV, 2 hours each; V, 3 hours. Course Fee: $127.50. 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. Prerequisites: 50 and Math 22 or equivalent.
NOTE: This textbook is also used for 150 ENGINEERING MECHANICS-DYNAMICS.

ENGLISH

Composition and Creative Writing

1 Composition (3) UMC \+ \+ Partly CALS*
1110 Freshman English (3) UMKC \+ \+ Partly CALS*
1 Rhetoric and Composition (3) UMR \+ \+ Partly CALS* 18 lessons, 14 submitted. 2 exams—Midterm, 1 1/2 hours; Final, 2 hours. Course Fee: $127.50. Required. Theory and practice of composition. Because this is a writing course, lessons must be submitted in the order assigned with sufficient time in between to allow for instructor comment.

50 Creative Writing: Short Story (3) UMC Partly CALS* 12 lessons, 12 submitted, 2 exams-2 hours each. Course Fee: $127.50. Introduction to basic techniques, including writing original stories. Because this is a writing course, lessons must be submitted in the order assigned with sufficient time in between to allow for instructor comment. Prerequisite: 1 or equivalent.

60 Exposition (3) UMC Partly CALS* 15 lessons, 8 submitted. 3 exams 2 hours each. Course Fee: $127.50. Required at UMC. Theory and practice of expository writing. Because this is a writing course, lessons must be submitted in the order assigned with sufficient time in between to allow for instructor comment. Prerequisites: 1 or placement test exemption, and sophomore standing or above.

70 Creative Writing: Poetry (3) UMC Partly CALS* 16 lessons, 15 submitted. 2 exams-3 hours each. Course Fee: $127.50. Required at UMC. Introduction to basic poetic techniques, including writing original poems. Because this is a writing course, lessons must be submitted in the order assigned with sufficient time in between to allow for instructor comment. Prerequisites: 1 or equivalent.

161 Technical Writing (3) UMC Partly CALS* 12 lessons, 9 submitted, 2 exams-2 hours each. Course Fee: $127.50. Advanced composition for pre-medical students, science majors in Arts and Science, and students in Agriculture, Engineering, Forestry, Fisheries & Wildlife, and Veterinary Medicine. Because this is a writing course, lessons must be submitted in the order assigned with sufficient time in between to allow for instructor comment. Prerequisite: junior standing and 60.

Literature and Language

12 Literary Types (3) UMSL CALS* 12 lessons, 6 submitted. 3 exams 1 1/2 hours each. Course Fee: $127.50. The student is introduced to the various literary types, including poetry, drama, fiction, and the essay.

101 Topics: Gothic Fiction (3) CALS* 14 lessons, 11 submitted. 2 exams-Midterm, 1 1/2 hours; Final, 2 hours. Course Fee: $127.50. 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.

101 Topics: Women's Experiences in Modern Fiction (3) UMC CALS* 14 lessons, 11 submitted. 2 exams-Midterm, 1 1/2 hours; Final, 2 hours. Course Fee: $127.50. A survey of modern fiction by and about
women. Includes related essays, many of which are written by the women whose fiction is studied.

104 Afro-American Literature (3) UMC CALS* 15 lessons, 15 submitted. 2 exams-2 hours each.
Course Fee: $127.50. Survey of representative fiction and essays written by American black authors from emancipation through the Harlem Renaissance to the modern period.

135 Introduction to Shakespeare (3) UMC CALS* 14 lessons, 12 submitted. 2 exams-2 hours each.
Course Fee: $127.50. 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.

175 American Literature (3) UMC 24 lessons, 24 submitted. 2 exams-3 hours each. Course Fee: $127.50. General survey of American literature; emphasizes major figures. Not open to freshmen.

201 The Tradition of English Literature: Beginnings to 1784 (3) UMC MC+ +
211 Introduction to British Literature I (3) UMKC MC+ +
75 Introduction to British Masterpieces (3) UMR MC+ +
131 English Literature I (3) UMSL MC+ + 15 lessons, 2 submitted. 2 exams-2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate. ** The development of English literature from the Middle Ages through the eighteenth century. Reading and analysis of representative works of selected major writers. UMKC, required of all English majors; UMC, strongly recommended for English majors. Prerequisite: UMC - sophomore standing.

285 Introduction to Folklore (3) UMC CALS* 9 lessons, 9 submitted. 2 exams-1 1/2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate. ** Introduces the study of folklore, including the methodology, approaches, and genres of folklore.

ENTOMOLOGY

101 Insects in the Environment (3) UMC CALS* 23 lessons, 8 submitted. 2 exams-Midterm, 1-1/2 hours; Final, 2 hours. Course Fee: $127.50. 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: $25.00. 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: $42.50 per credit hour, undergraduate; $46.75 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 you wish to take this course, 2) your particular objective, area of interest, or other information that will assist the professor in assigning the work to be done, and 3) your previous courses or experiences in the area of your interest. For more information about special readings/problems courses, see page 5.

403 Program Development and Evaluation (3) UMC CALS* 15 lessons, 4 submitted. 2 exams-Midterm, 1 hour; Final, 1 hour, 40 minutes. Course Fee: $127.50, undergraduate; $140.25, graduate. ** Principles and procedures of program development and evaluation used in extension or any other formal
University Courses

adult education agency. Includes a review of concepts found useful in curriculum development. Experience in working with people would be helpful. Prerequisite: instructor’s consent.


406 Fundamentals of Extension Teaching of Adults (3) UMC CALS* 14 lessons, 12 submitted. 2 exams-1 1/2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate.** 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. Prerequisite: instructor’s consent.


FAMILY AND COMMUNITY MEDICINE

25 Community Health (2) UMC CALS* 25 lessons, 25 submitted. 2 exams-2 hours each. Course Fee: $85.00. Overview of current personal, school, and community health problems and issues. Emphasizes concepts of health and informed decision making.


FINANCE

123 Principles of Finance (3) UMC CALS* 13 lessons, 7 submitted. 2 exams-Midterm, 1 hour; Final, 1 1/4 hours. Course Fee: $127.50. Financing business, consumer and government activity; stocks, bonds, real estate and financial markets; risk; insurance; inflation; cash and income management; capital accumulation and appreciation. Students already admitted to B & PA are not permitted to enroll in this course.


333 Investments (3) UMC 11 lessons, 11 submitted. 2 exams-2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate.** The investment area, media, institutional aids, formulation of broad personal investment programs. Prerequisite: 203.


FRENCH

See ROMANCE LANGUAGES.

GEOGRAPHY

Regional Geography

1 Regions and Nations of the World I (3) UMC CALS* 15 lessons, 15 submitted. 3 exams-2 hours each. Course Fee: $127.50. Introductory survey designed for general education. Presents essential geographical characteristics and major problems of Europe, Anglo-America (United States and Canada), and Latin America.

Text: WHEELER, Regional Geography of the World, updated 3rd ed., 1975. Price: $28.00. 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: $127.50. Introductory survey of world geography designed for general education. Essential geographical characteristics, major problems of the Soviet Union, Middle East, Orient, Africa, Pacific World. May be taken independently of Geography I.


Economic Geography

100 Economic Geography (3) UMC + 13 lessons, 13 submitted. 2 exams-3 hours each. Course Fee: $127.50. Introduction to location and spatial organization of economic activity. Prerequisite: Math 10 or equivalent.
Text: The textbook for this course is RENTED. No copies are available for sale. The charge for this book is $8.00, of which $5.00 will be refunded when the book is returned in satisfactory condition. The text is: GRIFFIN, Culture, Resource, and Economic Activity: an Introduction to Economic Geography, 1971.

Physical Geography

111 Physical Geography I (3) UMC  CALS* (Formerly 11.) 13 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: $127.50. Introductory study of man’s physical environment: landforms and water. Man’s effect on natural environment systems. Emphasis on urbanization.

GEOLOGY

2 Physical Geology (4) UMC  MC ++ +
51 Physical Geology (4) UMR  MC ++ +
1 General Geology (4) UMSL  MC ++ + 21 lessons, 8 submitted, 2 exams-2 hours each. Course Fee: $170.00. Materials of the earth’s crust, structures, and geologic features of the surface.
Texts: One of the texts for this course is RENTED. No copies are available for sale. The charge for this book is $13.00, of which $10.00 will be refunded when the book is returned in satisfactory condition. The text is: FLINT, Physical Geology, 4th ed., 1975. Price: $9.00.

101 Man and His Earth (3) UMC  CALS* 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: $127.50. Interaction of man and his environment. Topics include the energy crisis, pollution, mineral wealth of the oceans, and the prediction and control of earthquakes. Rental charge for rock sets for this course is $5.00, of which $4.00 will be refunded when the material is returned in satisfactory condition. Include the $5.00 charge for the rock sets with the course fees.

HEALTH AND PHYSICAL EDUCATION.

See COLLEGE EDUCATION.

HEALTH SERVICES MANAGEMENT

210HM The American Health Care System (3) UMC  CALS* 12 lessons, 2 submitted. 2 exams-2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate.** The purpose of the course is to provide the student with a basic understanding of the major components of the American health care system. Information concerning the financing, planning, and regulating of health care services and health care manpower is presented. Additionally, emphasis is placed on the current issues in health care delivery and the impact they are having on the delivery system.

250HM Health Planning Principles (3) UMC  CALS* 12 lessons, 6 submitted. 2 exams-2 hours each. Course Fee $127.50, undergraduate; $140.25, graduate.** The course introduces students to the theories, concepts, and principles upon which the practice of planning is based. The course acquaints the student to the context in which health planning is practiced in the United States. The course also summarizes the current practice (application of process and techniques) at the community and institutional levels. Prerequisite: HSM 210HM.

270HM Principles of Health Care Finance (3) UMC  CALS* 14 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate.** 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. Prerequisite: 6 hours of accounting.


300 Problems (Hospital Management) (3) UMC CALS* 15 lessons, 11 submitted. 2 exams-1 hour each. Course Fee: $127.50, undergraduate; $140.25, graduate.** The course is to provide a micro view of health care facilities, to present knowledge of the internal working relationships operating within health care facilities, and to promote understanding of the delivery of health care in a structured environment. The course features behavioral approaches to the delivery of health care. Prerequisite: instructor's consent.


325 Long-Term Care Administration (formerly Management of Long Term Health Care Facilities-Problems 300) (3) UMC CALS* 15 lessons, 9 submitted. 2 exams-3 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate.** 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. Prerequisite: instructor's consent.


340HM Economics of Health Care (3) UMC CALS* 13 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate.** This 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. Prerequisite: 3 hours of economics and HSM 210HM The American Health Care System.


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: $170.00. 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.


3 Survey of American History to 1865 (3) UMC MC ++ CALS* 101 American History I (3) UMKC MC ++ CALS* 175 American History I (3) UMSL MC ++ CALS*

3 American Civilization (3) UMSL MC ++ CALS* 12 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: $127.50. Introduction to U.S. history through the Civil War, surveying political, economic, social, and cultural development of the American people.


4 Survey of American History Since 1865 (3) UMC MC ++ CALS* 102 American History II (3) UMKC MC ++ CALS* 176 American History II (3) UMR MC ++ CALS* 11 lessons, 4 submitted. 4 exams-2 hours each. Course Fee: $127.50. Introduction to U.S. history since 1865, surveying political, economic, social, and cultural development of the American people.
University Courses


231 Contemporary Europe (3) UMC CALS* 15 lessons, 6 submitted. 3 exams-1 1/2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate. ** Political, social, and economic development of Europe from 1900 to the present, with emphasis on the period between the two world wars.


355c History of the U.S.S.R. (3) UMSL CALS* 30 lessons, 8 submitted. 3 exams-2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate. ** Political, social, and cultural development in Russia from 1917 to the present. Major topics include The Revolution of 1917, stabilization of Communist power under Lenin, Stalin’s “Great Change,” the organization and testing of the Communist state, and post-Stalinist developments. Prerequisite: junior standing or consent of the instructor.


359 History of the Old South (3) UMC MC+ CALS*
358 History of the American South (3) UMKC MC+ CALS*
254 The Antebellum South (3) UMR MC+ CALS*


400 Special Topics in American History (3) UMKC 14 lessons, 14 submitted. 2 exams-3 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate. ** This course traces the role of America after the beginning of the Cold War. A brief summary of post-World War II events, including aid to Europe, the Korean War, domestic, political, and cultural changes preceding the Eisenhower years, the New Frontier, the Great Society, and the changes in the 1970’s. Topics such as the rise of the “third world” in foreign policy considerations, 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-90 min. each. Course Fee: $127.50. Discussions and scientific rationale of the current cultural practices for the growing of home horticultural plants.


JOURNALISM

100 History and Principles of Journalism (3) UMC CALS* 15 lessons, 15 submitted. 2 exams-2 hours each. Course Fee: $127.50. History of the mass media in America, tracing the development from the colonial press through the complex mass media of today. Students taking the B.J. degree are required to take this course on the campus.

380 High School Journalism (2) UMC  CALS* 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: $85.00, undergraduate; $93.50, 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  CALS* 15 lessons, 6 submitted. 2 exams-Midterm, 1 1/2 hours; Final, 2 hours. Course Fee: $127.50, undergraduate; $140.25, graduate.** Introduction to the basic concepts of management and organization; their application to operations and personnel management. Text: TREWATHA: Management Functions and Behavior. Revised ed. Price: $20.00.


MARKETING


MATHEMATICS

3 Basic Algebra (2) UMC  CALS* 14 lessons, 14 submitted. 2 exams-Midterm, 1 hour; Final, 2 hours. Course Fee: $85.00. 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: $16.00. GROSS, Algebra by Example: Student Solutions Man 1, 1978. Price: $8.00.


7 Algebra for Elementary Teachers (3) UMC  CALS* 15 lessons, 15 submitted. 3 exams-2 hours each. Course Fee: $127.50. Open only to students majoring in Elementary Education. Focuses on development of real number systems, other numeration systems; some elementary number theory, functions, relations, linear equations, inequalities, other polynomials. Text: PETERSON, Theory of Arithmetic, 3rd ed. Price: $22.00.

8 Geometry for Elementary Teachers (3) UMC  CALS* 18 lessons, 18 submitted. 2 exams-Midterm, 2 hours; Final, 3 hours. Course Fee: $127.50. 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. Prerequisite: 7. Text: KEEDY, Geometry: A Modern Introduction, 2nd ed. Price: $16.00.

9 Trigonometry (2) UMC  CALS* 8 lessons, 8 submitted. 2 exams-Midterm, 2 hrs; Final, 3 hrs. Course Fee: $85.00. 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. Prerequisite: either 1 1/2 units algebra and 1 unit geometry; or 1 unit geometry and concurrent enrollment in 10 (college algebra). Text: C. L. JOHNSTON, Plane Trigonometry: A New Approach. Second Edition. 1978. Price: $19.00.
10 College Algebra (3) UMC  CALS* 10 lessons, 10 submitted. 2 exams-Midterm, 1 hour, 45 minutes; Final, 2 hours. Course Fee: $127.50. Review of topics from elementary algebra, sets, quadratics, systems of linear equations with introduction to determinants, graphing, progressions, inequalities, complex numbers, mathematical induction, binomial theorem, theory of equations, logarithms. Prerequisite: at least 1 1/2 units high school math including 1 unit algebra.


12 Basic Concepts of Modern Mathematics (3) UMC  MC++  CALS* 11 lessons, 11 submitted. 2 exams-3 hours each. Course Fee: $127.50. Basic ideas in mathematics, with emphasis on its variety and structure. Gives an appreciation of mathematics in everyday life. Math 12 (UMC) satisfies the basic skills required for math for Arts and Science, but will not substitute for Math 10 (UMC) as a prerequisite for other courses.


60 Finite Mathematics (3) UMC  CALS* 7 lessons, 7 submitted. 2 exams-2 hours each. Course Fee: $127.50. Introduces matrices and linear programming and probability. Primarily for non-physical science majors. Prerequisite: 10 or equivalent.


175 Calculus II (5) UMC  MC++ 14 lessons, 14 submitted. 3 exams-First and second, 2 hours each; Final, 3 hours. Course Fee: $212.50. Definite integrals, applications and techniques of integration, elementary transcendental functions, infinite series. Prerequisites: UMC-C or better in 175 or equivalent training; UMR-21 or equivalent; UMSL-C or better in 175 or equivalent.

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 Analytic Geometry and Calculus III (4) UMC  MC++ 11 lessons, 11 submitted. 2 exams-2 1/2 hours each. Course Fee: $170.00, undergraduate; $187.00, graduate.** Vectors, solid analytic geometry, calculus of several variables. Prerequisites: UMC-C or better in 175 or equivalent training; UMR-21 or equivalent; UMSL-C or better in 175 or equivalent.

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.

207 Calculus for Social and Natural Sciences I (3) UMC 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate.** The real number system, functions, analytic geometry, sequences, derivatives, maximum-minimum problems. No credit for students who have completed a calculus course. Prerequisite: 10 or equivalent.

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

304 Differential Equations (3) UMC MC++ 6 lessons, 6 submitted. 2 exams-Midterm, 2 hours; Final, 3 hours. Course Fee: $127.50, undergraduate; $140.25, graduate.** Common types of ordinary
differential equations including many applied problems, operational methods. Prerequisite: UMC and UMSL-201.


MUSIC

21 Theory (Written) I (2) UMKC 16 lessons, 16 submitted. 2 exams-3 hours each. Course Fee: $85.00. A study of musical nomenclature, including rhythm symbols, key and meter signatures, scales, pitch notation, performance terms and symbols, intervals, chord symbols and names, chord structures; introduction to written harmony. Not designed for music majors. Cannot be taken for credit by UMC music majors. Access to a cassette tape player is recommended.


NURSING HOME ADMINISTRATION

See HEALTH SERVICES MANAGEMENT.

PHILOSOPHY

1 General Introduction to Philosophy (3) UMC  MC+ CALS*
210 Foundations of Philosophy (3) UMKC  MC+ CALS*
5 Introduction to Philosophy (3) UMSL  MC+ CALS* 20 lessons, 0 submitted. 3 exams-1 1/2 hours each. Course Fee: $127.50. Principal problems of philosophy, their typical solutions. Problems of knowledge, natural world, society.


10 Introduction to Logic (3) UMC  MC+ CALS*
222 Foundations of Logic and Scientific Methods (3) UMKC  MC+ CALS*
15 Introduction to Logic (3) UMR  MC+ CALS*
60 Logic and Language (3) UMSL  MC+ CALS* 11 lessons, 11 submitted. 3 exams-1 1/2 hours each. Course Fee: $127.50. Introduction to the principles of inductive and deductive reasoning, the critical analysis of arguments, and the detection of fallacies.


POLITICAL SCIENCE

1 American Government (3) UMC  CALS* 15 lessons, 4 submitted. 2 exams-2 hours each. Course Fee: $127.50. Theory, politics, and constitutional development of American democracy at national and state levels; examines contemporary issues in foreign, military, and economic affairs; meets state law requirement.


11 Introduction to Political Science (3) UMC  Partly CALS* 16 lessons, 8 submitted. 2 exams-3 hours each. Course Fee: $127.50. Introduction to scope and content of politics: theory and operation of democratic and nondemocratic governments. Meets Missouri state law constitutional requirement. Students taking this course may not take 1, and vice versa.


310 Introduction to Public Administration (3) UMC  CALS* 10 lessons, 10 submitted. 2 exams-1 hour each. Course Fee: $127.50, undergraduate; $140.25, 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.

## PSYCHOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Department</th>
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<tr>
<td>210 General Psychology (3)</td>
<td>UMKC MC++</td>
<td>CALS*</td>
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<td>UMKC MC++</td>
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<tr>
<td>50 General Psychology I (3)</td>
<td>UMR MC++</td>
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<tr>
<td>3 General Psychology (3)</td>
<td>UMSL MC++</td>
<td>CALS*</td>
<td>3</td>
<td>UMSL MC++</td>
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**University Courses**

20 lessons, 20 submitted. 2 exams-2 hours each.
Course Fee: $127.50. Survey of facts, principles, and methods in the study of human behavior.

170 Child Psychology (3) | UMC CALS* | 12 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: $127.50. Origins and development of child behavior with emphasis on basic processes, theory, and research rather than on application or guidance. Prerequisite: 1 or 2.

180 Fundamentals of Abnormal Psychology (3) | UMC CALS* | 12 lessons, 12 submitted. 2 exams-1 1/2 hours each. Course Fee: $127.50. Basic survey of maladaptive human behavior and experience: character disorder, alcohol and drug abuse, neurosis, psychosis. Prerequisite: 1 or 2.

260 Social Psychology (3) | UMC MC++ Partly | CALS* | 7 lessons, 7 submitted. 2 exams-2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate.** Social bases of behavior and behavior of individuals in social situations. Prerequisite: UMC-1 or 2 and/or Sociology 1; UMR-no prerequisite; UMSL-3 or 10 or Sociology 10.

271 Adolescent Psychology (3) | UMSL CALS* | 15 lessons, 6 submitted. 3 exams-2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate.** Principles of biological, behavioral, and personality development from puberty to maturity. Prerequisite: UMSL-3 or 100.

## 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; Final, 3 hours. Course Fee: $127.50. History of the recreation and leisure movement; theories and philosophies of play, recreation, and leisure. Rental charge for reference materials for this course is $25.00, of which $20.00 will be refunded when the material is returned in satisfactory condition. Include the $25.00 charge for the material with the course fees.

151 Introduction to Leisure Service Management (3) | UMC (Formerly Community Recreation.) | 10 lessons, 10 submitted. 2 exams-Midterm, 1 1/2 hours; Final, 2 hours. Course Fee: $127.50. Survey of recreation: history, leadership, facilities, problems and administration. Prerequisite: 10, 11, 111, or instructor’s consent.

300 Problems (1-3) | UMC | Course Fee: $42.50 per credit hour, undergraduate; $46.75 per credit hour, graduate.** It will be necessary for the student doing work of this type to consult with a faculty member in the department at UMC for the design of the problem to be investigated and designation of the appropriate credit. If you are not a UMC student, send your application form with the fee for the number of hours for which you are applying. Also, on a separate sheet, write a concise statement describing 1) why you wish to take this course, 2) your particular objective, area of interest, or other information that will assist the professor in assigning the work to be done, and 3) your previous courses or experience in the area of your interest. For more information about special readings/problems courses, see page 5.

404 Readings in the Field of Recreation (1-3) | UMC | Course Fee: $42.50 per credit hour, undergraduate; $46.75 per credit hour, graduate.** Selected readings based on student’s needs. Emphasis may be placed on a student’s area of interest. Prerequisite: consent of adviser; open to students majoring in the field of recreation. If you are not a UMC student, send your application form with the fee for the number of hours for which you are applying. Also, on a separate sheet, write a concise statement describing 1) why you
wish to take this course, 2) your particular objective, area of interest, or other information that will assist the professor in assigning the work to be done, and 3) your previous courses or experience in the area of your interest. For more information about special readings/problems courses, see page 5.

**RELIGION**

110 Introduction to the Old Testament (3) UMC  CALS*  12 lessons, 12 submitted. 3 exams-1 hour each. Course Fee: $127.50. 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.


121 Introduction to the New Testament (3) UMC  CALS*  15 lessons, 7 submitted. 2 exams-2 hours each. Course Fee: $127.50. Central documents of Christian religion to determine origin, authorship, literary structure, nature, permanent value.


122 Life and Teachings of Jesus (3) UMC  CALS*  23 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: $127.50. Brief historical introduction; principal events in the life of Jesus. His teachings with application to life today.


130 Major World Religions (3) UMC  CALS*  16 lessons, 8 submitted. 2 exams-2 hours each. Course Fee: $127.50. 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.


**ROMANCE LANGUAGES**

**FRENCH**

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

1 Elementary French I (5) UMC  +  13 lessons, 13 submitted. 4 exams-First, Second, and Third, 1 1/2 hours each; Final, 2 1/2 hours. Course Fee: $212.50. Introduction to French grammar and composition. Practice in hearing and speaking French through the use of audio cassette tapes. Rental charge for audio cassettes for this course is $10.00, of which $5.00 will be refunded when the material is returned in satisfactory condition. Include the $10.00 charge for the tapes with the course fees. Access to a cassette tape recorder is required.


2 Elementary French II (5) UMC  +  19 lessons, 19 submitted. 4 exams-First, Second, and Third, 1 1/2 hours each; Final, 2 1/2 hours. Course Fee: $212.50. A continuation of French grammar and composition. Practice in hearing and speaking French through the use of audio cassette tapes. Rental charge for audio cassettes for this course is $10.00, of which $5.00 will be refunded when the material is returned in satisfactory condition. Include the $10.00 charge for the tapes with the course fees. Prerequisite: C or better in 1 or equivalent. Access to a cassette tape recorder is required.

Texts: VALDMAN, Langue et Culture, 1975. Price: $16.00. VALDMAN, Workbook for Langue et Culture, 1975. Price: $5.00. NOTE: These textbooks are also used for 1 ELEMENTARY FRENCH I.

SPANISH

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

1 Elementary Spanish I (5) UMC + 13 lessons, 13 submitted. 3 exams-First and Second, 1 hour each; Final, 1 1/2 hours. Course Fee: $212.50. Practice in hearing and speaking Spanish through the use of audio cassette tapes. Rental charge for audio cassettes for this course is $10.00, of which $5.00 will be refunded when the material is returned in satisfactory condition. Include the $10.00 charge for tapes with the course fees. Access to a cassette tape recorder is required. Texts: ALLEN, Habla español, 1976. Price: $15.00. SNYDER, Manual de laboratorio, 1976. Price: $5.00. STANSFIELD, Cuaderno de ejercicios, 1976. Price: $5.00. NOTE: These textbooks are also used for 2 ELEMENTARY SPANISH II.

2 Elementary Spanish II (5) UMC + 18 lessons, 18 submitted. 3 exams-First and second, 1 hour each; Final, 3 hours. Course Fee: $212.50. Continuation of Spanish 1. Practice in hearing and speaking Spanish through the use of audio cassette tapes. Rental charge for audio cassettes for this course is $10.00, of which $5.00 will be refunded when the material is returned in satisfactory condition. Include the $10.00 charge for the tapes with the course fees. Prerequisite: C or better in 1 or equivalent. Access to a cassette tape recorder is required. Texts: ALLEN, Habla español, 1976. Price: $15.00. CASONA, La dama del alba, 1947. Price: $6.00. SNYDER, Manual de laboratorio, 1976. Price: $5.00. STANSFIELD, Cuaderno de ejercicios, 1976. Price: $5.00. NOTE: The Allen, Snyder, and Stansfield books are also used for 1 ELEMENTARY SPANISH I.


RURAL SOCIOLOGY


SOCIOLOGY

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


50 Social Deviance (3) UMC MC+ + CALS* 200 Sociology of Deviant Behavior (3) UMSL MC+ + CALS* 15 lessons, 13 submitted. 2
University Courses

Exams: Midterm, 1 hour; Final, 2 hours. Course Fee: $127.50. Deviation from group norms; crime, war, drugs, alcoholism, mental illness. Prerequisite: UMC-1; UMSL-3 hours of sociology or anthropology. Text: NETTLER, Social Concerns, 1976. Price: $12.00.

127 Ethnic and Racial Minorities (3) UMC MC++ CALS*
324 Race Relations (3) UMKC MC++ CALS*
245 Racial and Cultural Minorities (3) UMR MC++ CALS* 13 lessons, 13 submitted. 2 exams-1 hour each. Course Fee: $127.50, undergraduate; $140.25, graduate.** The experience of ethnic and racial minorities in America; inequality, assimilation, ethnic and racial conflict, accommodation. Prerequisite: UMC-1; UMKC and UMR-no prerequisite.

214 The Family (3) UMC MC++ CALS*
281 The Family (3) UMR MC++ CALS*
224 Sociology of the Family (3) UMSL MC++ CALS* 12 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate.** Family as agency of personality development and cultural transmission. Socialization process examined; family related in structure and function to wider forms of social organization. Prerequisite: UMC-1; UMR-81 or consent of the instructor; UMSL-10.

215 Collective Behavior (3) UMC CALS* 12 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: $127.50, undergraduate; $140.25, graduate.** Analysis of mass behavior and related phenomena. Includes types, organization of social movements; crowd behavior, social epidemics; fashions, fads; leadership authority.

322 Aging in American Society (3) UMC 6 lessons, 6 submitted. 2 exams-Midterm, 2 hours; Final, 3 hours. Course Fee: $127.50, undergraduate; $140.25, graduate.** Examination of the aged in modern society; demographic, social, psychological, and comparative cultural features of this social role. Prerequisite: junior standing and 1 or equivalent.

SPANISH
See ROMANCE LANGUAGES.

SPECIAL EDUCATION
See COLLEGE OF EDUCATION.

STATISTICS

31 Elementary Statistics (3) UMC 10 lessons, 10 submitted. 3 exams: I & II—1 1/2 hours each; III—2 hours. Course Fee: $127.50. Collection, presentation of data; averages; dispersion; introduction to statistical inference, estimation, hypothesis testing, correlation. Prerequisite: Math 10.

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

* Computer Assisted Lesson Service. For explanation, see page 4.
** For explanation of course fees, see page 8.
+ Not available to persons with addresses that do not have U.S. Zip Codes.
++ Multicampus Course. For explanation, see page 13.
HIGH SCHOOL COURSES

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).

CALS—(Computer Assisted Lesson Service.)
see page 4.

AGRICULTURE

Agriculture  CALS*

First Half Unit: 12 lessons, 12 submitted. 2 exams-3 hours each. Second Half Unit: 11 lessons, 11 submitted. 2 exams-3 hours each. Course Fee: $34.00 for each half unit. The first half unit consists of an introduction to agriculture in Missouri and the United States and a study of livestock production. The second half unit covers crop production, climate, water conservation, and forests and wildlife.

Functional Horsemanship

One Half Unit: 10 lessons, 6 submitted. 2 exams-1½ hours each. Course Fee: $34.00. 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.

ART

Art

First Half Unit: 14 lessons, 6 submitted. 2 exams-2 hours each. Second Half Unit: 12 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: $34.00 for each half unit. The aim of these courses is to foster cultural growth and to give experience in creating various art forms of interest to high school students. Activities include drawing, painting, design, block print, lettering, and woodcarving. Students will need to obtain their own art supplies.

BUSINESS EDUCATION

Bookkeeping  CALS*

First Half Unit: 22 lessons, 22 submitted. 2 exams-3 hours each. Second Half Unit: 16 lessons, 16 submitted. 2 exams-3 hours each. Course Fee: $34.00 for each half unit. Although offered for high school credit, these courses are excellently adapted to beginners in bookkeeping, whether they desire the credit or merely the proficiency that the courses will give them in preparation for commercial work.
High School Courses

Consumer and Business Law  CALS*

One Half Unit: 14 lessons, 7 submitted. 2 exams-1 hour each. Course Fee: $34.00. 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.

Clerical Practice  CALS*

One-Half Unit: 19 lessons, 9 submitted. 2 exams-1½ hours each. Course Fee: $34.00. This course introduces the student to a variety of clerical office 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.

Consumer Economics: The Economic Environment  CALS*

One Half Unit: 17 lessons, 16 submitted. 2 exams-1½ hours each. Course Fee: $34.00. Consumer Economics demonstrates how economic principles influence the daily lives of Americans.

Economics: Making Decisions  CALS*

One Half Unit: 16 lessons, 16 submitted. 2 exams-1½ hours each. Course Fee: $34.00. The study of how individuals and societies make decisions about the use of natural resources, labor, time, and money. The student is introduced to economic terminology and the everyday application of basic economic principles.

General Business  CALS*

First Half Unit: 24 lessons, 24 submitted. 2 exams-Midterm: 2 hours, Final: 3 hours. Second Half Unit: 26 lessons, 26 submitted. 2 exams-Midterm: 1½ hours, Final: 2 hours. Course Fee: $34.00 for each half unit. This course examines the various business transactions that make up the economic environment. Each lesson is brief, allowing the student to test immediately his or her grasp of the lesson material. Topics covered range from how business serves the economy to consumer education to practical money management. Attention is also given to the availability of careers in the business world.

Retailing  CALS*

One Half Unit: 10 lessons, 7 submitted. 2 exams-1½ hours each. Course Fee: $34.00. 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 store design, layout, and location; information on personnel supervision and organization; and the methods of buying, price-setting, and merchandise control.

Retail Merchandising  CALS*

One Half Unit: 12 lessons, 6 submitted. 2 exams-1½ hours each. Course Fee: $34.00. Retail Merchandising is designed to provide a basic introduction to the field, particularly to the buying aspect of merchandising. The course takes a common-sense approach, focusing on the problems and choices that the retail buyer must confront.
Salesmanship  CALS*

First Half Unit: 12 lessons, 12 submitted. 2 exams-2 hours each. Second Half Unit: 12 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: $34.00 for each half unit. These courses are 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.


You and the World of Work  CALS*

One Half Unit: 9 lessons, 9 submitted. 2 exams-1½ hours each. Course Fee: $34.00. This course introduces the student to the work world. It addresses career choices, job applications, safety on the job, money management, and occupational advancement.


DRIVER EDUCATION

Driver Education  CALS*

One Half Unit: 8 lessons, 6 submitted. 2 exams-3 hours each. Course Fee: $34.00. Students should check with their principal for approval before enrolling in this course. Topics covered include natural and applied laws, strategies, and driving maneuvers. Designed to promote a positive attitude towards safety, the course does not provide behind-the-wheel instruction; it does, however, prepare the student to acquire practical skills. Students who plan to obtain a driver's license from a state other than Missouri should obtain the driver guide of that state.


ENGLISH

9th Grade English  Partly CALS*

First Half Unit: 12 lessons, 12 submitted. 2 exams-Midterm: 2 hours, Final: 1½ hours. Second Half Unit: 12 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: $34.00 for each half unit. A thorough examination of the elements of English grammar with an emphasis on the development of writing skills. The reading of Homer's Iliad and Odyssey provides an introduction to Classical culture and epic literature.


10th Grade English  Partly CALS*

First Half Unit: 12 lessons, 12 submitted. 2 exams-3 hours each. Second Half Unit: 12 lessons, 12 submitted. 2 exams-3 hours each. Course Fee: $34.00 for each half unit. The study of composition is continued from the ninth grade courses. The reading assignments for each half unit are designed to enhance the student's understanding and appreciation of literature. Because these are writing courses, lessons must be submitted in the order assigned with sufficient time to allow for instructor comment.


11th Grade English  Partly CALS*

First Half Unit: 12 lessons, 12 submitted. 2 exams-3 hours each. Second Half Unit: 12 lessons, 11 submitted. 2 exams-3 hours each. Course Fee: $34.00 for each half unit. These courses explore various themes in American literature. Students will write about the literature and their own experiences. A few lessons on English composition and grammar are included. Because these are writing courses, lessons must be submitted in the order assigned with sufficient time to allow for instructor comment.

High School Courses

12th Grade English  Partly CALS*

First Half Unit: 11 lessons, 11 submitted. 2 exams-2 hours each. Second Half Unit: 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: $34.00 for each half unit. In addition to a thorough review of general writing skills, these courses survey selections from English literature in chronological order from the Anglo-Saxon period through the 19th century. Because these are writing courses, lessons must be submitted in the order assigned with sufficient time for instructor comment. Access to a cassette tape player is required for the First Half Unit.


Afro-American Literature: The Early Years  CALS*

One Half Unit: 9 lessons, 9 submitted. 3 exams-2 hours each. Course Fee: $34.00. 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.


American Environment through Literature  CALS*

One Half Unit: 10 lessons, 8 submitted. 3 exams-3 hours each. Course Fee: $34.00. 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.


American Literature to 1890  CALS*

One Half Unit: 9 lessons, 3 submitted. 3 exams-3 hours each. Course Fee: $34.00. Designed as a chronological survey of American literature from its Colonial beginnings to the era of Mark Twain, the course serves as an introduction to the main writers and important literary ideas developed and promoted in young America.

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

Contemporary Afro-American Prose  CALS*

One Half Unit: 6 lessons, 6 submitted. 3 exams-2 hours each. Course Fee: $34.00. 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.


English Literature through Shakespeare  CALS*

One Half Unit: 9 lessons, 7 submitted. 2 exams-3 hours each. Course Fee: $34.00. This course follows the development of English literature from its earliest known epic Beowulf, through the Canterbury Tales, to Shakespeare's tragedy Macbeth. A brief exploration of how English developed and some historical background are included for study.

Improving Reading and Study Skills  CALS*

*One Half Unit: 9 lessons, 7 submitted. 2 exams-1½ hours each. Course Fee: $34.00. 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.


Introduction to Journalism  CALS*

*One Half Unit: 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: $34.00. 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.


Man and Myth  CALS*

*One Half Unit: 10 lessons, 10 submitted. 4 exams-3 hours each. Course Fee: $34.00. A study of Greek, Norse, and Medieval mythology starting with the Greek view of creation and ending with King Arthur and Merlin the magician.


Readings in the American Novel  CALS*

*One Half Unit: 9 lessons, 9 submitted. 2 exams-1½ hours each. Course Fee: $34.00. 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.


Readings in the Short Story  CALS*

*One Half Unit: 11 lessons, 11 submitted. 2 exams-3 hours each. Course Fee: $34.00. An introductory course that analyzes the elements of fiction (plot, character, theme, etc.) and provides an opportunity to read contemporary, youth-oriented stories.


Science Fiction  CALS*

*One Half Unit: 9 lessons, 9 submitted. 3 exams-3 hours each. Course Fee: $34.00. 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.


Search for Identity through Literature  CALS*

*One Half Unit: 7 lessons, 7 submitted. 4 exams-2 hours each. Course Fee: $34.00. 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.

Short Stories in Science Fiction: For Reluctant Readers  CALS*

One Half Unit: 9 lessons, 9 submitted. 3 exams-2 hours each. Course Fee: $34.00. This course is especially designed for the student who ordinarily finds reading difficult, or is not accustomed to reading for pleasure. This course uses short, easy-to-read stories in science fiction to encourage new ways of seeing our own world, as well as worlds to come. The topics covered range from robots to time travel to life on other planets. Texts: PIERCE, Science Fiction 1, 1973. Price: $4.25. PIERCE, Science Fiction Stories 2, 1973. Price: $3.50. PIERCE, Science Fiction 2, 1973. Price: $4.25. POTTER, Beyond Time and Space, 1978. Price: $5.00

Short Story for Reluctant Readers  CALS*  +

One Half Unit: 10 lessons, 9 submitted. 2 exams-Midterm, 1 ½ hours; Final, 3 hours. Course Fee: $34.00. 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-1 ½ hours each. Course Fee: $34.00. This course shows how thinking and lifestyle can be influenced by “word magic”. Students learn how to evaluate what they read and hear by applying logic to language. Text: POTTER, Making Sense, 2nd ed., 1978. Price: $6.25.

FAMILY RELATIONS.
See SOCIAL STUDIES.

GEOGRAPHY.
See SOCIAL STUDIES.

GOVERNMENT.
See SOCIAL STUDIES.

HEALTH AND PHYSICAL EDUCATION

Health and Hygiene  CALS*

One Half Unit: 13 lessons, 13 submitted. 2 exams-2 hours each. Course Fee: $34.00. Special attention is given to the individual’s physical and mental health. The course is designed to assist students in understanding what public and personal health are and why the health of others is important to them. It provides descriptions of common illnesses and how to get proper treatment. Text: GMUR, Making Health Decisions, 1970. Price: $8.25. (used texts only).

HISTORY
See SOCIAL STUDIES.
HOME ECONOMICS.
See SOCIAL STUDIES.

INDUSTRIAL ARTS

AC Electronics CALS*

One Half Unit: 6 lessons, 6 submitted. 2 exams-Midterm, 1 hour; Final, 1½ hours. Course Fee: $34.00. Prerequisite: DC Electronics. The course explains the principles and theory of alternating current. It covers fundamentals, AC measurement, capacitive circuits, inductive circuits, transformers, and tuned circuits. Text: BEACH, AC Electronics, 1975. Price: $23.00.

DC Electronics CALS*

One Half Unit: 8 lessons, 8 submitted. 2 exams-Midterm, 1 hour; Final, 1½ hours. Course Fee: $34.00. 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 a good preparation for a continuing study of electronics: it is a prerequisite for AC Electronics. Text: BEACH, DC Electronics, 1975. Price: $23.00.

General Drafting +

First Half Unit: 17 lessons, 17 submitted. 2 exams-3 hours each. Second Half Unit: 15 lessons, 15 submitted. 2 exams-3 hours each. Course Fee: $34.00 for each half unit. These introductory courses are designed to give the student a sampling of drafting practice. The student will need to obtain drafting equipment, including a drawing instrument set. This can be rented from the Center for $12, of which $6 will be refunded when the material is returned in satisfactory condition. Do not send the rental fee with your application. Information on how to obtain rental materials is included in the course study guide. Text for First and Second Half Units: SPENCER, Basic Technical Drawing, 3rd revised ed., 1974. Price: $21.00.

Technical Drafting +

One Half Unit: 10 lessons, 10 submitted. 2 exams-3 hours each. Course Fee: $34.00. This course is an advanced course for students who have successfully completed an introductory course in drafting. The course provides depth in selected drafting practices. It is designed to improve skills in manipulating drafting instruments and equipment, and in expressing ideas graphically. It also teaches how to read and to interpret advanced drawings correctly. Text: GIESECKE, Technical Drafting, 7th ed., 1980. Price: $26.00.

LANGUAGE

French I

1st ½ Unit: 10 lessons, 4 submitted. 3 exams-exams I & II, 1 hour, exam III, 1½ hours. 2nd ½ Unit: 7 lessons, 3 submitted. 3 exams-exams I & II, 1 hour, exam III, 1½ hours. In these courses the student learns the principles of French grammar and composition. In addition, the courses focus on family life and culture in France by introducing two French teenagers whose lives and personalities are studied in detail. Audio cassette tapes are used throughout the courses. The cassette fee for each half unit is $15.00. $10.00 of which will be refunded when the materials are returned in good condition. Include the $15.00 charge for tapes with the course fee. Access to a tape recorder is required. Texts: LENARD, Jeunes voix, jeunes visages. PREMIER NIVEAU, 1976. Price: $14.00. LENARD, Jeunes voix, jeunes visages: Cahier de Travail, 1976. Price: $4.50. LENARD, Jeunes voix, jeunes visages: Tape Program, 1976. Rental Fee $15.00.
High School Courses

Spanish I

1st 1/2 Unit: 11 lessons, 11 submitted. 3 exams-exams I & II, 1 hour, exam III, 1 1/2 hours. 2nd 1/2 Unit: 10 lessons, 10 submitted. 3 exams-exams I & II, 1 hour, exam III, 1 1/2 hours. In these courses the student learns the principles of Spanish grammar and structure, practices building simple sentences, and becomes familiar with common idioms. In addition, the courses describe the culture of Spanish-speaking countries, covering such topics as dating habits, friendship, family life and national and religious holidays. Audio cassette tapes are used throughout the courses. Access to a tape recorder is required.


MATHEMATICS

Business Mathematics  CALS*

One-Half Unit: 7 lessons, 7 submitted. 2 exams-1 1/2 hours each. Course Fee: $34.00. 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.


General Mathematics  CALS*

First Half Unit: 12 lessons, 10 submitted. 2 exams-2 1/2 hours for Midterm, 3 hours for Final. Second Half Unit: 11 lessons, 11 submitted. 2 exams-2 hours for Midterm, 2 1/2 hours for Final. Course Fee: $34.00 for each half unit. These courses are designed to help you meet your basic needs for mathematics in everyday living. The first half unit includes a review of computational skills with whole numbers and decimals, graphing, simple algebra, ratio proportion, and percent. The second half includes a review of computation with fractions, the metric system, geometry, probability, and estimation.


Elementary Algebra  CALS*

First Half Unit: 6 lessons, 6 submitted. 2 exams-Midterm, 1 hour; Final, 2 hours. Second Half Unit: 6 lessons, 6 submitted. 2 exams-Midterm, 1 hour; Final, 2 hours. Course Fee: $34.00 for each half unit. This course in elementary algebra includes elementary operations on polynomials and fractions, solution of single and simultaneous linear equations, simple factoring, simple powers and roots, and solutions of numerical quadratic equations. Throughout the textbook the language of sets is used, when helpful, in definitions and explanations. The presentation is such that a student with no previous work in sets can proceed successfully.


Algebra II and Trigonometry  CALS*

First Half Unit: 7 lessons, 7 submitted. 2 exams-1 1/2 hours each. Second Half Unit: 6 lessons, 6 submitted. 2 exams-1 1/2 hours each. Course Fee: $34.00 for each half unit. Prerequisite: one unit of elementary algebra. Review of fundamental parts of the first year's work on quadratic equations; advanced work on radicals and fractional exponents; graphs and graphical methods of solving equations; work on permutations, combinations and probability; and some work on solving systems of linear equations. A portion of the textbook covers trigonometric functions and their inverses. Throughout the textbook the language of sets is used in definitions and explanations. The presentation is such that a student with no previous work with sets can proceed successfully.


Modern School Mathematics-Geometry (Plane)

First Half Unit: 18 lessons, 18 submitted. 2 exams-3 hours each. Second Half Unit: 18 lessons, 18 submitted. 2 exams-3 hours each. Course Fee: $34.00 for each half unit. Prerequisite: one unit of elementary algebra. Numerous applications of the subject are given. Due emphasis is placed on theorems, construction, and
exercises. The aim of these courses is to train the student to reason, to understand and follow the reasoning of others, and to appreciate the use of geometric form. Throughout the textbook the language of sets is used, when helpful, in definitions and explanations. The presentation is such that a student with no previous work with sets can proceed successfully.


PERSONAL DEVELOPMENT.
See SOCIAL STUDIES.

PSYCHOLOGY.
See SOCIAL STUDIES.

SCIENCE

Chemistry CALS*

*First Half Unit: 9 lessons, 9 submitted. 2 exams-2 hours each. Second Half Unit: 8 lessons, 8 submitted. 2 exams-2 hours each. Course Fee: $34.00 for each half unit. Prerequisite: You must have completed a year of geometry and a year of algebra. A second year of algebra would be helpful. An introduction to the fundamental science of chemistry. Topics for the first half unit include the general laws of matter, chemical equations and formulas, atomic theory, the periodic table, and the kinetic-molecular theory. Topics for the second half unit include chemical bonding, energy transfer, and electron-transfer through oxidation-reduction.


Environmental Geology CALS*

One Half Unit: 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: $34.00. 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, energy resources, earthquakes and volcanoes, waste disposal, land use, geology and medicine.


Physical Geology CALS*

One Half Unit: 15 lessons, 14 submitted. 3 exams-2 hours each. Course Fee: $34.00. Prerequisite: junior standing, with some background and special interest in science. This course introduces the science of geology, examining geologic processes and problems in detail. Topics include mineral and rock composition and identification; weathering by water, sand, and glaciation; structure of the earth’s crust and interior; ocean and continent formation; and historical geology. Rental charge for the rock samples for this course is $12, of which $10 will be refunded when the material is returned in satisfactory condition. Include the $12 charge for the rock set with the course fee.


Physics CALS*

First Half Unit: 15 lessons, 15 submitted. 2 exams-2 hours each. Second Half Unit: 16 lessons, 16 submitted. 2 exams-2 hours each. Course Fee: $34.00 for each half unit. Prerequisite: You must have completed at least two years of high school mathematics, including algebra. Some trigonometry is useful, but not required. This course attempts to explain the basic concepts in physics and to provide investigations for the student to read and/or perform. The first half unit covers math, mechanics and heat. The second half unit covers light, sound, electricity, magnetism, atomic and nuclear physics.

High School Courses

Special Topics in Life Science  CALS*

One Half Unit: 13 lessons, 13 submitted. 2 exams-1½ hours each. Course Fee: $34.00. Four specialized areas of biology are studied: human anatomy and physiology (human structures and functions), genetics (transmission of characteristics from one generation to another), evolution (theories of development of life on earth), and ecology (interrelationships of living things and the environment).

Text: FRAZIER, The Biological Sciences, 1974. Price: $14.00. NOTE: This textbook is also used for A SURVEY OF THE LIVING WORLD.

A Survey of the Living World  CALS*

One Half Unit: 12 lessons, 12 submitted. 2 exams-1½ hours each. Course Fee: $34.00. An introduction to biology. The course provides general information on plants and animals, from one-celled forms to the most developed forms.

Text: FRAZIER, The Biological Sciences, 1974. Price: $14.00. NOTE: This textbook is also used for SPECIAL TOPICS IN LIFE SCIENCE.

The Underground World of Caves  CALS*

One Half Unit: 10 lessons, 4 submitted. 2 exams-Midterm, 1 hour; Final, 2 hours. Course Fee: $34.00. A theoretical and practical approach to caves, describing the geology and ecology of these formations as well as safe methods of cave exploration.


Conservation of Natural Resources  CALS*

One Half Unit: 10 lessons, 10 submitted. 2 exams-1 hour each. Course Fee: $34.00. This survey course examines the nature of our environment, discusses environmental problems, and explains the principles of conservation.


SOCIAL STUDIES

Anthropology  CALS*

One Half Unit: 12 lessons, 10 submitted. 2 exams-3 hours each. Course Fee: $34.00. 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.


Indians of Missouri  CALS*

One Half Unit: 13 lessons, 12 submitted. 2 exams-1½ hours each. Course Fee: $34.00. 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.


CIVICS (SOCIAL STUDIES)

Civics: National, State, and Local Government  CALS*

One Half Unit: 24 lessons, 7 submitted. 2 exams-3 hours each. Course Fee: $34.00. 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.

Civics: Political Processes and Problems   CALS*

One Half Unit: 22 lessons, 7 submitted. 2 exams-3 hours each. Course Fee: $34.00. 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.


You and the Law   CALS*

One Half Unit: 7 lessons, 7 submitted. 2 exams-1½ hours each. Course Fee: $34.00. This course surveys criminal law, consumer law, family law, housing law, and environmental law. Individual rights are also examined.


CONTEMPORARY ISSUES (SOCIAL STUDIES)

The Contemporary World   CALS*

One Half Unit: 10 lessons, 10 submitted. 2 exams-1½ hours each. Course Fee: $34.00. 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.


PERSONAL DEVELOPMENT (SOCIAL STUDIES)

Child Development from Conception to Adolescence   CALS*

One Half Unit: 13 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: $34.00. Conception and pregnancy, prenatal care, childbirth, family planning, family relationships, and child development are all covered in this basic course.


Marriage and Parenting   CALS*

One Half Unit: 11 lessons, 4 submitted. 2 exams-1½ hours each. Course Fee: $34.00. The purpose of this course is to help prepare the student for marriage and parenthood. It presents a realistic description of what being married and having children involves.

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

Personal Adjustment and Dating   CALS*

One Half Unit: 8 lessons, 4 submitted. 2 exams-1½ hours each. Course Fee: $34.00. This course concentrates on several areas of concern for young people, including codes of conduct, drug use, interpersonal relationships, dating, and engagement.

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

Project Self-Discovery

One Half Unit: 10 lessons, 10 submitted. No exams. Course Fee: $34.00. The author describes his course as "a do-it-yourself kit which will help you increase your knowledge of what people are like, to advance your general education and to improve your powers of self-understanding and self-expression." Because of the personal nature of the assignments, no letter grades are given in Project Self-Discovery. Those who successfully complete this course will receive a grade of "Satisfactory." If the course is not completed, the grade will be "Incomplete" and no credit will be given.

Youth in Conflict CALS*

One Half Unit: 20 lessons, 4 submitted. 2 exams-Midterm, 1½ hours; Final, 1 hour. Course Fee: $34.00. This course uses applied psychology to address problems that young people often encounter in their transition from adolescence to adulthood.

GEOGRAPHY (SOCIAL STUDIES)

Geography CALS*

First Half Unit: 6 lessons, 6 submitted. 2 exams-2 hours each. Second Half Unit: 6 lessons, 6 submitted, 2 exams-2 hours each. Course Fee: $34.00 for each half unit. The first half unit is concerned with the relationship of human beings to the geographic environment. It emphasizes the influence of climate on human activity and describes the various climatic regions of the world. Basic concepts of geography are stressed in this half unit. The second half unit is concerned with soil and mineral resources and the effect of geographical features on trade, transportation, and communication. Much of the unit provides a physical description of the geographical regions of the world.

GOVERNMENT (SOCIAL STUDIES)

American Government CALS*

One Half Unit: 20 lessons, 4 submitted. 2 exams-2 hours each. Course Fee: $34.00. A study of basic principles of American government. The organization, processes, and functions of the national, state, and city governments are covered.

International Relations CALS*

One Half Unit: 10 lessons, 10 submitted. 2 exams-1½ hours each. Course Fee: $34.00.
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.

HISTORY

American History to 1865 CALS*

One Half Unit: 19 lessons, 5 submitted. 2 exams-3 hours each. Course Fee: $34.00. 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.

American History Since 1865 CALS*

One Half Unit: 16 lessons, 7 submitted. 2 exams-3 hours each. Course Fee: $34.00. This course begins with Reconstruction (after the Civil War) and ends with the 1970's. Topics include industrialization, the reform spirit, the First World War, Roosevelt and the Second World War, and the contemporary era.
High School Courses


Ancient History  CALS*

One Half Unit: 13 lessons, 3 submitted. 2 exams-2 hours each. Course Fee: $34.00. 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 I, 2nd ed., 1979. Price: $13.00. 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: $34.00. An examination of the role of blacks in America. This course looks at life styles blacks have experienced, showing how these life styles have changed over the years and what life is like now for blacks in America. Special emphasis is placed on the relationship between blacks and whites throughout America's history. Texts: TOPPIN, The Black American in United States History, 1973. Price: $12.00. KATZ, Eyewitness: The Negro in American History, 1974. Price: $7.60.

The Immigrants' Experience  CALS*

One Half Unit: 10 lessons, 10 submitted. 2 exams-2 hours each. Course Fee: $34.00. This course examines the story of the peopling of America, with special emphasis on the motives for emigration, the adjustment made by the newcomers to America, and the relative failure of America to adjust to them. Since nearly 35,000,000 immigrants entered America from Europe during the century between 1815 and 1914, much of the study focuses on these years. Texts: HANDLIN, Immigration as a Factor in American History, 1959. Price: $2.95. MANN, Immigrants in American Life, 1974. Price: $6.00.

Medieval History  CALS*

One Half Unit: 14 lessons, 4 submitted. 2 exams-2 hours each. Course Fee: $34.00. This survey course in medieval history emphasizes the development of civilization from the fall of the Roman Empire to the end of the Middle Ages. Text: CHAMBERS, The Western Experience, Volume I, 2nd ed., 1979. Price: $13.00. NOTE: This textbook is also used for ANCIENT HISTORY.

Missouri History  CALS*

One Half Unit: 16 lessons, 16 submitted. 2 exams-3 hours each. Course Fee: $34.00. 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.

Modern History  CALS*

First Half Unit (1789 to 1870's): 14 lessons, 14 submitted. 2 exams-2 hours each. Second Half Unit (1870's to late 1960's): 12 lessons, 12 submitted. 2 exams-2 hours each. Course Fee: $34.00 for each half unit. The time period from the French Revolution in 1789 to the late 1960's is discussed. Worldwide in scope and chronological in sequence, the course investigates the political, social, and economic factors that made up modern history. Texts for First and Second Half Units: HANSCOM, Voices of the Past: Readings in Modern History, 1967. Price: $4.40. HAYES, Modern Times: The French Revolution to the Present, 1965. Price: $8.50.

World History to 1814  CALS*

One Half Unit: 21 lessons, 5 submitted. 2 exams-2 hours each. Course Fee: $34.00. This course is designed to cover the important events in world history from the beginning of civilization through the Age of Enlightenment. Texts: MAZOUR, Men and Nations, 3rd ed., 1975. Price: $17.25. HERTZER, Workbook for Use with Men
World History Since 1814  CALS*

One Half Unit: 20 lessons, 5 submitted. 2 exams-2 hours each. Course Fee: $34.00. This course is designed to cover the important events in world history from the Age of Enlightenment to the present.  

Psychology

Psychology: Foundations of Human Behavior  CALS*

One Half Unit: 11 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: $34.00. This general psychology course is designed to introduce the basic concepts of psychology. Topics covered include a general discussion of what psychology is; how psychologists arrive at psychological principles; biological, environmental, and hereditary influences on behavior; personality, learning, thinking, and measurements of personality and intellectual ability.  
Text: ENGLE, *Psychology: Its Principles and Application*, 7th ed., 1979. Price: $15.00. NOTE: This textbook is also used for INTRODUCTION TO PERSONAL AND SOCIAL PSYCHOLOGY.

Introduction to Personal and Social Psychology  CALS*

One Half Unit: 9 lessons, 6 submitted. 2 exams-2 hours each. Course Fee: $34.00. This general psychology course concentrates on the "why" of human behavior. It examines sensation, perception, emotions, motivation, and frustration as they affect human behavior. Social influences on individual as well as group behavior are also considered. Finally, treatments used in correction of personality disorders are presented.  

RELIGION

World Religions  CALS*

One Half Unit: 9 lessons, 9 submitted. 2 exams-1½ hours each. Course Fee: $34.00. 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.  

SOCIOCY

Sociology  CALS*

One Half Unit: 22 lessons, 22 submitted. 2 exams-1½ hours each. Course Fee: $34.00. 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.  

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

* Computer Assisted Lesson Service. For explanation, see page 4.
+ Not available to persons with addresses that do not have U.S. Zip Codes.
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 personal records reported as CEU's to meet requirements for:
1. Upgrading professional skills.
2. Documentation of qualifications for licensure, certification or registration.
3. Evidence of personal and vocational growth to meet career needs.
4. Preparation for a new career by personal preference or to keep pace with technology.
5. Demonstration of 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 at any time by submitting an application form along with the course fee. Be certain you have provided complete information on the application form (found in back of 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.

Course Fees

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

Textbooks

No textbooks are required for continuing education courses.

Examinations

Examinations are included as part of some continuing education courses. These are usually self-administered, open-book examinations.

Time Limits

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

Air Mail

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

COURSE DESCRIPTIONS

CITIZENSHIP

Citizenship (2.5 CEU)

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 nineteen lesson course provides the information candidates for citizenship will need to know when they appear before the Naturalization Examiner of the Department of Justice for the granting of citizenship. This course is not required, but it may be helpful. The enrollment fee includes lesson outlines, tests, and textbooks. Enrollment fee: $30.00. Air Mail fee: $7.00.

COMMUNITY AND COUNTY DEVELOPMENT

City and County Planning and Plan Implementation (1.3 CEU)

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. Enrollment fee: $10.09. Air Mail fee: $5.50. Each person completing this course will receive a certificate signed by the Chancellor of the University of Missouri.

HOME ECONOMICS

Those Important Preschool Years (1.3 CEU)

This course is designed to help parents become more understanding, patient, loving, and involved with their children. This course is divided into six lessons. Enrollment fee: $10.00. Air Mail fee: $6.00.

Today's Homemaker (1.3 CEU)

A course which provides hints for better family budgets, home buying, and the art of homemaking. This course is divided into five lessons. Enrollment fee: $10.00. Air Mail fee: $4.50.

Your Family's Food (1.3 CEU)

This course is divided into five units: In the Market, In the Kitchen, In the Body, Through the Day, and For All Ages. It has been written to help persons who buy and prepare food to gain better knowledge and appreciation of food's place in the life and well-being of each family member. Enrollment fee: $10.00. Air Mail fee: $7.50.

Science in Food (1.3 CEU)

This course, which is divided into six lessons, explains how to safely preserve (can, dry, freeze) foods for future use. It also describes the principles of preparing enjoyable and nutritious meals. Enrollment fee: $10.00. Air Mail fee: $5.50.

PARKS AND RECREATION

So You're a Park Board Member (1.3 CEU)

The student will learn the responsibility and activities of a park board member. The course discusses financial management of local park boards.
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- h = high school
- c = continuing education
- u = university

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

See page 52 for new telephone numbers.
INDEPENDENT STUDY COURSE APPLICATION
University of Missouri
Extension Division
(COLUMBIA-KANSAS CITY-ROLLA-ST. LOUIS)

MAIL OR BRING TO:
Center for Independent Study
400 Hitt Street
Columbia, MO 65211
(314) 882-2491

INSTRUCTIONS
Our computer system uses Social Security Administration Numbers to identify student records. Students without an SSAN will be assigned a 9-digit number to use where the SSAN is requested.

Please print or type all information.

1. Student’s Last Name ___________________________ First ______ Initial ______ Maiden Name ___________________________

2. C/O ____________________________________________ Your Date of Birth* __________ 12 2015

(On this line, put the name of the person at your address who is listed with the Post Office to receive mail, if different from your last name.

Telephone Number 8–5(_____)____________________ After 5 Telephone(____)____________________

3. Number & Street Name __________________________ Apt. No. ______ or PO Box No. ______ or R.R. No. ______ Box No. ______

City __________________________ State ______ Zip ______

4. Permanent address if different from 3.__________________________ Address at which you may be reached for the next 12 months. ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ ________ 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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.

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

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D GRADUATE STUDENTS (Non-University of Missouri) (PLEASE READ THE SECTION ON GRADUATE STUDENTS IN OUR CURRENT CATALOG FOR COMPLETE INFORMATION ON GRADUATE CREDIT BY CORRESPONDENCE INSTRUCTION).

☐ I have read the above. Student’s Signature Date

1. ENROLLMENT FEE SCHEDULE Please note refund policy as started in Independent Study Catalog.
   a. High School; $34.00 each ½ unit course
   b. University Undergraduate; $42.50/sem. hr. X Number hours $1.
   c. University Graduate; $46.75/sem. hr. X Number hours
   d. Continuing Education Courses: (See course listing for cost) $.

2. SPECIAL HANDLING POSTAGE. If you want faster service for your study guide & text(s), add $1.00 in Box 2.

   $.

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

4. TEXTBOOKS Please order Texts now while correct edition is available. Use the TEXTBOOK ORDER FORM in catalog; Add 5.125% sales tax to the cost of the texts mailed to a Missouri address.

   $.

5. IF YOU DO NOT PLAN TO PURCHASE TEXTS FROM THE CENTER, CHECK THIS BOX. Don’t purchase texts elsewhere until you receive the course study guide in order to know which edition(s) to get.

   $.

6. RENTAL/DEPOSIT FEE (If any)

   $.

7. Enclose check or money order payable to University of Missouri, or use credit card by completing below. Please check in the appropriate box which charge card you intend to use.

   □ Card Number (Be accurate) Exp. Date
   □ (Print name as shown on card)
   □ (Sign name here)

OFFICE USE ONLY

It is understood that the Center for Independent Study Through Correspondence of the University of Missouri is authorized to report grade information on this course to principals, registrars, or employers, if employer pays course fee.

The time limit for all courses is nine months from date of enrollment. One three-month extension will be granted on request and payment of $5.00 fee if made within nine months of enrollment.

ALL WORK, INCLUDING EXAMS, MUST BE RECEIVED BY THE CENTER THREE WEEKS PRIOR TO YOUR DEADLINE FOR GRADE REPORT.

Student’s Signature Date
Please send the books and materials listed below for the Independent Study course: __________________________ (Name of Course) __________________________ (Number)

SSAN __________________________

Name: __________________________ Phone No. (______) __________________________

Address __________________________

City, State, Zip Code: __________________________

☐ I wish to receive used books if available. NOTE: If new books are desired, but are not available, used books will be sent and a refund made.

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Total for books

Books shipped to Missouri Addresses-Add sales tax 4.625%

Total*

*If this order form accompanies course application, enter this total in the "Textbook" block on the reverse side of the application form. You may write one check for the total amount of course fees and texts.

☐ (VISA No.) (Card Expiration Date) ☐ (Master Card No.) (Card Expiration Date)

(Print name as shown on card) (Sign name here) 9/81

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Please send the books and materials listed below for the Independent Study course: __________________________ (Name of Course) __________________________ (Number)

SSAN __________________________

Name: __________________________ Phone No. (______) __________________________

Address __________________________

City, State, Zip Code: __________________________

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INDEPENDENT STUDY COURSE APPLICATION
University of Missouri
Extension Division
(COLUMBIA-KANSAS CITY-ROLLA-ST. LOUIS)

MAIL OR BRING TO:
Center for Independent Study
400 Hitt Street
Columbia, MO 65211
(314) 882-2491

INSTRUCTIONS
Our computer system uses Social Security Administration Numbers to identify student records. Students without an SSAN will be assigned a 9-digit number to use where the SSAN is requested.

Please print or type all information.

1. Student’s Last Name First Initial Maiden Name Social Security Number

2. C/O (On this line, put the name of the person at your address who is listed with the Post Office to receive mail, if different from your last name.

   Telephone Number 8–5[ ] After 5 Telephone[ ]

3. Number & Street Name Apt. No. or PO Box No. or R.R. No. Box No.

4. Permanent address if different from 3. Address at which you may be reached for the next 12 months.

5. If you have a University of Missouri Student Number from any campus, indicate it/them in box(es)

   UMC UMKC UMR UMSL

6. If enrolled in residence at UMC give School/College , Department

7. Have you received credit for a class at UMC: By Indep. Study? If YES, date By Extension? If YES, date

8. If you have been enrolled at UMC under a name other than name in 1. above, or answered YES to item 7, give this name.

   Last First Initial

FILL OUT A SEPARATE APPLICATION FOR EACH COURSE

9. a. High School Course Title (See Section A on other side)

   Which half unit? 1st 2nd

   OFFICE USE Course Code

   Course Code

b. University Course Title (See Section B, C or D on other side)

   Course No. Credit Hrs.

   Course Title

10. Do you meet the prerequisites, if any, for this course? (See catalog course description). Yes No If you have questions about eligibility, enclose a note with your application.

11. I want to take this university course on a Satisfactory/Unsatisfactory basis. Yes No (See Section on GRADES in catalog)

12. Please check (✓) your highest grade completed, or degree received:

   8 9 10 11 12 13 14 15 16 18
   High School College BA MA BS MS

13. Are you eligible for, and do you intend to claim U.S. Veterans Benefits (GI Bill) in connection with this course? Yes No If "YES", we will send you a form to complete and return.

14. Are you planning to use the credit in this course for graduation? Yes No If "YES", deadline for grade

   ALL WORK, INCLUDING EXAMS, MUST BE RECEIVED BY THE CENTER AT LEAST THREE WEEKS PRIOR TO YOUR DEADLINE FOR THE GRADE REPORT.

15. Ethnic Origin Code* (Check ✓ appropriate block)

   American  Asian or Pacific Black White Non-Resident
   Indian 1 Islander 2 Non-Hispanic 3 Hispanic 4 Non-Hispanic 5 Alien 6

*This information is optional and requested for purposes of reporting to Federal Compliance Agencies only and will not be used in determining admission status.

6/82
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.

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Center for Independent Study
Through Correspondence
400 Hitt Street
Columbia, Missouri 65211
314-882-2491

LIBRARY RATE

University of Missouri

Application form included
Local identifier: IndependentStudy1982-83

Source information:

- Format: Book
- Content type: Text with images
- Source ID: 010-014360595
- Notes

Capture information:

- Date captured: February 2020
- Scanner manufacturer: Plustek OpticBook
- Scanner model: A300 Plus
- Scanning system software: Book Pavilion
- Optical resolution: 600 dpi
- Color settings: 24 bit color covers; 8 bit grayscale for the rest
- File types: tiff
- Notes

Derivatives - Access copy:

- Compression: Tiff: LZW compression
- Editing software: Adobe Photoshop CC
- Resolution: 600 dpi
- Color: color covers; grayscale text
- File types: pdf created from tiffs
- Notes: Images cropped, straightened, brightened